

# ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

## **OFFICER RESPONSIBILITIES**

### **PRESIDENT**

#### I. Executive Appointments and Responsibilities

##### A. Appoint Executive Board

1. President (elected)
2. President-Elect (elected)
3. Immediate Past President (elected)
4. Secretary (elected)
5. Treasurer(elected)
6. Elementary School Director
7. Middle School Director
8. Secondary School Director
9. Higher Education Director
10. NCTM Representative

##### B. Appoint Executive Committee Chairs

1. Awards
2. Contests
3. Elections (Immediate Past President)
4. General Meetings
5. History
6. Membership
7. Pi-Day
8. Publications
  - a. Newsletter
  - b. Journal
9. Publicity

##### C. Appoint Ad Hoc Committee Chairs.

1. Business/Community Relations
2. ICTM Representative

D. Distribute officer list to executive committee with addresses, phone numbers, and e-mail addresses.

E. Distribute job descriptions.

F. Maintain contact with and serve as ex-officio member of all committees.

## II. Meeting Responsibilities

A. Plan and hold Executive Committee meetings.

1. Summer Planning Conference
2. Mid-year Dinner (January)
3. Others as necessary

B. Preside at regular MEGSL program meetings.

C. Write and sign (or delegate) thank-you notes to speakers, vendors, sponsors, and host(s).

## III. MEGSL representative to affiliated groups

A. Attend NCTM annual meeting and serve as alternate delegate.

B. Gather information regarding ICTM and MCTM Executive Board meetings.  
Attend if possible or appoint a representative.

C. Reimbursement will be set by the Executive Board.

## IV. Serve as General Conference Chair of the Annual Conference

A. Other chairs for the conference are described elsewhere in this document.

B. Chair positions not filled by this document are to be appointed by the President. Possible committees are:

- Evaluation
- Exhibitors
- Facilities
- Hospitality and Meals
- NCTM Materials
- Program Booklet
- Publicity
- Registration
- Signs

Student Aides  
Student Exhibits.

V. Maintain continuity of any documentation of organization.

VI. Provide necessary correspondence as received.

VII. Serve as Past President the following year.

VIII. Serve on the Elections committee.

# ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

## **OFFICER RESPONSIBILITIES**

### **PRESIDENT-ELECT**

- I. Attend all executive board meetings and organizational functions.
- II. Preside over Executive Board meetings and regular program meetings in absence of the President.
- III. Assist the President in decision making processes and agenda setting for Executive Board meetings.
- IV. Become familiar with all aspects of MEGSL so as to facilitate movement to president the following year.
- V. Serve as Co-Chair of the Program with the Past President for the Annual Conference
- VI. Serve on the Elections Committee.

# ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

## **BOARD MEMBER RESPONSIBILITIES**

### **IMMEDIATE PAST-PRESIDENT**

- I. Attend all Executive Board meetings and organizational functions
- II. Serve as General Program Co-Chair of the Annual Conference with the President-Elect.
- III. In conjunction with the President-Elect:
  - A. Choose sites for the year's meetings.
  - B. Secure the chosen sites. Determine fees, if any, and inform the Treasurer.
  - C. Acquire speakers for scheduled meetings.
  - D. Prepare notices of meetings in conjunction with the Program, Conference, Publications and the Conference Publicity Chairs.
  - E. Arrange for refreshments for each meeting
  - F. Prepare the program, scheduling all speakers in rooms with times.
  - G. Acquire name speakers
    - Relate information to the appropriate Grade Level Chair.
  - H. Send a copy-ready program to the Program Booklet Chair at least 60 days prior to conference.
  - I. Report regularly to the General Chair.
- IV. Chair the Nominating Committee.

# ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

## **OFFICER RESPONSIBILITIES**

### **SECRETARY**

- I. Attend all Executive Board meetings and organizational functions.
- II. Take minutes at Executive Board meetings, general membership meetings; duplicate and distribute to all Executive Board members prior to the next meeting.
- III. Keep a file of the year's activities: minutes, newsletters, programs, photos, etc.
- IV. Communicate with MCTM, ICTM, NCTM, and NCTM Affiliate Services Representative regarding names of officers, chairpersons, and meeting dates.
- V. Be responsible for all official correspondence of the organization. This includes writing all letters as directed by the President, and retaining copies of all correspondence.

# ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

## **OFFICER RESPONSIBILITIES**

### **TREASURER**

- I. Attend all Executive Board meetings and organizational functions.
- II. Prepare budget proposal in conjunction with president and immediate past treasurer for the coming year to be approved at the summer planning meeting.
- III. Arrange for an audit to be performed at the close of the fiscal year. (Annual report should be dated from time of audit one year to the next year's audit.)
- IV. Prepare an annual report to be presented at the 1st Fall Meeting.
- V. Pay bills upon presentation of receipts.
- VI. Keep President and/or Executive Board informed as to how money is being spent in each budget item.
- VII. Work with membership chair to keep an accurate membership list.
- VIII. Pay affiliation dues to MCTM. NCTM will send a request for affiliation dues, the amount to be based on membership.
- IX. Pay yearly (or as necessary) fee to Postmaster. Check with newsletter editor and contest chairman about additional money to be put on deposit at the Post Office. Maintain Bulk Mail instructions.
- X. Keep all deposit slips, receipts, etc.

# ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

## **BOARD MEMBER RESPONSIBILITIES**

### **DIRECTOR**

- I. Attend all Executive Board meetings and organizational functions.
- II. Provide liaison between the grade level represented and all committee chairs.
- III. Serve as one of the following Grade Level Program Committee Chairs depending upon the grade level represented:
  - A. Elementary Program
    1. Invite Elementary speakers
    2. Write thank-you notes.
  - B. Middle School Program
    1. Invite Middle School speakers
    2. Write thank-you notes.
  - C. Secondary Program
    1. Invite Secondary speakers
    2. Write thank-you notes.
  - D. Higher Education Program
    1. Invite Higher Education speakers
    2. Write thank-you notes.
- IV. Report to the Program Co-Chairs.
- V. See General Program Committee.
- VI. Provide a synopsis of grade level activities and/or presentations to the Publications and Publicity Chairs for each newsletter.

# ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

## **BOARD MEMBER RESPONSIBILITIES**

### **NCTM REPRESENTATIVE**

- I. The NCTM Representative is a member of the local association who is appointed biannually to keep the local membership advised of NCTM professional services. Duties of the NCTM representative are to:
- A. Attend all Executive Board meetings and organizational functions.
  - B. Attend NCTM Annual Meeting as delegate.
  - C. Promote membership in the NCTM.
  - D. Advertise NCTM activities.
  - E. Stimulate publicity for NCTM and the teaching of Mathematics.
  - F. Work with membership and publications committees as necessary.

# ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

## **COMMITTEE RESPONSIBILITIES**

### **AWARDS**

#### **Teaching Awards**

- I. Attend all Executive Board meetings and organizational functions.
- II. Arrange for nominations for awards to the grade level Teachers of the Year. A Teacher of the Year may be named for Elementary (Pre-K-4), Middle School (5-8), High School (9-12), and Higher Education. This nomination form should be included in the every Newsletter.
- III. Collect names of retiring teachers. Arrange for plaques to be awarded at the Spring Banquet.
- IV. Coordinate with Publicity Chair.
- V. Presentation of the awards will be at the Spring Banquet.

#### **Scholarship**

- I. Attend all Executive Board meetings and organizational functions.
- II. Two scholarships of \$1,000.00 each shall be awarded, one to a graduating high school senior and one to a college student each of whom express a desire to become mathematics teachers.
- III. An application shall be included in every newsletter.
- IV. Applications should be received one month prior to the Spring Banquet.
- V. The Scholarship Chair shall convene a committee of not less than three members to choose winners of the scholarships. If a suitable candidate can not be found that scholarship need not be awarded.
- VI. Awardees shall be notified as soon as possible. They and their parents' presence at the Spring Banquet is preferred but not required at MEGSL's expense.
- VII. Presentation of the scholarships shall be made at the Spring Banquet.
- VIII. Coordinate with Publicity Chair.

# ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

## **COMMITTEE RESPONSIBILITIES**

### **ELECTIONS**

- I. This committee shall consist of the President, President-Elect, and the Immediate Past President(Chair).

- II. Shortly after Winter Break, this committee shall meet to begin a search for the next year's President-Elect. This search should remain confidential.
- III. Once the above nomination has been secured, begin a search for nominations for the other offices being vacated.
- IV. Relay this information to the Executive Board.
- V. The Publications Editor shall provide a ballot in the fourth (April) newsletter.
- VI. All of the above should be completed, including the election, prior to the Spring Banquet.

## ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

### **COMMITTEE RESPONSIBILITIES**

#### **GENERAL MEETINGS**

- I. After determining the date of the meeting, find a suitable location.
  - A. Make sure that the location has several small rooms for small group discussions, as well as a central meeting room, plus an area for registration and membership.
  - B. Make reservations at least 8 weeks in advance. (Better to reserve as soon as date and location are known.)
  - C. Discover what materials can be provided, such as projectors, boards, chalk, etc. and contact someone who will be responsible for those provisions at the site.

D. Contact someone from the building with regards to refreshments. Make sure that these will be at the building or designate someone from the committee to bring them.

E. Contact the person from the building who is responsible for arrangements on the day of the meeting to finalize all plans.

II. Contact speaker or speakers for the meeting.

A. Determine whether or not one or more speakers is needed. Judge from attendance last year at a nearby site and the subject of the meeting.

B. Contact the speakers 6-8 weeks ahead of time, if possible, earlier. (Many popular speakers fill their calendars early.)

C. Ask them to tell you what equipment is needed and determine how these can be delivered or provided by the building.

D. If the speaker is from out of town, reserve a hotel room and make arrangements for his transportation to the meeting. We can pay for a single room and transportation. The speaker should submit the bill to the treasurer. (Subject to budget limitations and approval of Executive Board and/or President.)

III. Contact the Publicity and Publications Chairs as soon as the above information is known.

A. These people will need to know location, speaker(s), names of the talks, and the meeting schedule.

B. Find out the dates by which this information must be submitted for publication.

IV. Meeting programs must be duplicated.

A. If there is more than one speaker, a program will usually be distributed. Appoint someone to hand them out at the meeting, or make other arrangements for their distribution.

B. Prepare copy which includes all information on location, names, and the particular times the business meeting, program, and social hour will take place. Communicate this information to the Publicity, Membership, and Publications Chairs and Officers.

V. Post signs in the building on the day of the meeting that indicate its location or have site representative handle them.

A. If necessary, request a microphone for the central meeting if a large number of people are expected. Find all outlets and light switches so that the equipment and meeting run smoothly.

B. Be on hand to greet speakers and to make proper introductions to members of Executive Committee as necessary.

C. Provide to the President names and addresses of speakers and other pertinent people involved for a follow-up thank-you note or letter.

# ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

## **COMMITTEE RESPONSIBILITIES**

### **HISTORY**

- I. Attend all Executive Board meetings and organizational functions.
- II. Collect and maintain all data of note pertaining to MEGSL.
- III. Arrange materials in a way that promotes research and viewing.

# ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

## **COMMITTEE RESPONSIBILITIES**

### **MEMBERSHIP**

I. Attend all Executive Board meetings and organizational functions

II. Process Memberships

- A. Maintain paper records of membership forms.
- B. Forward checks to Treasurer and make a record of them.

III. Handling of Membership Forms

- A. Checks and cash — checks should be clipped to individual forms. It is important that checks are sent to treasurer within 1 week of receipt.
- B. Keep list of membership with name, address, e-mail, and date joined.

IV. Maintain Current Mailing Labels

- A. Include date of expiration on labels.
- B. Provide to Publications Chair as requested.

V. Increasing Membership

- A. Distribute forms and brochures at each meeting.
- B. The names of all new individuals who have joined MEGSL so far, should be printed in the second newsletter.
- C. Provide membership forms to the Publications Chair.
- D. Send post card reminders to expiring memberships.
- E. Shall handle returned publications and attendant address changes.

# ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

## **COMMITTEE RESPONSIBILITIES**

### **Pi DAY**

- I. Provide a display and presentation at the annual Conference.
- II. Provide information regarding Pi Day activities through the Newsletter, Web-Site, and List-Serv.
- III. Prepare a booklet of suggestions and resources for p Day activities including the following mission statement and goals.

### **MISSION STATEMENT**

Pi Day openly promotes the celebration of mathematics education; the collective enjoyment of mathematics; and the ageless, multicultural interest in Pi. Educators, students, and parents are encouraged to join together in a variety of public activities, expressing in imaginative ways, their passion for the longstanding, creative nature of mathematics.

### **GOALS**

- To generate awareness of Pi Day among mathematics in the Greater St. Louis area;
- To collect feedback on PI Day activities;
- To establish a network of communication for Pi Day activities; and
- To identify resources to assist mathematics teachers with PI Day activities.

# ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

## **COMMITTEE RESPONSIBILITIES**

### **PUBLICATIONS**

#### **Newsletter Editor**

- I. Attend all Executive Board meetings and organizational functions.
- II. Check that the Treasurer maintains annual bulk mailing permit with USPS.
- III. Obtain mailing labels from the membership chairperson.
- IV. In preparing the newsletter, the editor shall:
  - A. Contact the general meetings chair for details on the upcoming program.
  - B. Contact the president for any information he or she might like to have included in the newsletter.
  - C. Collect/compose articles; have newsletter typed.
  - D. Have the return address on the newsletter read as follows:  
MEGSL  
c/o Newsletter editor's name, EDITOR  
Newsletter editor's address.
- V. Prepare the newsletter for mailing.

### **Journal Editor**

- I. Publicize the fact that MEGSL is in need of articles for the Journal.
- II. Encourage teachers to contribute articles.
- III. Solicit ads to pay for the Journal.
- IV. Publish a quality, balanced journal beneficial to our membership.

#### MEGSL JOURNAL TASKLINE

1. Planning/work session
2. Obtaining pledges for articles
3. Designing graphics
4. Contacting pledges
5. Soliciting ads

6. Reminders to pledges
7. Refining articles
8. Selecting articles
9. Ads due
10. Composing final layout
11. Positioning ads
12. Welcome from President
13. Membership Form
14. Copy-ready
15. Printing
16. Distributing
17. Selling

V. Ensure that the following mission statement is included in each Journal.

#### MISSION STATEMENT

Our mission is to develop a journal of teaching strategies, advice, and lessons that benefit the instruction of mathematics. This journal will be the result of a collective sharing of our members' best thoughts and experiences with students and colleagues.

## ***MATHEMATICS EDUCATORS OF GREATER ST. LOUIS***

### COMMITTEE RESPONSIBILITIES

#### **PUBLICITY**

- I. Attend all Executive Board meetings and organizational functions. Bring a camera.
- II. Publicize, by means of news releases, MEGSL events to the local media, to MCTM and its affiliates, and to the relevant leaders of mathematics education across Missouri.
- III. Communicate the following rules for publicity to the Executive Board, committee chairs, and to all ad hoc committee chairs:
  - a) Old news is dead news. News releases are best received prior to the event.
  - b) Well known speakers make the news. When inviting them ask for a bio and a digital photo(jpeg format). Allow ample time for a response. Forward the information to the Publicity Chair.

c) Thirty (30) days prior to the event, the chair of the event (General Meetings Chair, Math Contest Chair, Conference Chair, Banquet Chair, etc.) will be reminded to provide the pertinent information on the speaker or the event. The President or event chair should be asked to provide a one or two sentence quote for the news release.

d) At least 21 days prior to the event, news releases will be issued to appropriate leaders of mathematics education other than members of MEGSL.

e) Two news releases will usually be issued to local media — the first 10-7 days prior, and the second 4 days prior.

f) Most news releases will be sent by e-mail or by FAX — a few by U.S. mail.

IV. These are the major MEGSL events:

Fall meetings

Excellence in Math Contest, grades 9-12 (November)

Annual Conference

Winter Meeting

Pi Day (March)

Excellence in Math Contest, grades 6-9 (March)

Spring Banquet (April/May)

V. Maintain two contact lists:

Local media — newspapers, TV, radio, and web news

Relevant mathematics education leaders across Missouri and Metro east.

VI. Place MEGSL events on St. Louis web-site calendars.

VII. Reference the MEGSL web site and promote all news releases.

VIII. Photographs are critical to an effective news release. Having a photograph of honorees prior to an event is a prerequisite for media coverage. The public relations director of the honoree's school district should be contacted regarding the award.

IX. The committee should keep a record and sample of all news releases.

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