

SDCTM President-Elect Job Description

October:

Assist with SDCTM/SDSTA pre-conference planning

November:

Attend SDCTM/SDSTA Conference planning meeting

December:

Attend SDCTM/SDSTA Conference planning meeting

February:

Assist with conference pre-registrations Thursday evening

Preside at math sharing session if president is unavailable

Assist with conference registrations Friday/Saturday

Change session room signage if not handled by Crossroads staff

Assist with conference publicity

Assist with conference photography

General:

Work closely with president on SDCTM projects as requested

Assist the vice-president with his/her duties

Recruit a slate of candidates for elections (held in odd-numbered years)

Serve as government relations representative

Preside at meetings in the absence of the president and vice-president

Prepare to assume duties of SDCTM president

From the SDCTM Constitution-Bylaws (Revised 2008):

Section III. President-Elect. The president-elect shall work in close association with the president and shall assist the vice-president in his/her duties. In absence of the president, and vice-president, he/she shall preside at meetings of SDCTM.

The president-elect shall serve as the government relations representative.