

SDCTM President Job Description (01/2009)

January

- Prepare activity/handout for conference sharing session.
- Prepare agenda for Feb. business meeting
- Notify members (30 days prior to meeting) of proposed bylaws/constitution changes
- Buy beverages for after-banquet session
- Contact Huron Daily Plainsman for conference publicity
- Make handout copies for featured speakers
- Post conference announcement to DOE math and DOE science listservs

February

- Make copies of agenda for business meeting
- Be the face of SDCTM during conference
- Take care of featured speakers
- Bring materials to conference: signs, shirts, pins, cooler
- Post signs, banners, arrange registration tables, etc.
- Preside over conference sharing session Thursday
- Order flowers for Friday banquet presentation: Jean-Millie
- Preside over Friday lunch (with SDSTA pres): door prizes and intro speakers
- Preside over business meeting Friday
- Preside over Friday banquet (with SDSTA pres): intro speakers, awards, door prizes
- Provide beverages etc. for after-banquet
- Preside over Saturday lunch (with SDSTA pres): intro speakers, door prizes, slide show

March

- Write spring newsletter column (for March NL)
- Thank you notes to conference workers, featured speakers
- Initiate symposium planning (committee)

April

- Design/print brochures with new officer info
- Update officer info to NCTM
- Schedule executive board meeting for May
- Prepare agenda for executive board meeting
- Attend NCTM annual meeting: look for featured speakers

May

- Preside at executive board meeting: appoint committees, ad hoc members etc.
- Solicit nominations for Friend of Mathematics Award
- Solicit nominations for Service to Mathematics Award
- Recruit participants for leadership conference
- Assist with Symposium attendance/registration

June

Write column for summer newsletter (For June/July NL)

Contact featured speakers

Attend/assist with Symposium

July

Contact featured speakers

August

Contact featured speakers

Contact banquet speaker (odd years)

Design ad for SDEA (Educator's Advocate) for November publication

Write fall newsletter column (for September NL)

September

Confirm and register featured speakers

Confirm banquet speaker (odd years)

Make travel arrangements for featured speakers/banquet speaker

October

Post conference info on southdakotapd.com

Contact workers for November planning meeting

Contact featured speakers for proposals and vitae

Solicit suggestions for presenter gifts

Send Educator's Advocate ad in for November Publication

November

Attend conference planning meeting

Write winter newsletter column (for December NL)

Contact workers for December planning meeting

Order presenter gifts

December

Attend conference planning meeting

Forward winter newsletter to elem and sec principals

Forward winter newsletter to DOE math and DOE science listservs

Contact FOM and Service award recipients

Create PowerPoint for Saturday conference lunch

Ongoing

Participate in DOE math projects

Recruit new members of executive board/projects, etc.

