

## Fund-Raising Chair for Math Energy

### How determined:

Elected by the Executive Board in November. In case the Fund-Raising chair is unable to fulfill the term, the board should appoint someone to fulfill the vacancy.

### Qualifications:

The Fund-Raising chair should be an active member of Math Energy for at least one semester, be an early childhood, elementary, middle school, or special education major. Board members must maintain a minimum GPA of 2.50 in order to remain on the Board.

### Duties and Responsibilities

1. Don't throw away anything! (Check with Board and your Advisor before throwing anything away.)
2. Keep in touch with advisor at least twice a month.
3. If needed, set up a committee. Use them or lose them! Keep them busy. Delegate responsibilities.
4. Keep a record of the money that you collect for fund-raisers and purchases you make to correspond with the treasurer's report.
5. Work with and meet with advisor once a month to come up with door prizes for General Meetings. Solicit contributions from faculty, businesses, publishers, school suppliers, etc. (See notebook for form letter to be sent to businesses.)
6. Keep a record of monthly activities that you are involved in, to add to this job description. Keep clear, accurate records for future officers.
7. Must attend all General and Executive Board meetings. (Be at general meeting 1/2 hour early.) Each Board member is allowed 2 excused absences a year. Any more than this, or an unexcused absence, will result in dismissal from the Executive Board.
8. Use your committee to order NCTM merchandise for the Spring EIU Math Conference.
9. Keep a running record of materials on hand. Be sure to check record once a month.
10. Assist membership chairpersons during general meetings.