

Membership Chair of Math Energy

How determined:

Elected by the general membership at large in November. In case the Membership Chair is unable to fulfill the term, the board should appoint someone to fulfill the vacancy.

Qualifications:

The Membership Chair should be an active member of Math Energy for at least one semester, be an early childhood, elementary, middle level, 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. Prepare 100 flyers and 100 information sheets for the RSO fair which is held very early in the semester.
2. Before first general meeting of each semester, distribute information sheets to Math Education classrooms so members can fill them out ahead of time.
- 3a. At the first General Meeting of each semester, register all members of the club. Register new members at each meeting. Have at least four Board members take dues and register all members at each meeting. You and the Treasurer should be part of the four. Get a copy of all checks from treasurer after meetings.
- 3b. Ask other executive board members to explain filling out the yellow forms to people standing in lines. Also, encourage them to write their check before they get to the registration table.
4. Take attendance at every General Meeting by providing small slips of paper for each member to sign their name on. Save these slips for an entire semester so we can draw names for door prizes at the last meeting of each semester. If access to door prizes is abundant some semesters, door prizes might be given out at each meeting. Check with fundraising chair to make sure someone is taking care of door prizes.
5. Each semester make arrangements with your Math Energy Advisor to have a mailing list set up. Lists should be alphabetized and updated after each General Meeting. Put only members who have paid on the mailing list.
6. Each semester make arrangements with your Math Energy Advisor to set up a spreadsheet list. The spreadsheet should list members in alphabetical order with attendance dates, dues, and whether they are ICTM or NCTM members. List should be updated after every General Meeting.
7. Distribute an alphabetical list of phone numbers of all members to all Math Energy Advisors and Executive Board Members after the first General Meeting each semester.
8. Meet with your Math Energy Advisor between the Executive and general meetings. Check the Math Energy mailbox weekly.

9. Make sure information sheets are made (250 fall, 400 spring are needed). Bring them to every General Meeting.
10. At first General Meeting for the fall semester:
 - Start registration at 6:30 pm.
 - Have two tables set up for attendance.
 - Have each person fill out their name, address, and phone number on an information sheet, if they are paying.
 - Have plenty of black pens available at the registration table.
 - Have them pay \$6 for dues—give receipts for cash.
 - Mark how paid when you receive information sheet!
 - Distribute and collect slips of paper for attendance prizes at end of meeting.
 - Distribute attendance policy to everyone.
 - Make and distribute semester's schedule of meetings.
 - Have them fill out a yellow meeting sheet to leave and have stamped. (This sheet will be picked up after the meeting and they will be responsible for bringing it to each meeting to be stamped.)
11. At first General Meeting for spring semester:
 - Start registration at 6:30 pm.
 - Arrange to have information sheet sent out with the first newsletter before spring meeting. Members can bring information sheet filled out when they arrive at the first spring meeting.
 - Have two tables set up for attendance.
 - Have each person fill out their name, address, and phone number on an information sheet if they have already not done so from the information sheet sent out with the first newsletter.
 - Have plenty of black pens available at the registration table.
 - Have them pay \$6 for dues , give receipts for cash.
 - Mark how they paid when you receive information sheet.
 - Distribute and collect slips of paper for attendance prizes at end of meeting.
 - Distribute attendance policy to everyone.
 - Make and distribute semester's schedule of meetings.
 - Have them fill out a yellow meeting sheet to leave and have stamped. (This sheet will be picked up after the meeting and they will be responsible for bringing it to each meeting to be stamped.)
12. After each General Meeting:
 - Go through attendance slips and initial the month they attended on the information sheets if the member attended the full meeting, and a – on their sheet if they left early.
 - Alphabetically organize each semester's information sheets in a binder. Turn in the information sheets to Advisor, who will arrange for a mailing list, phone list and spreadsheet to be made.
 - Make sure papers to be handed out are 3-hole punched.

Samp each yellow meeting form during meeting.

13. If a member joined NCTM or ICTM, (get a list from ICTM/NCTM Representative) mark on spreadsheet and on the information sheet. Have Math Department Secretary create a final copy. After proofreading it, make 6 copies for:
 1. 2 for yourself (1 put in your binder and use the second one to update attendance at the next meeting)
 2. ICTM/NCTM Delegate
 3. Advisor
 4. Elementary Education Secretary
 5. Math Energy Secretary
14. At next meeting, lay the previous month's spreadsheet out on the registration table and allow members to mark their initials for the month they are attending. Have Board Members at the table to be sure each person signs in only themselves. Make sure Executive Board signs also.
15. Turn in spreadsheet from previous meeting to Advisor with corrections and additions in red. After Sandy has updated, then distribute copies again to the 4 people.
16. After each meeting have mailing list updated before the secretary and publicity chair need it.
 1. Secretary—needs labels by the Friday after each General Meeting.
 2. Publicity—needs labels by the Executive Board Meeting.
17. Give all receipts for expenses to the Treasurer.
18. Attend all General and Executive Board meetings. (Be at General meeting $\frac{1}{2}$ hour early.) Each Board member is allowed two excused absences a year. Any more than this, or an unexcused absence, will result in dismissal from the Executive Board.
19. Do not throw anything away! (Consult with Board and your Advisor before throwing anything away.)
20. All work you need to be done by the Mathematics Department Secretary should be given to your Math Energy Advisor first. Advisors, not Math Energy officers, should complete “work slips” and ask the Secretary for help.