

President of Math Energy

How determined:

Elected by the general membership at large in November. In case the President is unable to fulfill the term, the Vice President should assume the office of President.

Qualifications:

The President should have been an active member of Math Energy for one year, be an early childhood, elementary/junior high education major, and have attained at least Sophomore standing before assuming the office. It is required that this person has already been a member of the Executive Board at least one semester. Board members must maintain a minimum GPA of 2.50 in order to remain on the Board. The Math Energy President must be a member of NCTM.

Duties and Responsibilities:

1. Preside over all General Meetings and turn in Newsletter article to secretary by Wednesday following Executive Meetings.
2. Preside over all Executive Board Meetings and submit minutes to secretary by Wednesday following Executive Board Meeting.
3. Meet with all Math Energy Advisors regularly. Meet with your main advisor between executive meetings and general meetings and vice versa.
4. Check Math Energy mailbox at least 2 times a week.
5. Keep all members of the Executive Board well-informed.
6. Appoint a Webmaster at the first Executive Meeting.
7. Address any problems that may arise regarding meetings, officers, programs, and/or members.
8. E-mail or call Executive Members before each Executive Board meeting to remind them to come to the meeting and that they are expected to report on their area of responsibility. Check with Advisors for Agenda Items. Plan agenda and bring it to the Executive Board Meeting. Make at least 5 extra copies. Anything that is to be handed out to Executive Members needs to be hole punched.
9. Share responsibility of the Presidency with the Vice President as the need arises.
10. Respond to any mailings from ICTM or NCTM and report any pertinent information to the members. Consult first with the ICTM/NCTM Delegate and Government Representative to avoid any duplication of effort.
11. Before school starts in August, write a letter to the Executive Board members to remind them of the first Executive Board Meeting.
12. Before school starts each semester, be sure the Vice President and Arrangement Chair write a letter or brochure explaining Math Energy, the date, location, and time of the first meeting, and inviting everyone to attend. Remind Special Events Chair to arrange for this letter to be distributed on Student Organization Day. Arrange for a table to be staffed by Math Energy members. Sign-up for Organization Day in the Fall is usually done the previous April, and in the Spring is usually by November.

13. At the first Executive Board Meeting of each semester, schedule for the Executive Board members to go into the math education classes to explain Math Energy and when/where our first meeting will be.
14. Reapply for EIU organization status in September. Application will be sent to Dr. Bishop. Complete; and return to room 316, Office of Student Activities, in the Union. If a new President is elected, the records in the Student Activities office should be updated in January.
15. Appoint a nominations committee in March to present a slate of Officers to the general membership at the October meeting to be voted on at the November meeting. By our Constitution, the out-going President shall chair the nomination committee.
16. In February, contact the Office of Student Orientation to sign up to have an ad in the Orientation Book for freshmen and transfer students.
17. At the last Executive Board Meeting of each semester, match up every Executive Board Member with an Advisor to work with throughout the next semester.
18. In April before the semester ends, obtain the summer addresses and phone numbers of all the Executive Board Members. If possible, also obtain fall addresses and phone numbers.
19. With input from the Executive Board, decide time, date, and place for General Meetings and Executive Board Meetings for the following school year in January, so the Arrangements Chair can reserve meeting rooms.
20. 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.
21. Don't throw away anything! (Check with Board and your Advisor before throwing anything away.)