

Secretary of Math Energy

How determined:

Elected by the general membership in March. If the secretary is unable to fulfill term, the Executive Board should appoint someone to fill the position.

Qualifications:

The Secretary 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. Take minutes at all Executive Board Meetings. Get reports from each Board Member immediately after the Executive Board Meeting. Have the first draft of these minutes approved by your assigned faculty advisor. The Math Department Secretary (Sandy) is willing to type your final draft if you wish. Give 4 copies of all minutes to the Historian.
2. Any motion made and seconded at any Executive Board Meeting or General Meeting should be included in its entirety in the appropriate minutes. The ayes, nays and abstentions should be recorded in the minutes.
3. Get reports from each Board Member, immediately after the General Meeting. The President and Vice President must have a report and the other executive board members only give a report if he/she has something to put in the newsletter. Have the newsletter approved by your advisor. The Math Department Secretary is willing to type your final draft. The newsletter must be copied on yellow paper, which is kept in Dr. Henn's office. Distribute the newsletter to all members and faculty advisors of Math Energy. You must ask the Math Energy Secretary for a set of labels. Take on-campus letters to the campus mail slot at the Physical Plant Building or to the Mathematics Department campus mail tray in OM 331. You may want to form a committee to help in the distribution of the newsletters.
4. At the first General Meeting of each semester, distribute a list of the Executive Board and faculty advisors (position, address, phone number, e-mail and class schedule) to the Executive Board and advisors.
5. Meet with Math Energy Advisor at least once a week. Check the Math Energy mailbox twice a week.
6. Inform the President of any unfinished Executive Board Meeting business at least one week before each Executive Board Meeting. Get this information from your Minutes.
7. Work with Treasurer to be sure postage, address labels, and paper are purchased and receipts for them recorded for future budget consideration. It is the Secretary's responsibility to order paper and laser labels as needed.
8. Do not throw anything away! (Consult with Board and your Advisor before throwing anything away.)

9. 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.
10. All duplicating should be done in the Mathematics Department (using Math Energy paper), unless the Board authorizes the cost of duplicating elsewhere.
11. Check on all Math Energy purchased books at the Booth Library Reserved Book desk at least once a semester. Place any newly purchased books by Math Energy on the Reserve Book list. Distribute a list of the books at the Reserved desk to all members and advisors at the beginning of each semester, and inform them as to what name the books are reserved under.
12. Work with Membership Chair to be sure that ICTM President, ICTM Board Chair, ICTM Affiliate Group Liaison, NCTM President and Regional Services Committee Representative Dr. Carol Helwig and other important university people receive a copy of our newsletter.