

Vice President of Math Energy (and Program Chair)

How determined:

Elected by the general membership at large in November. In case the Vice President is unable to fulfill the term, the Board will appoint someone to fill the vacancy.

Qualifications:

The Vice President should have been an active member of Math Energy for at least one semester, should be an early childhood, elementary, middle-level, or special education major, and have attained at least Sophomore standing before assuming the office. It is recommended that this person has already been a member of the Executive Board or a member of a Math Energy Committee. Board members must maintain a minimum GPA of 2.50 in order to remain on the Board.

Duties and Responsibilities:

1. Substitute for the President, whenever the President is not available. This includes General Meetings, Executive Board Meetings, and any other Presidential duties.
2. 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.
3. Plan the programs for the General Meetings for the following semester. (Early in the Fall, plan the Spring program. Early in the Spring, plan the program for the following Fall.) This includes contacting speakers to get a firm date and topic. Because of weather, suggest local speakers for January and February.
4. Form a Programming Committee and subdivide responsibilities:
 - a) One group to prepare for and supervise the “Make it-Take it” meetings when held. The “activity” needs to be ready to be practiced at the Executive Board meeting prior to the General Meeting. The Program Chair is responsible for providing extra materials (ie. scissors, markers, etc.) for members who do not bring their own.
 - b) One group to prepare and supervise the games, activities, and food for “party” meetings, usually the last meeting of each semester.
5. Speakers: Call to remind them of their commitment several months ahead and ask about any special requirements (A.V. or ?). If they have hand-outs and they cannot duplicate 150+ copies themselves, arrange to get them so they can be duplicated, collated, and stapled in the Math Department in plenty of time before the meeting. Send speaker a speaker information sheet, the Math Energy information sheet, and speaker guidelines. Get information from the speaker beforehand that you can use in your introduction. Call about two weeks before the meeting to confirm and check on above. After the presentation get a \$50 check from the treasurer. Write a thank you note to the speaker and enclose the check.

6. At least three weeks before the next meeting, notify the Publicity Chair of the Speaker's topic or the theme of the meeting, the date, and place of the next meeting, and if the members need to bring anything special with them, and/or any other information needed for publicity. This can be done by giving publicity a list for the entire semester.
 7. For special programs (like the visit from the NCTM President) the Vice President/ Program Chair, the Arrangements Chair, and the Publicity Chair need to work very closely together well in advance to coordinate the program.
 8. As soon as possible, but at least two weeks before the meeting, notify the Arrangements Chair of any special needs for the next meeting (room requirements, tables, A.V. requirements, etc.). This can be done by giving arrangements a list for entire semester.
 9. Before each meeting requiring photocopies, be sure to get originals to the Advisors to be run off by the Math Department well in advance, preferably 5 working days before the meeting. (Do not give work to the Math Department secretaries directly but go through any of the Advisors!)
 10. Keep in contact at least every other week with your Math Advisor. Check the Math Energy mailbox once or twice a week. Make good use of e-mail.
 11. Don't throw away anything! (Check with Board and/or your Advisor before throwing anything away.)
 12. Remember to keep receipts and bills and get reimbursed by the Treasurer.
- *Be mindful of vacations and semester breaks.