



Association of Mathematics Teacher Educators  
6475 Alvarado Road, Suite 206, San Diego, CA 92120 [www.amte.net](http://www.amte.net)

## AMTE Executive Director Job Description

### Statement from AMTE Constitution and By-laws:

*The Executive Director of AMTE shall be an appointed member of AMTE who shall maintain the headquarters of the Association and conduct other duties assigned by the President. The Executive Director shall maintain a current and accurate membership list, monitor and update the website and online management system, including conference registration, elections, and membership renewals using the online system. The Executive Director shall serve as an ex-officio, non-voting member of the Board of Directors.*

**Membership:** Appointed by the Board.

**Term:** Four years, may serve multiple terms.

**Succession:** Normal succession is as appointed by the AMTE Board in an even-numbered year.

### Support and assistance:

Executive Director:

- \$6,000 annual stipend.
- Membership and AMTE Annual Conference Registration paid by AMTE
- Lodging, meals, and travel to AMTE Annual Conference paid by AMTE

Headquarters Support Staff:

- \$15,000 annual payment to AMTE Headquarters for support staff including webmaster.

### Participation in AMTE Board Meetings:

- Face-to-face Meetings: One Board meeting is held the day before the AMTE Annual Conference (January or February), the other is held at the NCTM Annual meeting during the NCTM Research Pre-session or the NCSM meeting, usually on Monday.
- Conference Call Meetings: The Board meets via conference call on a monthly basis, dates determined by consensus.

### Responsibilities:

- Maintain basic AMTE operations.
  - Maintain AMTE Headquarters.
  - Work with the Website Coordinator to monitor the development and maintenance of AMTE website features.
  - Maintain all relevant files and archives.
  - Maintain insurance coverage and logo trademark status.
  - Oversee NCTM affiliation and CBMS membership renewals.
- Membership support.
  - Oversee membership database, including working with Website Coordinator to develop and maintain features of the membership database.
  - Send membership renewal reminders.
  - Receive, respond to, and route requests for assistance from AMTE members.
  - Conduct regular communication updates.
  - Conduct elections.
  - Plan reception at NCTM conference; session at NCSM conference.
  - Work with Affiliate Director and Chair of Membership Committee to make arrangements for the AMTE booth at the NCTM conference.

- Conference support.
  - Coordinate conference registration (with Treasurer and Website Coordinator).
  - Produce conference materials (e.g., nametags, folders, ribbons, etc.).
  - Assist the Conference Director (e.g., site selection, contract review, direct billing application, etc.).
  - Assist the Program Chairperson (e.g., Call for Proposals, proposal submission, final editing and preparation for production of conference program).
  - Assist the Local Arrangements Chairperson (e.g., support and materials needed).
  - Summarize conference evaluations.
- Board support.
  - Make arrangements for board meetings (both face-to-face and conference calls).
  - Establish and maintain Board listserve, tally votes on Board motions for action.
  - Assist in the transition involved with board members assuming office.
  - Prepare for recognition of retiring board members and committee chairpersons.
- Committee and Task Force work.
  - Support the work of each committee (e.g., member recruitment booth at NCTM, online conference proposal submission, affiliate web pages, Awards committee award processing, etc.).
- Affiliates.
  - Provide necessary support to Affiliate Director related to Affiliate matters, such as accepting letters of application from new affiliates to present to the board, and relaying questions related to affiliate matters to the Affiliate Director.
- Publication support (journal, monograph and newsletter).
  - Produce and ship monograph to members.
  - Provide newsletter content; assist with editing.
  - Provide list of current members to NCTM for access to *Mathematics Teacher Educator*, provide other support for *MTE* and its Editorial Panel as needed
- Other duties as mutually agreed upon by the AMTE Board and the Executive Director.

**Written Reports/Communications:**

- Provides report of Executive Director activities at each of the two annual meetings of the Board of Directors.

**Board Representative Assignment:**

- Constitution and By-laws Committee or as appointed by the President

Updated 11/21/11