



Nominations Sought for Elections

The AMTE Nominations and Elections Committee is seeking nominations for consideration as candidates for *Secretary* and for *Board Member-at-Large*.

Please review the job descriptions below. Nominees must be members in good standing. **To nominate a candidate, send the individual's name, professional affiliation and position, email address, and a one-to-three-sentence description of his or her qualifications for the position to the chair of the nominations committee, Rheta Rubenstein at rrubens@umd.umich.edu.** Make sure to indicate whether the nomination is for Secretary or the Member-at-large position. Nominations of colleagues and self-nominations are permitted. Before selecting any potential candidate on the election slate, the Nominations Committee will verify his/her willingness to serve.

After reviewing all the nominations submitted by the July 15 deadline, the Nominations Committee will formulate an election slate, taking into consideration both professional qualifications and diversity (e.g., years of experience; racial or ethnic background; professional affiliation – from the Mathematics Department or College/School of Education or other affiliation; size of institution, region).

Send completed nominations to Rheta Rubenstein at rrubens@umd.umich.edu

Deadline: July 15, 2010

Job Descriptions

Secretary

Term: 3-Year Commitment

Travel: 2 meetings per year (for 3 years)

Two AMTE Board Meetings Per Year

AMTE holds two board meetings each year; one is held the day before the AMTE annual conference in January or February, and one is held at the NCTM annual meeting during the NCTM Research Pre-session or the NCSM meeting, usually on Monday. The Board also meets via conference call on a monthly basis, dates determined by consensus.

Duties

The major duties of the Secretary are to develop and preserve records of the Board; carry on Board correspondence; be responsible for writing, editing, communicating, and archiving minutes of all board meetings; record and organize correspondence related to Board action items; and serve as a voting member of the Board.

Excerpt From the Constitution and Bylaws of the AMTE

The Secretary shall record and maintain a file of the minutes of official meetings of the Association and its Board of Directors and shall be responsible for the correspondence of the Association.

Member-at-Large

Term: 3-year commitment

Travel: 2 meetings per year (For three years)

Two AMTE Board Meetings Per Year

AMTE holds two board meetings each year; one is held the day before the AMTE annual conference in January or February, and one is held at the NCTM annual meeting during the NCTM Research Pre-session or the NCSM meeting, usually on Monday. The Board also meets via conference call on a monthly basis, dates determined by consensus.

Duties

The major duty of the Member-at-Large is to support and advise the president of AMTE. The Member-at-Large serves as a Board liaison to one or more committees or task forces. The Member-at-Large is responsible for reporting on the progress of his or her assigned committee(s) or task force(s) at Board meetings.

Excerpt From the Constitution and Bylaws of the AMTE

The Members-at-Large shall assume those responsibilities determined by the President.