

EXECUTIVE COORDINATOR -- SCHOLARSHIPS:

This position is an elected position. It is a voting member of the Board of Directors. The purpose of this position and its committee is to give scholarships for future mathematics teacher.

Ongoing responsibilities:

1. Solicit and review scholarship applications for the selection of awardees.
2. Arrange with AMTNJ treasurers for the handling of monies both received and awarded.
3. Develop ideas for raising funds to enable the scholarship fund self-supporting.
4. Revise forms used for application and evaluation.
5. Prepare application forms to be disseminated at all AMTNJ events.
6. Attend Board of Directors meetings and report on committee status.

Monthly responsibilities:

January/April

Collect applications and form a committee to review and select winners.

April/May

Contact scholarship winners and invite them and family to May Board of Directors meeting.

June/August

Provide scholarship application to newsletter editor and webmaster for posting. Collect renewal applications and form a committee to review and select winners.

October/December

Attend Two-Day conference and arrange for applications to be disseminated at the conference. Provide scholarship application to newsletter editor and webmaster for posting.