

**PRESIDENT:**  
*Co-Chair of the Two-Day Annual Conference*

The President, with the help of the Board of Trustees, carries out the mission of the association. The president is an elected office with a 1-year term; typically, this is the 4th year of a 5-year commitment. The President is the member of the council who is in charge during this year. The President provides leadership, directs focus, and chooses goals for the year. The President, with the help of other board members, oversees all committees, all chairs, all liaisons, and all events.

**Ongoing Responsibilities:**

1. Review status of all committees, liaisons, and officers to ensure timely completion and continuous attention to all responsibilities.
2. Appoint persons to fill any vacancies when necessary.
3. Forward correspondence to appropriate Officers and / or Chairs for response and or filing, as appropriate.
4. Request all Chairs to submit a calendar containing the tentative meeting dates for their areas of responsibility. Also, request the Chairs to submit copies of reports summarizing the meetings.
5. Schedule and lead meetings prior to and in preparation for the Board of Trustees' meetings.

**Monthly Responsibilities:**

**January**

- Complete the President's page for the journal.
- Chair the January Board of Trustees' meeting and the Two-Day Annual Conference\* committee meeting.

**February**

- Mail the President's message to the Newsletter Editor for the spring issue.
- Contact all Chairs for their reports and agenda items for the upcoming Executive Council and Board of Trustees' meetings.
- Contact all Board of Trustees members to determine if they will be in attendance at the next scheduled Board meeting. Also, ascertain whether they will be joining the group for breakfast and lunch so a headcount for food may be submitted to the meeting facility.
- With the assistance of the recording secretary, email the agenda, directions, and prior meeting minutes for the March Board of Trustees' meeting.

**March**

- Chair the March Board of Trustees' meeting and the Two-Day Annual Conference committee meeting.
- Contact all Chairs for their reports and agenda items for the upcoming Executive Council and Board of Trustees' meetings.
- Contact all Board of Trustees members to determine if they will be in attendance at the next scheduled Board meeting. Also, ascertain whether they will be joining the group for breakfast and lunch so a headcount for food may be submitted to the meeting facility.
- Prepare the agenda for the next Board of Trustees meeting and the Two-Day Annual Conference meeting in May.

## **April**

- With the assistance of the Corresponding Secretary send letters to the Governor and the Commissioner of Ed inviting their participation at the Two-Day Annual Conference and send for the Governor's Proclamation for Math Week during the Two-Day Annual Conference.
- Upon completion of a Two-Day Annual Conference Program Preview contact the state for the waiver. (A substantial program preview needs to be submitted with the request.)
- With the assistance of the Corresponding Secretary, email the agenda, directions, and prior meeting minutes for the May Board of Trustees' meeting.

## **May**

- Chair the May Board of Trustees' meeting and the Two-Day Annual Conference committee meeting.

## **June/August**

- Attend the upcoming budget preparation meeting(s).
- With the President-Elect, assist the Corresponding Secretary with letters to the Past-Presidents, the Presidential Award winners, State Board members, and other appropriate people inviting them to our Two-Day Annual Conference.
- Prepare the agenda for the next Board of Trustees' meeting and the Two-Day Annual Conference meeting in September.
- Contact all Chairs for their reports and agenda items for the upcoming Executive Council and Board of Trustees' meetings.
- Contact all Board of Trustees members to determine if they will be in attendance at the next scheduled Board meeting. Also, ascertain whether they will be joining the group for breakfast and lunch so a headcount for food may be submitted to the meeting facility.
- With the assistance of the Corresponding Secretary, email the agenda, directions, and prior meeting minutes for September Board of Trustees' meeting.

## **September**

- Chair the September Board of Trustees meeting and the Two-Day Annual Conference meeting.
- Arrange acknowledgements (e.g.: plaques, certificates, etc.) for sponsors and others at the Two-Day Annual Conference.

## **October**

- Attend any pre-conference meetings whenever possible.
- Attend the Past-Presidents' meeting at the Two-Day Annual Conference.
- Conduct a First-Timers Session at the Two-Day Annual Conference.
- Conduct the annual meeting through the election of officers.
- Serve as Master of Ceremonies and introduce the speaker at the Banquet at the Two-Day Annual Conference.
- With the assistance of the Corresponding Secretary, send thank you letters to all Executive Council Members, Two-Day Annual Conference Committee Chairpersons, and Sponsors.

## **November/December**

- Prepare a report on the Two-Day Annual Conference for the January Board of Trustees' meeting.

\*Please note, that at this time, AMTNJ does not hold a Two-Day Annual Conference every 4<sup>th</sup> year, as it participates in the NCTM Regional Conference that is held in Atlantic City. In these years, all responsibilities, as outlined, are applicable, with the exception of those focused solely on the conference.