

## **CONTEST COMMITTEE CHAIR:**

This position is appointed by the president. It is a non-voting member of the Board of Directors. The purpose of the committee is to create and sponsor a contest in mathematics for secondary school students in New Jersey Schools.

### **Ongoing responsibilities:**

1. Collect, solicit, and create problems covering basic mathematics content taught in NJ secondary schools.
2. Prepare master copy of 15 suitable problems, solutions and revise reporting form if necessary. Duplicate sufficient copies for distribution to participating schools and/or send electronically if secure.
3. Revise flyers and forms and arrange for dissemination at all AMTNJ events.
4. Attend Board of Directors meetings whenever possible.

### **Monthly responsibilities:**

#### **January**

Order plaques, trophies and awards. Select certificates. Send congratulatory letters to all winners with the assistance of the Corresponding Secretary. Do a statistical analysis of results.

#### **February**

Prepare and mail final report (list of winners, statistics, and list of participating schools) to the participating schools and to the Newsletter editor. Also send a paragraph or so explaining the contest for the Newsletter editor to publish along with the results.

#### **January/May**

Set a calendar for administration of the contest. Invite authors to submit questions using the spring newsletter, the website, flyers for any conferences, and other appropriate venues. Design announcement and registration form with the help of the Administrative Assistant. Review/ amend the rules for contest administration.

#### **June**

Review submitted problems. Request additional problems if necessary. Prepare materials for initial mailing. Make reduced-size copy of previous contest with solutions and winners plus announcement and registration form. Ask administrative assistant for labels for every secondary school in NJ.

#### **July**

Set the questions for the test with a solution for each. Arrange for preparation of copy-ready pages. Prepare cover page, answer key, answer page, and report form.

#### **August**

Prepare first mailing. Inform president of testing date for master calendar.

### **September**

Post initial mailing during the week of Labor Day. Attend the council meeting whenever possible. Create and disseminate flyer and registration form for the Two Day conference.

### **October**

Receive and record registrations.

### **November**

Prepare contest mailing (one copy of contest, solutions and report form). Post approximately ten days early. Send invoices and/or return form to registered Boards of Education.

### **December**

Receive and record registrations.