

CORRESPONDING SECRETARY:

This is an elected position on the executive council. It is a voting member. This officer is primarily responsible for all secretarial duties excluding meeting functions as directed by the president, other officers, and chairs as well as keeping council directories up to date.

Ongoing responsibilities:

1. Maintain a file of sample letters for assisting officers with same.
2. Handle daily correspondence, requests, and notes of goodwill.
3. Correspond as requested by the president and Board of Directors to various math related agencies (NJDOE, State Board of Education, Math Coalition, SSI director, colleges and universities, state math associations, other NJ associations, instructional television stations, major newspaper educational editors, etc.)
4. Correspond on a regular basis with the NCTM regional representative regarding invitations and information about all conferences, changes to the membership of the Executive Council, and/or any information needing sharing between those associations.
5. Assist any officers or board members with samples or drafts of documents that they may need including but not limited to: proclamations for math week, congratulatory letters inviting the Presidential Award State Winners to the banquet, updates of AMTNJ activities for the year for annual business meeting, and congratulation letters for any award winners.
6. Provide overviews for Newsletter as requested by president.
7. Substitute for the recording secretary if needed.
8. Attend Board of Directors, executive council, and Two-Day meetings

Monthly responsibilities:

January

Pass out binders to new officers and chairs with directory, by-laws, job descriptions, calendar, and other important reference information. Give out updated directories to returning officers and chairs.

March

At the direction of the second VP, send speakers who have submitted a form a confirmation letter. At the direction of the third VP, send out speaker confirmation letters.

April

At the direction of the president, send for the Governor's Proclamation for Math Week during the Two-Day Annual Conference. Assist the president with letters to the Governor and the Commissioner of Education inviting their participation at the conference.

June/September

Request that all officers, liaisons, and chairs update job descriptions. At the direction of the second VP, send thank you notes to chairs, speakers, keynotes and any site personnel of the spring regionals. Send copies of all noteworthy correspondence to the historian.

October

Write letters to supervisors and superintendents regarding the election of officers, committee chairs, council members, and appointees from their school district.. Assist president and committee chairs in writing thank you letters which may include the following: Two-Day annual conference site contact person, special guests, vendors (including form for next year), sponsors of special functions, speakers at special functions, student assistants and their schools. Prepare Executive Council Directory and send copies to each council member, the New Jersey Department of Education-Division of Curriculum, NJEA, the Mathematics Coalition, the SSI director, and the NCTM regional representative. Prepare five sets of mailing labels from the Directory for the President if requested. Get update on new officers and other changes and revise the directories for executive council, appointees, and conference chairs. As directed by the first VP, send thank you notes to speakers, etc.

November

At the direction of the second VP, send thank you notes to speakers, volunteers, and committee workers.

December

At the direction of the second VP, confirm arrangements with contact people at sites in writing and send out more speaker invitations if necessary. At the direction of the president, send sponsor letters for the Two-Day conference.