

NCTM LIAISON:

This position is appointed by the president. It is a non-voting position on the executive council. The purpose of this position is to expedite communication between NCTM and AMTNJ.

Ongoing responsibilities:

1. Receive information from NCTM and notify appropriate officers or report to the council at meetings or through email.
2. Update the AMTNJ website with information important to our membership from NCTM as well as information about how to join NCTM.
3. Before Board of Directors meetings, inform the president ahead of time to be placed on the agenda. Copy for distribution any lengthy information that council members may need for reference.
4. Contribute articles to the newsletter pertaining to NCTM when appropriate.
5. Forward copies of the NCTM Affiliate News, and report out on the information, when appropriate, at the Executive Council Meetings.
6. Attend Board of Directors meetings and make report if needed.
7. Send executive calendar, flyer of all conferences, and executive directory to NCTM
8. Apply for NCTM grants for any special activities and for the underwriting of any conference as directed by president.

Monthly responsibilities

January

Identify yourself to NCTM as the liaison from the association by writing or emailing them your contact information..

April

Attend the NCTM Annual Conference and Exposition and participate in the Eastern Affiliate Caucus and the Affiliate Delegate Assembly as AMTNJ's Alternate Delegate.

October

Attend Two-Day conference, organize, and set up the NCTM sales booth. With the assistance of the volunteer registry liaison, obtain volunteers to help you man the booth.