

NEWSLETTER EDITOR

This position is appointed by the president. It is a non-voting position on the executive council. The editor is expected to publish three newsletters per year. This publication is to inform, inspire, and encourage the membership in their efforts to improve mathematics teaching in their classroom, their school, their community, and their state.

Ongoing responsibilities:

1. Collect copies of all flyers, photos, registration forms, and applications that might be appropriate to include in the newsletter.
2. Plan ahead for articles and announcements that are appropriate for inclusion in which edition of the newsletter. There is a 2-3 month time lag so material can be out of date by the time it gets to the reader.
3. Negotiate with printers for a suitable price for publishing and mailing the newsletter OR use the AMTNJ mail service. The mailing service will need labels for members and the NCTM affiliates. Work with the administrative assistant on providing the labels. Check with the Treasurer to make sure the mailing service has enough money on hand for the cost of the mailing.
4. If necessary remind the president, members at large, and event chairs for their contributions.
5. Attend Board of Directors meetings.

Monthly responsibilities:

January

Publish the newsletter. Send to webmaster.

February/March

Create the newsletter. Contact officers and members at large for contributions. Write other articles yourself. Make note of important events and dates for posting notices in newsletter. Work with chair of event or publicity chair to design announcements.

April

Publish the newsletter. Send to webmaster.

May/August

Create the newsletter. Contact officers and members at large for contributions. Write other articles yourself. Make note of important events and dates for posting notices in newsletter. Work with chair of event or publicity chair to design announcements.

September

Publish the newsletter. Send to webmaster.

October/December

Create the newsletter. Contact officers and members at large for contributions. Write other articles yourself. Make note of important events and dates for posting notices in newsletter. Work with chair of event or publicity chair to design announcements.