

**PRESIDENT-ELECT:**  
*Delegate to NCTM Convention*  
*Program Chair for the Two-Day Annual conference*

The president-elect assists the president in carrying out the mission of the association. The president-elect is an elected office with a 1-year term; typically, this is the 3rd year of a 5-year commitment. The president-elect maintains communication with the president in order to prepare for next year's presidency.

**Ongoing responsibilities:**

1. Assist the president as directed in order to prepare for the presidency next year.
2. Continue to develop knowledge of council members, appointees, and other volunteers in order to choose those who will serve next year.
3. Attend all Board of Directors, Executive Council, and 2-day preparation meetings.

**Monthly responsibilities:**

**January/June**

With the assistance of the administrative assistant, send out speaker invitations with a request to return within two weeks if necessary for the 2-day conference. Begin to create program booklet for the 2-day annual conference.

**April/May/June**

Attend the NCTM Annual Meeting and represent AMTNJ at the Delegate Assembly and other meetings for affiliates.

Finalize the program for the printer. With the assistance of the administrative assistant, send appropriate pages of the program booklet to the speakers with information including their room size and seating arrangements, equipment that will or won't be provided, and a request for corrections. Contact administrative assistant and the Treasurer to arrange the time line for the printing, labels and the mailing. Send a copy of the final booklet to administrative assistant, signs, workshop support chairs, hotel coordinator, and AMTNJ President. Send a copy of all requests for equipment to the chair. Meet with the treasurer and prepare a preliminary budget for next year.

**June**

Send 2-day booklet to others to proof read and to the Administrative Assistant.

**July**

Insure that the program is to the printer by mid-July and upload to the website. Make sure mailing has been arranged appropriately (program should be to the schools and members by mid-August). With the assistance of the administrative assistant, mail completed program booklets to speakers with special registration forms and mail programs to presiders along with a copy of the presider guidelines.

## **August/September**

Plan committee appointments for next year. Plan theme for conference and for special activities. Gather dates, locations, and titles for meetings and conferences and work with the publicity chair to develop a flyer. Plan the calendar for following year, disseminate it to the board, and post it on the website.

Send speakers a final notice about conference particulars including a program booklet. Complete preparations for taking office in October. Prepare list of goals for annual meeting and agenda for Executive Council Meeting. With the help of the corresponding secretary, prepare the new directory and invite officers and chairs to the reorganization meeting at the Two-Day conference. Prepare the program supplement for distribution at the conference. With the assistance of the administrative assistant, revise speaker and presider forms for next year, upload to website, email to the appropriate listserve, copy, and have available at the two-day conference.

## **October**

Meet with past presidents to discuss your vision of amtj during your presidency. Assume responsibilities after the elections at the Annual Business meeting. Hold the reorganization meeting of the Executive Council. Present the Executive Council Directory, distribute the finalized calendar, introduce council members, and present chairs for conferences at reorganization meeting. Write President's page for the winter issue of Newsletter and create new message for website.

## **November**

Select committee chairs for the Two-Day Annual Conference and secure sponsors to next year's conference. Attend NJEA Convention.

## **December**

Prepare the agenda for the next Board of Directors meeting and the Two-Day conference meeting in January. With the assistance of the recording secretary, email the agenda, directions, and minutes for January meeting. Coordinate responsibilities for the Annual Conference with the Past President.