

Iowa AMTE Officers' Descriptions of Responsibilities

President

The president will serve a two-year term. After their two-year term, they will serve as Past President for one additional year. The President shall preside at meetings of the Association and be responsible for planning programs for the meetings. As described in the Iowa AMTE Constitution: “The President shall ensure that the affairs of Iowa AMTE are conducted in accordance with this Constitution, Bylaws, and policies of the Iowa AMTE; shall be presiding officer at the Business Meeting, Board of Directors meeting, and any special meetings; shall call special meetings as provided for in Section V of this Constitution; shall coordinate the activities of standing committees; and, shall provide leadership for the attainment of the goal and purposes of Iowa AMTE.”

Vice-President (President-Elect)

The Vice President will serve a two-year term. The Vice President serves for two years as Vice-President (president-elect) and then serves as President for the subsequent two years. Their duties are to assist the President in fulfilling their duties. If the President resigns or cannot fulfill their duties as president, the Vice President will assume the duties of the President.

Treasurer

The Treasurer serves a five-year term. Per the constitution, the treasurer “collect(s) all dues and maintain(s) records of all monies received and paid in the name of Iowa AMTE, authorized by the President; shall maintain the Association’s non-profit status; shall transact the financial affairs of the Association upon recommendation of the Board of Directors; prepare an annual report to be presented at Iowa AMTE’s spring business Meetings; and perform any other duties usually assigned to this office.”

Members of the Board of Directors

Members of the Board of Directors will serve a three-year term. As described in the constitution, “the members of the Board of Directors shall be the policy-making body of the Iowa AMTE. They will also assume those responsibilities determined by the President. In addition to the elected officials (i.e., the President, Vice-President, Secretary, and Treasurer), the Board of Directors shall consist of the elected officers from various institutions across the state.” These relevant institutions include: the Iowa’s Regent institutions (ideally one from each of UNI, ISU, and UI), Iowa private colleges (ideally two), community college (ideally one), and the Iowa State Department of Education/Area Education Agencies (ideally two). The term for each member of the Board of Directors (not including officers) is three years. During an election, if there is no candidate from the relevant institution willing to serve, those positions will be considered at-large.

We need to fill one open position on the Board of Directors. This is for the **community college representative**. A nominee for this position must be a member of an Iowa community college.