

## NATM Board Handbook

**The mission of the Nebraska Association of Teachers of Mathematics is to enhance the teaching and learning of mathematics by fostering professionalism, cultivating leadership and facilitating communication among educators.** *(Adopted—'7/94 modified '7/98, 6/02, 6/03, 6/04, and 12/08, 05/20.)*

NATM is a nonprofit organization.

### Expenses

Expenses of board members will be paid by the organization. Typical expenses include postage, phone, printing, lodging, etc. An expense voucher must be filled out and receipts submitted with each claim. Any expense of more than \$100 without a receipt must be presented to the board for approval.

- Mileage to board-related meetings will be paid at the current state department rate for one-way travel. If transportation for the board is provided in the form of a bus or vans, any board member choosing to go on their own will not be paid mileage, unless with unusual circumstances and then this could be overridden by a vote of the board (or by a decision of the president and past-president) .
- Hotel rooms (when a meeting requires an overnight stay) , meals, and parking for board members at NATM Conferences and other full board meetings will be paid for Board members by NATM. If a board member wishes to share his/her room with their family NATM will bill them for half the cost of the room.
- Hotel expenses can be reimbursed for board members traveling more than 60 miles one—way to NATM board-related activities with prior approval of the president and treasurer.
- Conference registration will be waived for board members at NATM conferences.
- The president or other designee(s) will attend the NCTM National and Leadership Conferences to participate with other affiliate groups. Transportation costs will be reimbursed for round trip travel. Conference registration, meals, parking, and hotel accommodations for the nights of the conference will also be reimbursed.

### Board Meetings

#### January board meeting:

- Welcome new board members and plan a team building activity.

- Plan future conferences.
  - Choose theme, keynote speaker, format, etc. for the fall NATM conference of the calendar year.
  - Choose date and location for calendar year's New/Pre-Professionals/s conference.
- Confirm attendance at NCTM conferences.
- Seek nominees for awards.
- Revisit plans to increase participation in NATM (for example: membership drives, breakfast/supper regional meetings) .

*Spring/Summer board meeting:*

- Continue planning future conferences and activities.
- Review any special projects.
- Select Beckman, Miller, Beckman Scholarship, Rookie of the year awardees.
- Submit proposed budget for upcoming fiscal year and obtain board approval.
- Audit of books.
- Revisit/revise goals and plans.
- Seek new officer candidates.

*Fall board meetings:*

***Meeting prior to annual conference:***

- Finalize fall conference details
- Consider date for the following years annual conference (dates & location)
- Instruct officers to prepare materials for incoming officer prior to pre-professionals conference.

***Meeting following pre-professionals conference:***

- Discuss themes for the next fall conference.
- Make appointments to the Board.
- Debrief conferences.
- Board education for incoming officers.

## **NATM Board Meetings**

Board meetings are called and planned by the president. An agenda will be sent to members of the board prior to the meeting. Board members are expected to attend all board meetings or contact the president if unable to attend. If absences become a problem, the president/designee will consult with the board member about future involvement on the board.

## **Newsletter**

There are four scheduled newsletters. The timing of the newsletters needs to be synchronized with the conferences, elections, and announcement deadlines.

Fall (August/September): Candidate slate/bios; conference details (locations, accommodations, registration form, schedule).

Winter (December/January): Conference summaries.

Spring (March): Solicitation of award nominees and candidates; conference announcements.

"Flex" (May): Solicitation of award nominees and candidates; conference announcements.

## **Job Descriptions**

All board members will provide successors with documentation of past practices. Plan to meet at the Pre-Professional Conference or prior to December 31. For example, the outgoing member will provide the incoming member information, files, copies of documents, timelines, etc. in order to best support a smooth transition in leadership.

### **President**

- Schedule & publish the agenda for board meetings, select location & date of meetings.
- Write President's message for each newsletter.
- Attend, or appoint another board member or NATM member, to attend the NCTM national conference (usually in March or April) and the NCTM Affiliates Leadership conference (usually in July or August).
- Serve on various committees as a representative of NATM as requested.
- Notify all applicants of the winner of the Milton Beckmann Scholarship.
- Ensure periodic NATM board handbook review.
- Serve as a member of internal auditing committee.
- Organize speakers and room assignments for main conference.
- Serve as main contact for facilities of current year's main conference.
- Summarize main conference evaluations for the board and submit conference article to newsletter editor.
- Appoint committees and committee members as needed.

### **Past President**

- Check to see if the NATM board follows the guidelines of the NATM Bylaws.
- Signs all expense vouchers.
- Chair Nominating Committee.
  - Submit slate and bios to the newsletter.
  - Educate nominees of position's responsibilities .
- Create a voting ballot and conduct the elections at the main conference.
- Order plaques for outgoing officers/ reps.

### **First Vice President**

- Chair the Audit Committee. (Check on Tax Status annually)
- Serve on the Nominating Committee. Update committee structure
- Make food arrangements for the current year's main conference at the conference. Touch base with president to see what was ordered.
- Attend NCTM Affiliates Leadership Conference.
- Organize and collect money from vendors for main conference. Online in progress
- Create and maintain a listing of vendors and contact information for conferences. (Website)
- Assist with Pre-Professional's conference.

### **Second Vice President**

- Organizing Committee (w/ College Math Ed & Math Reps) for New Professionals Conference
- Summarize evaluations of the New Professional's conference and submit to the board.
- Serve on Nominating Committee.
- Help with elections at the main conference.
- Order Don Miller and Milton Beckman plaques.

### **Membership Coordinator**

- Keep an up-to-date listing of current members, their contact information and membership expiration.
- Use ClubExpress website to update memberships as needed
- Supply address labels to newsletter editor on request.

- ~~Notify members as their memberships expire, via the mailing label of the newsletter.~~
- Assist the treasurer at the registration table at the main conference.
- Have a list of members and expiration dates available at the main conference.
- At each board meeting, report the number of current members of the organization.

### **Treasurer**

- Make deposits of membership dues in a timely fashion.
- Pay bills after they have been approved by the past- president or as directed by action of the board.
- Secure two signatories on all bank accounts, treasurer and one other designated (Second Vice-president who comes on board when the treasurer does for 2 year period).
- Renew Certificate of Deposits as needed.
- Have a treasurer's report created by a CPA approximately 2 weeks prior to board meetings, as needed.
- Copy financial reports and present them at board meetings.
- Keep board members updated on financial status of organization.
- Prepare new fiscal year budget for spring board meeting approval.
- Provide expense vouchers for board members at meetings.
- Seek board approval before paying any voucher over \$100 (except mileage) submitted without a receipt.
- Serve on Audit Committee.
- Collect registration forms and money for main conference.
- Responsible for nametags for main conference. ~~which includes a receipt on the back.~~
- Maintain the registration table at the main conference.
- Prepare a report after the conference detailing income, expenses and number attending.
- Provide registration details to conference supporters (for example, JUMP) upon request.

### **Secretary**

- Keep a record of the proceedings of the organization and of the Board meetings.
- Make minutes available to board members not present at meetings.
- Keep on file important communications.

- Prepare a summary of the Board meetings for the Newsletter.
- ~~Create binder of information for the next year's incoming officers containing bylaws, handbook, list of board names and contact information, last board meeting's minutes and financial reports, NATM membership flyer, and reimbursement form.~~
- Supply an updated list of new board member names and contact information to all board members at January meeting. (Coordinate with NCTM representative and webmaster)

### **Region Representatives**

- Communicate information about NATM, such as conference announcements, meetings, memberships, and other math related activities, to teachers, administrators, schools, and Educational Service Units within their regions.
- Secure nominations for the Milton Beckman and Don Miller awards.
- Find persons to submit articles to each of the four newsletter scenes (elementary, middle, secondary, technology) each year.
- Identify three speakers from each of elementary, middle and high school levels to speak at the main conference.
- Compile and maintain an up-to-date list of Educational Service Units math contacts within their region.
- Host a regional NATM gathering annually (for example, breakfast clubs, theme-focused sharing, etc.)

### **NCTM Representative**

- Obtain and sell NCTM educational materials, when available, to members at NATM conferences.
- Make contact and maintain open communication with the regional NCTM representative.
- Promote Nebraska as an NCTM regional conference site.
- Advertise NCTM membership and activities.
- Attend NCTM Affiliates leadership conference.
- Attend NCTM annual conference.
- Presents at NATM fall conference with information from NCTM.
- Work with College Representatives to establish NCTM / NATM student affiliates.

### **College Math Education Representative**

- Organizing Committee (w/ Second VP & College Math Reps) for New Professionals Conference
- Co-chair a special interest group of post-secondary

mathematics/mathematics education Nebraska educators and serve as a communication link between NATM and that group.

- Facilitate discussions surrounding Pre K-16 mathematics issues at the main conference.
- Communicate information about NATM, such as conference announcements, meetings, memberships, other math related activities, to colleges and universities.
- Create and maintain an up-to-date listing of mathematics and mathematics education contacts at colleges and universities.
- Provide a college mathematics education perspective to issues and actions considered by the NATM Board.

### **College Math Representative**

- Organizing Committee (w/ Second VP and College Math Ed) for New Professionals Conference
- Co-chair a special interest group of post-secondary mathematics/mathematics education Nebraska educators and serve as a communication link between NATM and that group.
- Facilitate discussions surrounding Pre K-16 mathematics issues at the main conference.
- Communicate information about NATM, such as conference announcements, meetings, memberships, other math related activities, to colleges and universities.
- Provide a college mathematics perspective to issues and actions considered by the NATM Board.

### **Newsletter Editor**

- Establish and communicate deadlines for article submissions to the board.
- Obtain, edit and format these items for the newsletter:
  - Main conference information (registration forms, list of conference speakers, lodging information, keynote biographies, etc.)
  - Election information
  - Current mathematics issues and updates
  - Scenes (elementary, middle, secondary, technology, Rogge's Ruminations, Book Corner, etc.)
  - Award nomination forms and award recipients
  - NATM membership forms

- Current board roster
- Calendar of upcoming events
- President' s message/conference summary
- Other pertinent articles
- Submit master copy of newsletter to printer.
- Obtain a current set of mailing labels sorted by zip—code from membership treasurer.
- Prepare and mail newsletters based on local post office criteria.
- Submit voucher to treasurer for \$100 stipend per newsletter printing.

### **Elementary School Representative**

- Provide an elementary perspective to issues and actions considered by the NATM Board.
- Promote the positions and projects of NATM among elementary teachers.
- Assist regional representatives in obtaining elementary level scenes for the newsletter.

### **Master Adviser**

- ~~Coordinate a master adviser program:~~
  - ~~Identify first and second year teachers of mathematics in grades 7-12.~~
  - ~~Identify veteran teachers who will work with newly assigned teachers as mentors.~~
  - ~~Match veteran teachers with new teachers.~~
- ~~Promote a master advisor program through NATM and with other state—wide organizations (Nebraska State School Boards Association, Nebraska State Education Association, State Administrators Association and others).~~

### **Public Relations**

- Coordinate the statewide, and beyond, public relations efforts.
- Publicize the missions and activities of NATM. This may include sending information to State School Board members, Congress representatives, State Legislators, and others.
- Publicize speakers conference participation in local newspaper, with speaker's consent.
- Publicize upcoming conferences with Nebraska State Education Association's publication.



- Distribute, at the main and New Professional's conference, handwritten thank you notes to speakers.
- Prepare and send thank you notes to principal/superintendent of speakers and board members for main and New Professional's conference.
- Find, order, and distribute a promotional item, within budget, for the main conference.

### **~~Workshop Coordinator~~**

#### **Create Rookie of the Year Board Position**

### **Website Master**

- January 1st update website to include new officers
- March 1st add information for fall conference registration & application to present
- At annual conference have nominations page ready for following year awards

### **State Department Representative**