

# VCTM Board Officers Humble Checklists 2020

<p style="text-align: center;"><b>VCTM President</b> Humble Checklist Elected in Odd Years</p>
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## VCTM Board

- Set and Send Meeting Agenda (1 week in advance of meeting)
- Attend and facilitate VCTM Board Meetings
- Assist Treasurer with development of budget proposal
- Promote VCTM Initiatives
- Write and submit VCTM President's note/report for each Newsletter (3-4 times per year)
- Secure and maintain official records of VCTM.
- Complete bi-annual audits of the treasurer's records/books
- Collect Rookie of the Year nominations and present awards.

## ATMNE Board

- Active Member of ATMNE Board (attend 2 virtual meetings per year and spring retreat)
- Develop and submit VCTM Report to ATMNE (2 times per year)

## NCTM

- NCTM Member (required to be an affiliate in good standing)
- Advocate for participation in Affiliate Leaders Conference and Delegate Assembly

## Outreach

- Member of VT Math Coalition (3 meetings per year) or appoint liaison
- Identify and communicate with other regional/statewide organizations promoting teaching and learning mathematics
- Maintain communication with AOE

**VCTM Treasurer**  
**Humble Checklist**  
**Elected in Odd Years**

Ongoing

- Regularly attend VCTM board meetings and retreat(s) throughout the calendar year and the Annual Membership Meeting.
- Present financial report to the Board at scheduled board meetings.
- Keep records of all financial transactions.
- Work with VCTM Webmaster to ensure all payment information on website (membership, conference registration, etc.) is current and active
- Verify electronic payments for membership and conference fees.
- Maintain record of any current VCTM non-profit status (federal or state)

Annually

- Prepare a budget proposal for the following year in collaboration with the VCTM President(s).
- In collaboration with the president, submit budget proposal to the Board of Directors at the Board annual retreat for the following calendar year with rationale and documentation.
- Annually compose and submit an annual summary of financial activities throughout the year for VCTM Newsletter detailing how VCTM monies are allocated including a synopsis of the preceding year finances and projections for the coming year.
- Bring records for audit by President(s) at the end of each fiscal year.
- Review with VCTM Conference Chair procedures for maintaining financial records related to expenses for the conference and conveying information to the Treasurer, which may include on-line payments and digital on-site payments.
- Ensure signatures for account at Board annual retreat.
- Assist with VCTM Conference

Less Frequently

- As new treasurers and/or presidents are elected, arrange for change of name on bank records that include checking and savings accounts and security boxes, certificates of insurance - ensure audit of record payments.
- Oversee funds, maintains records of expenses, registrations, and exhibits' fees for ATMNE conference held in Vermont.

**VCTM Membership Chair**  
**Humble Checklist**  
**Appointed**

- Regularly attend VCTM Board Meetings
- Keeps membership information up to date on the Wild Apricot including deleting duplicate and/or members with non-valid email addresses (bounce backs).
- Keep track of membership numbers
- Field any questions or inquiries about new membership

**VCTM Secretary**  
**Humble Checklist**  
**Elected in Even Years**

VCTM Board Meetings

- Arrange Meeting Site
- Organize Refreshments
- Record minutes

Assist with conference

Maintain up-to-date record of Board member contact information, position terms/expiration, and vacant positions

Attend Annual Member Meeting

- Record Minutes
- Record attendance numbers, membership information, awards winners

Share current VCTM by-laws and humble checklists for new Board members.

**VCTM Communications Director**  
**Humble Checklist**  
**Appointed**

Newsletter

- Publish Newsletter (in blog or other format) bi-monthly (skip summer months)
- Communicate with VCTM Board Members the due dates for articles to be included in upcoming newsletter
- Solicit information and articles
- Edit information and articles
- Distribute, via email listserv, information regarding conferences and other VCTM events as soon as received, if appropriate

Website Ongoing

- Maintain an upcoming events calendar
- Post information regarding VCTM conferences and other events as soon as received if appropriate
- Ensure website is attractive and user friendly
- Investigate ways to increase traffic to website
- Work with VCTM Treasurer to ensure all payment information on website (membership, conference registration, etc.) is current and active

Website Annually

- Update and post officer's list following each annual meeting
- Upload conference resources and links

**VCTM Zone Representative**  
Humble Checklist  
Elected Annually

Communication

- Obtain member and non-member contact info in his/her zone
- Recruit math teacher/leaders in each school in zone
- Promote VCTM sponsored events
- Seek out needs of zone members
- Promote VCTM/ATMNE/NCTM membership
- Collaborate with other zone reps

Collegiality

- Support increased collegiality in zone
- Host 1-2 zone events per year, at Board request and planning.

Nitty Gritty

- Regularly attend board meetings
- Assist with Conference

**ATMNE Representative**  
Humble Checklist  
Elected in Even Years

VCTM Board

- Regularly attend VCTM Board Meetings
- Provide updates to VCTM Board regarding ATMNE proceedings/events/etc. at board meetings
- Provide information about ATMNE to VCTM members via eNewsletter and website

ATMNE Board

- Active ATMNE Board Member, one of two from VCTM (other is VCTM President)
- Attend both virtual ATMNE Board meetings annually, as well as ATMNE Board spring retreat
- Serve on ATMNE Conference Program Committee or ensure VCTM participation through liaison
- Serve on ATMNE Program Policy Committee or ensure VCTM participation through liaison

**VCTM Awards Chair**  
Humble Checklist  
Appointed

- Assist the president in selecting Rookie of the Year
- Help with the organization/selection of awards for ATMNE conference
- Promote VT nominees for the PAEMST award
- Organize PAEMST selection committee/panel
- Take care of any other PAEMST logistics

## **NCTM and NCSM Representative(s)**

### **Humble Checklist Elected in Odd Years**

- Regularly attends VCTM Board meetings
- Provides updates to the Board regarding NCTM/NCSM activities, requirements, opportunities
- Assists with VCTM conference
  
- Maintains individual NCTM/NCSM membership (required in order for VCTM to be an affiliate in good standing)
  
- Acts as liaison with NCTM/NCSM Headquarters and Affiliate Services
  - Provides updated lists of affiliate officers, dates for the affiliate's professional development activities, and membership lists
  - Submits copies of amended constitution/bylaws with amendments highlights
  - Encourages and works with VCTM President(s) to submit an annual report
  
- Through use of VCTM newsletter and website, maximizes communication with VCTM members about NCTM/NCSM (e.g., NCTM/NCSM membership information, NCTM/NCSM publications, conferences, and other professional development opportunities)
  
- Advocates for VCTM participation in NCTM Affiliate Leaders Conference and Delegate Assembly

## **VCTM Math Fair Chair**

### **Humble Checklist Appointed**

Organize, produce, and host the statewide math fair and facilitate the math fair committee through the following duties & responsibilities:

- Maintain and share accurate records and invoices of participants with the VCTM Treasurer
- Work within the constraints of the budget for a particular fiscal year to plan the fair
- Keep an updated working timeline for projected tasks and act accordingly, which may include but is not limited to:
  - Find vendors and/or sponsors for the event
  - Incorporating feedback from judges, participants, parents, teachers to improve the fair
  - Procuring space and choosing a date for the event as early as possible
  - Preparing advertising materials (flyer, webpage, etc.)
  - Opening registration to all students
  - Collaborating with Communications Director in order to promote state wide registration
  - Buy supplies & medals/awards in advance
  - Solicit Volunteers (judges, registration table, activity room, etc.)
  - Prepare informational folders for participants

**VCTM Board Higher Ed Rep**  
Humble Checklist  
Elected in Odd Years

- Regularly attends VCTM Board meetings
- Advocates for Higher Ed Teachers and Students
- Shares information from respective Cohort

**Agency Of Education Rep**  
Humble Checklist  
Appointed

- Regularly attends VCTM Board meetings
- Advocates for AOE/Vermont initiatives
- Shares information from respective Cohort

**VCTM Vendor Chair**  
Humble Checklist  
Appointed

- Regularly attends VCTM Board meetings
- Collaborate with Conference Chair/Committee in order to solicit and inform vendors and exhibitors for the conference
- Reach out to known vendors to request donations, attendance, and/or sponsorship of Annual VCTM Conference (and possible other events/purposes)
- Maintain communication with vendors before, during, and after the event
- Keep records of previous vendors to contact in the future
- Field vendor questions/inquiries

**VCTM Conference Chair/Conference Committee**  
**Humble Checklist**  
**Appointed**

To organize and produce the VCTM conferences. The committee will be made up of three VCTM Board members:

\*Past-Chair

\*Chair

\*Assistant-Chair (aka: Chair Elect)

These three people will choose their roles/tasks given the following list and/or enlist other VCTM members to help:

- Identify site, date and focus of conference (ideally, one year in advance)
- Create time table for 'to-dos'
- Conference budget creation- adhering to VCTM Conference budget line item
- Find and secure keynote speaker (if applicable)
- Appoint site coordinator who will be the main contact with on-site conferences and programs office, and coordinate site-specific tasks including:
  - Volunteers, Signs (doors, outside, inside, registration), food
  - A/V needs, Tech help for presenters/help sheet with phone numbers
  - Passwords for attendees
  - Room rental and list for programming
- Organize Vendors -- considered when reserving space/rooms
- Solicit presenters—post call for proposals approximately 3 months or more in advance of the conference.
- Select presenters and create a spreadsheet with all relevant information (title, abstract, speaker contact info, a/v needs, etc.) on Google form or other
- Communicate with presenters, answer presenter questions
- Create program and conference schedule for print and online
- Ensure accurate registration process and liaison with VCTM Treasurer
- Advertisement—email, newsletter, website, etc.
- Solicit raffle and door prizes, as well as welcome materials
- Thank-you notes for donations and assistance
- Solicit feedback at the end of conference through survey or other
  - Share feedback with VCTM Board and with individual presenters
- Create badges- printing and getting name holders
- Printing and Welcome materials (program, day at a glance, site map, wi-fi info, certificates of attendance, certificates of appreciation)
- Organize/solicit assistance from Board members for conference
- Send information to pre-registered attendees and lead speakers (program, site map, etc.)
- Prepare Financial Reports after each conference.