

# Call for the 2009-2011 Executive Board Nominations

Serving in a leadership role in AMATYC is an honor and a privilege that provides many professional opportunities and great experiences. Nominations are now being accepted for the 2009 election of AMATYC Executive Board Officers. Affiliates may nominate candidates and individuals may nominate themselves or their colleagues. Open positions include President-Elect, Secretary, Treasurer, and Vice President for each of the [eight regions](#). It is expected by the membership that two persons will be slated for each office.

All life or regular, individual AMATYC members are eligible to hold office. Nominations close on February 1, 2009, by which time prospective candidates must have submitted to the committee chairperson, Kathy Mowers, a letter of intent, vita, and a letter of support from their supervisor.

Prior to the Spring 2009 Board meeting, the members of the Nominating Committee prepare a slate of no more than two candidates for each office, after careful consideration of the vita that are submitted. This slate is then presented to the board for approval at the Spring 2009 Board meeting. The election will occur in September 2009. The newly-elected Board takes office at the close of the 2009 AMATYC Annual Conference in Las Vegas, and serves through the close of the 2011 AMATYC Annual Conference.

- For more information about the duties and requirements of office, the duties as listed in the AMATYC Bylaws are included at the end of this page.
  - To self-nominate or to nominate a colleague, or to discuss any related matters, contact any member of the Nominating Committee listed below.
  - Nominations must be mailed to the Chair and consist of a letter of intent, a vita, and a letter from your supervisor acknowledging the need for a week away in the spring and fall, if elected.
1. The **letter of intent** should indicate which office(s) you are interested in serving in, why you want to run, and what you believe you can bring to AMATYC in the elected office(s). It should also state that
    - (a) you will allow your name to be considered by the Nominating Committee and the Board to be a candidate for the specified office(s),
    - (b) that if selected you as a candidate you will allow your name to be on the ballot, and
    - (c) that if elected, you will serve.
  2. The **resume** (vita) should be between 3 – 5 pages in length.
  3. The **supervisor's letter** should acknowledge that if you are elected you will need to travel to attend the board meetings and conference and will require your absence from campus for up to a week in the fall and spring.

## AMATYC Nominating Committee

### Chair

Kathy Mowers  
Owensboro Community & Technical College  
4800 New Hartford Road  
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### Members

George M. Alexander	galexander@matcmadison.edu
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Darlene F. Winnington	dwinning@dtcc.edu

## DUTIES OF THE OFFICERS

The duties of the officers include the following, excerpted from the AMATYC By-Laws.

### A. President

The President shall perform the following duties:

1. Prepare the agenda for all association, Delegate Assembly, and Executive Board meetings.
2. Preside at all general meetings of the association, the Delegate Assembly, and the Executive Board.
3. Act as ex-officio member of all committees except the nominating committee.
4. Nominate the chairperson of all committees for approval by the Executive Board.
5. Appoint an acting chairperson of a committee when necessary.
6. Initiate Executive Board vote on unanticipated expenditures, if necessary, and assist the Treasurer with the annual budget.
7. Initiate mail vote on policy changes during times when the Board is not meeting.
8. Be responsible for coordinating the effort to obtain funding from public and private organizations.

9. Meet with the executive directors and/or presidents of other organizations who share similar concerns and interests to discuss items of mutual benefit and to establish a working relationship with them.
  10. Perform all duties as outlined in the policy manual and the conference manual.
  11. Perform all other duties that regularly pertain to the office.
- B. President-Elect
- The President-Elect shall perform the following duties:
1. Act as president in the absence of the president.
  2. Serve as the chairperson of the long-range planning committee.
  3. Update the policy manual and conference manual.
  4. Perform all duties as outlined in the policy manual and conference manual.
  5. Perform all other duties that regularly pertain to the office.
- C. Secretary
- The Secretary shall perform the following duties:
1. See that all members are notified of the association's meetings.
  2. Be responsible for official correspondence of the association.
  3. Keep an accurate, permanent record of the proceedings of meetings of the association, Delegate Assembly, and Executive Board.
  4. Maintain updated lists of delegates and campus representatives.
  5. Furnish agendas and minutes of all meetings to the appropriate people.
  6. Perform all duties as outlined in the policy manual and the conference manual.
  7. Perform all other duties that regularly pertain to the office.
- D. Treasurer
- The Treasurer shall perform the following duties:
1. Maintain all records, funds, receipts, and disbursements of the association and keep accurate records of the same.
  2. Present a written financial report at each regular business meeting and each Executive Board meeting.
  3. Certify the membership to the appropriate people.
  4. Prepare an annual organizational budget and present it to the Executive Board for approval at the fall meeting.
  5. Obtain approval of the Executive Board or designee for expenditures that exceed budget items.
  6. Perform all duties as outlined in the policy manual and the conference manual.
  7. Perform all other duties that regularly pertain to the office.
- E. Past-President
- The Past-President shall perform the following duties:
1. Be the chairperson of the nominating committee.
  2. Coordinate the audit of the books of the association.
  3. Administer the election procedures as outlined in the policy manual.
  4. Serve as chairperson for the committee on Mathematics Excellence Award.
  5. Perform all duties as outlined in the policy manual and the conference manual.

6. Perform all other duties that regularly pertain to the office.
- F. Regional Vice Presidents
- Each Regional Vice President shall perform the following duties:
1. Appoint delegates per Article V.
  2. Certify all delegates from his/her region at the Delegate Assembly.
  3. Promote and coordinate the activities of the association.
  4. Submit material for the regional page of the *AMATYC News*.
  5. Serve as a member of the membership committee and one vice president shall serve as chair.
  6. Perform all duties as outlined in the general policy manual and the conference manual.
  7. Perform all other duties that regularly pertain to the office.
- G. Executive Board
- The Executive Board shall perform the following duties:
1. Approve the chairperson of each committee.
  2. Approve all honorary memberships.
  3. Recommend dues changes to the Delegate Assembly.
  4. Recommend constitution changes to the Delegate Assembly.
  5. Select conference cities.
  6. Approve any expenditures not covered by the budget.
  7. Approve the annual budget.
  8. Perform all other duties as outlined in the policy manual and the conference manual.
  9. Perform all other duties that are necessary for the functioning of the association.