



President-Elect

Term of Office

The President-Elect is elected to office by the membership, in accordance with the procedures detailed for the Nominating Committee. The term of office is two years, beginning on January 1 in the even numbered year and ending on December 31 of the following year. The President-Elect automatically succeeds the President at the end of his/her term.

General Duties

1. Act as president in the absence of the President.
2. Plan and facilitate Strategic Planning discussions at the Strategic Planning and Orientation and spring and fall Board meetings, in consultation with the President.
3. Serve as a member of the Personnel Committee.
4. Proofread the election ballots prepared by the chair of the Nominating Committee.
5. Serve as chair of the Organizational Assessment Committee and Strategic Planning Committee.
6. Serve on Tax Review and Audit Committee.
7. Serve as a member of the Expenditure Approval Committee.

Conference Duties

1. Carry out the duties of the President-Elect as outlined in the master conference timetable.
2. Work with the Conference Coordinator and professional conference planning company on the site inspection visit for future conferences.
3. Review all contracts related to the site selection process.
4. Solicit keynote and breakfast speaker information from the Executive Board, Executive Director, Conference Coordinator, Conference Committee, Local Events Coordinator, academic committee chairs, academic subcommittee chairs, and affiliate presidents. At the Spring Board Meeting in year C-2, identify and rank at least three potential speakers for each year C conference keynote for Executive Board consideration.
5. Invite keynote and breakfast speakers for conferences over which the President-Elect will preside.
6. Coordinate an affiliate sharing session at each annual conference by inviting at least two AMATYC affiliate presidents to plan and facilitate the discussion session at the

- conference.
7. Organize the affiliate presidents' function in collaboration with the President. The President-Elect will invite the affiliate presidents, the AMATYC Secretary, the regional vice-presidents, and others who will contribute at the meeting.
 8. Attend the Delegate Assembly.
 9. Report to the Delegate Assembly, on behalf of the site visitation team and the Board, the cities to be visited for the next future conference being planned. The President-Elect may assign this duty to the Conference Coordinator or other designee.
 10. Present the list of AMATYC endorsements to the Board for review at the spring Board meeting in even-numbered years.
 11. As part of the strategic planning process, the President-Elect may hold one or more focus sessions for invited AMATYC members at the annual conference.

Office/Budget Duties

1. Coordinate with the AMATYC office the purchase of technology equipment or software, up to a maximum expenditure of \$2000. This equipment and software is to be used by the President-Elect in the performance of his/her duties and becomes the property of that person at the completion of his/her term as Past President. It is expected that the President-Elect have a laptop computer, and that all equipment purchased for the President-Elect by AMATYC will be available for use during the conference, Board meetings, and other AMATYC events.
2. Meet with the AMATYC Executive Director and Office Staff at the AMATYC office for an orientation. This orientation may be held before the Strategic Planning and Orientation meeting.
3. Sign checks on the AMATYC checking account, as appropriate.

Publications Duties

1. Direct one or more Regional Vice-Presidents during the summer and fall of odd-numbered years to compile an electronic document which contains sample letters and forms useful to Regional Vice-Presidents. This information shall be distributed to all incoming Regional Vice-Presidents at the new officers' session at the annual conference.
2. Proofread various AMATYC publications and other materials prepared for distribution to the membership.
3. Review with appropriate persons recommended changes in the AMATYC Policy and Procedures Manual and chair the periodic review of the manual at the beginning of even numbered years.
4. Remind the AMATYC leadership to provide the AMATYC office with a dated copy of all forms used as revised. A cover letter should be included describing the usage of the form and its distribution.

Liaison/Committee Duties

1. Serve as the Board liaison for AMATYC affiliate organizations.
2. Write a news update to all affiliate presidents four times a year, to keep affiliates abreast of current information which may have an impact on them or their state.
3. Serve as chair of the Teaching Excellence Award Committee. Remind Regional Vice-Presidents to elect a member for this committee during the regional meeting held at the annual conference in odd-numbered years. Secure and present the awards.
4. Direct any position statement that has not been reviewed within the past 5 years back to the appropriate committee for possible revisions.
5. Attend meetings and accompany the President and Executive Director on Washington visits to contacts of NCTM, MAA, NSF, US Department of Education and other organizations during odd-numbered years.

Duties Just Prior To End Of Term

The following duties are to be performed after the results of the election and prior to assuming the office of President.

1. Write appropriate letters notifying the supervisors of the new Board members of their election to office.
2. Request that each outgoing officer begin copying the incoming officer in that office on all routine correspondence, including email, as soon as the election results are official.
3. Send the link to the AMATYC internal website with emphasis on the AMATYC Policy and Procedures Manual to newly elected officers as soon as the election results are official.
4. Send copies of the minutes of the most recent Spring Board meeting to all newly elected officers before the Fall Board meeting.
5. Send copies of the rough draft of the Fall Board meeting minutes to the incoming officers as well as the ones who are continuing office.
6. Invite newly elected Board members to Board sessions at the fall meeting as visitors. Coordinate with the President to be sure incoming Board members receive copies of the Fall Board agenda in advance of the meeting.
7. Contact each outgoing officer, academic committee chair, and appointee with a request that the outgoing person individually contact the incoming person in that position to turn over all pertinent information. Suggest to the outgoing person that they arrange a meeting with the incoming person during the conference.
8. Schedule and conduct a briefing session at the conference with all incoming and returning officers. Contact academic committee chairs and board members with specifics about the Strategic Planning and Orientation session.