

CORRESPONDING SECRETARY

A Corresponding Secretary may be appointed by the President to serve a one year term of office. He/she should be available to assist the President as requested with preparing, packaging, and mailing correspondence.

Responsibilities

1. Attend Assembly and Executive Board meetings. Collect copies of all pertinent handouts and forward information to board members and committee chairpersons who were unable to attend a meeting.
2. In September/October, obtain updated information for the AMTNYS Directory from the President, President -Elect, Vice President, Coordinator of Representatives, Data Manager and other AMTNYS officials. Include in the directory contact information for both outgoing and incoming members of both the Executive Board and Assembly, all DR's and CC's, outgoing and incoming Conference Chairs, all Past Presidents, all DSA Awardees, the Data Manager and the Webmaster. Compile all information in a database.
3. Select names, addresses, phone number and email addresses from the data base and format them into a Directory form. Send electronic copies, in a printable format, to all those listed in the Directory.
4. At meetings, solicit any changes in addresses, phone numbers, and email addresses from Executive Board and Assembly members. Remind those with changes to update their on-line AMTNYS account.
5. When changes occur in the Directory, email updates to all those listed in the Directory.
6. Maintain a list of email addresses of Executive Board and Assembly members so that meeting agendas and minutes can be sent to them by the President (or by the Corresponding Secretary, if directed by the President).
7. Maintain a current database of names and addresses of New York State Regents and of NYSED Mathematics Curriculum and Assessment personnel.
8. Copy and mail letters when directed by the President.
9. Write and/or mail letters of invitation for special events (e.g., a banquet or a reception), when directed by the President.
10. Just prior to the conclusion of your term in office email an updated electronic copy of the directory to the incoming Corresponding Secretary.