

DATA MANAGER

The Data Manager is hired for one year by the President. Before taking office as President, the President-elect shall seek approval for the hiring of the Data Manager from the Executive Secretary, Treasurer, Vice President, and present President. After their approval has been given, approval of the Executive Board will be sought at the Spring Executive Board Meeting. The Data Manager's position begins at the Annual Meeting. The amount of salary is to be determined by the Executive Board. One third of the salary is to be paid in the Winter (January/February). Another third is paid in the Spring (April/May) and the final third is paid just prior to the Annual Meeting.

The person hired must be bonded but need not be a member of AMTNYS. The person shall be responsible to and supervised by the Executive Secretary. This position is not an Executive Board or Assembly position; however, the person may be appointed to the Assembly by the President.

The responsibilities of this office demand continuous and meticulous record keeping for the complete AMTNYS membership. Responsibilities would include, but would not be limited to the following:

Membership Responsibilities

1. Maintain the membership records on the computer data-base.
 - a. Receive and process all membership forms received (new memberships, renewals, advance renewals, changes of address, etc.
 - b. Maintain invoicing feature in database management system for school districts sending purchase orders.
 - c. Delete members whose membership is past six (6) months expired.
2. Send welcome e-mail to all new members.
3. Make direct deposits of checks to the designated bank of the Association. Send direct deposit summaries to the Treasurer, specifically noting dues and payments and scholarship contributions.
4. Keep all membership forms and renewal forms for one year in case any questions arise.
5. Keep a record of the number of new members as a result of a conference or special mailing and notify the Executive Secretary of results.

Scholarship Fund Responsibilities

1. Receive and process scholarship donations.
2. Maintain a list of scholarship contributors.
3. Send an appropriate letter/receipt for each contribution. Notify President of all contributions of \$100 or more.

Annual Meeting and Summer Workshop Responsibilities

1. Manage online conference registration forms.
2. Process and deposit registration checks and report deposits to the treasurer regularly, noting amounts in different categories.
3. Maintain current and accurate registration information in the member data files and have it available for Registration Chairs and Conference Chairs.
4. If required by the annual meeting chairperson assign registrants to workshops and other limited occupancy activities on a first come, first served basis.
5. Manage on-site registration.
7. Print all conference name tags, receipts, certificates of attendance, and banquet tickets for each registrant.
8. Keep all registration forms for one year in case any questions arise.

Label and Report Responsibilities

1. Prepare membership lists as authorized by the Executive Secretary. These may include the following:
 - a. Membership lists with mailing information for the **Journal** editor and the **Newsletter** editor.
 - b. Mailing lists for affiliate math conferences.

Other Responsibilities

1. Respond to inquiries regarding Membership and forward non-membership inquiries to the proper person.
2. Manage groups in database system so that the appropriate AMTNYS officials can access the information. The President, Executive Secretary, Treasurer and Data Manger will have read/write access to the membership database. The Executive Board, Nominating Function Committee Chair, Incoming Corresponding Secretary and the Web Master will have read only access to the data base.
3. Perform system maintenance chores, such as archiving outdated conference information, changing the list of activities for each conference.
4. Edit the list of AMTNYS officials annually. This includes all those in the AMTNYS Directory and the District Representative and County Chair Directory.
5. Ensure that the membership data base is backed up regularly.
6. Train any new Data Manager prior to the annual meeting.