

## EXECUTIVE SECRETARY

The Executive Secretary is appointed to a one year term of office by the President with the approval of the Executive Board. A person may be reappointed to this office at the discretion of the incoming President.

### *Before taking office*

1. Check the details of the office with each newly nominated President and Treasurer.
2. Check with the editors of the **Journal, Newsletter** to determine that they have updated their publications with your name and correct mailing address.

### *Membership Responsibilities*

1. Mail renewal notices to all members who have not renewed their membership after receiving three email reminders. These notices should be sent to members who have not renewed approximately one month after their membership has expired.
2. Assist the Data Manger in keeping member files up-to-date for each individual member's region.
2. Purchase printed stamped envelopes from the US Post Office well in advance of mailings.
3. Maintain an adequate supply of membership brochures and to the best of your ability be sure that some are available at each of the local math conferences held in New York State.
4. Process and keep records of Affiliate Memberships. Expiration date for Affiliate Groups is prior to the Spring Executive Board Meeting. (Mail renewal letters in March to Presidents and Treasurers of the affiliates. Use April 15 as the deadline for affiliates to renew.)

### *Reports, Lists, and Labels*

1. Make reports on membership at all Executive Board and Assembly meetings. Include total membership figures and, when appropriate, those for special groups (e.g. county membership, foreign membership, retired membership, new membership) as a result of a conference or special mailing.
2. All unusual requests for mailing labels or membership lists must first be authorized by the Executive Secretary.

## ***Financial***

1. Handle all state and federal tax forms. Have an ample supply of forms at each AMTNYS meeting and provide them to all new officers and committee chairpersons at the Annual Meeting.
2. File the required 1099-MISC Income forms in January and Federal Income Tax Report for the Association before May 15 of each year.
3. Maintain and process the insurance policies of the Association.

## ***Executive Handbook***

The basic structure of the Handbook was prepared by the Past Presidents of the Association. Revision of the Handbook should be continuous and care should be taken to preserve the philosophy and intent of the Association. The content of this Handbook is to be in no way legally binding on the officers and chairpersons. It is to serve as a guide to the performance of duties.

Updates should be done for the responsibilities and time schedules for the following positions:

1. Executive Board members, after consulting with the President, President-elect, and Vice President.
2. Assembly, including Function Committees and Chairpersons, after consulting with the President, President-elect, and Immediate Past President.
3. Annual Meeting Coordinator and Committees after consulting with the President, President-Elect, and Vice President.
4. Summer Workshop Coordinator and Committees after consulting with the President, President-Elect, and Summer Workshop Coordinator(s).

The Recording Secretary will forward completed motions to the Executive Secretary.

The Executive Secretary will record changes/revisions to the Executive Handbook based on discussions/actions at Executive Board meetings.

At each Annual Fall Meeting, updated hard copies of the Executive Handbook should be given to the incoming President, and President-elect and Immediate Past President. Members of the Executive Board and Assembly should be given copies of the material in the Handbook that relate to specific offices and/or committees as appropriate.

### *Other*

1. The Data Manager and the Webmaster are responsible to the Executive Secretary and their duties and record keeping are to be supervised by the Executive Secretary.
2. The Executive Secretary is the custodian of all original contracts (hotels, resorts, decorators). He/she should give a copy of the appropriate contract to the new Vice-President as soon as this person is known.
3. The Executive Secretary is the custodian of the large, framed AMTNYS charter.
4. The Executive Secretary is the custodian of AMTNYS pins (Executive Board, Past President). New pins should be ordered when the supply runs low.
5. The Executive Secretary orders and distributes AMTNYS stationery and envelopes.
6. When in doubt about a procedure or activity, confer with the President and/or the previous Executive Secretary.
7. At the Annual Meeting provide incoming President a copy of the "AMTNYS Conflict of Interest Policy" to be signed. This signed document should be kept with the Executive Secretary files.
8. Provide the Data Manager and Web Master with an updated list of AMTNYS Affiliate Representatives to keep the AMTNYS website updated.
9. Update the NCTM Affiliate Officer Profile Sheet after each annual meeting. Fill the necessary Claim/Voucher each Spring to renew AMTNYS's affiliate membership with NCTM.