

NEWSLETTER EDITOR

The AMTNYS **Newsletter** Editor 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.

Policies and Procedures

The intent of the **Newsletter** is to keep the AMTNYS membership informed of the activities of its members, of new developments in mathematics education, of upcoming meetings, conferences, and workshops, of innovative programs, of experimental programs, and of news from the SED Bureau of Mathematics. The **Newsletter** should be an effective medium of communication and idea exchange. Currently the **Newsletter** is published three times a year, October, February, and June.

Responsibilities

1. Select new items and adapt the format of the **Newsletter** to the needs of the publication.
2. Consult with the President and/or Executive Board on possible changes in size, appearance, purpose, finances and distributions of the **Newsletter**.
3. Establish a calendar of deadlines for each publication and notify those concerned.
4. Solicit pertinent news items at the Executive Board, the Assembly meetings, the Summer Workshop, and the Annual Meeting.
5. Write to/email potential contributors and invite them to submit news items.
6. Maintain as much contact as possible with the Coordinator of Representatives, District Representatives, County Chairpersons and Affiliate Representatives to gather information about activities and math events in their areas.
7. Include information that pertains to Pre-K through College levels that will help to enhance mathematics education.
8. Consult with the Data Manager to obtain an up-to-date list of members who have requested a hard copy of the **Newsletter** and mail the **Newsletter** to those members.
9. E-mail the **Newsletter** to the current President for final approval. Once it is approved, email the final copy to the Data Manager and Webmaster so that they can upload the **Newsletter** to the AMTNYS Website and notify all AMTNYS members that it is available.
10. Report your activities concerning the **Newsletter** at each Executive Board and Assembly meeting throughout the year.

11. Maintain accurate records of expenses, quantities printed, and quantities mailed (bulk, first class, etc.).
12. Submit any expenses (Claim Vouchers) to the President for approval which the President will then forward to the Treasurer for payment.
13. Help the Finance Committee prepare an adequate yearly budget for the **Newsletter**.