

PRESIDENT

Preparation and Powers

Preparations for the Presidency

1. Become thoroughly familiar with the Constitution.
2. In conjunction with the Past Presidents' Advisory Committee, make long range plans for AMTNYS growth and development.
3. Read all committee charges and responsibilities as outlined in the AMTNYS Handbook. Check on the rationale for traditional events and practices.
4. Read the minutes of the Executive Board and Assembly meetings for the preceding year. You should be receiving a copy of these from the outgoing Recording Secretary.
5. Attend the Finance Committee meetings when the annual budget is being prepared for your term of office.
6. Attend NYSCEA meetings during the year prior to your term of office.

Presidential Powers

Committee Appointments

The only committee required by the Constitution is the Nominating Committee. The President may add or delete committees previously named and may revise the duties of any particular committee. Attention should be given to those committees whose strength and usefulness depends on long-term continuous appointments, e.g., the Executive Secretary, the **Journal** Editor, or the **Newsletter** Editor.

Finances

The Treasurer is the custodian of all monies of the Association. In the role of executive officer, the President advises changes in the budget planning, appoints finance and auditing committees, and consults with the Treasurer on financial procedures. The President must approve all expenses for Presidential lines listed in the AMTNYS budget.

Business Meetings

The Annual Meeting dates of the Association are approved by the Executive Board after recommendations from the Site Committee. Dates for the Executive Board and Assembly Meetings are determined and announced by the President. (Be sure to check contract dates.) The President presides at all official business meetings of the Association including the Executive Board and Assembly meetings. Decision-making practices at these meetings are

regulated by the President through normal parliamentary procedures according to Roberts' Rules of Order.

Assembly

The Presidential Appointees to the Assembly should be designated by the President and approved by the Executive Board. See the Constitution and consult with the Immediate Past President.

Presidential Role

The President is the official representative of AMTNYS at all times. He or she should speak for the Association and not for himself or herself, not only at Association meetings, but also at all functions where his/her presidential office is recognized and must sign all contracts.

Additional Expectations

1. Attend all NYSCEA presidential council meetings and the annual leadership conference. This means 2-3 meetings per year, usually held in the Albany.
2. Attend as many local math conferences throughout the state as possible.
3. Try to attend NCTM Regional and National Meetings.
4. Remind Executive Board and Assembly members that their reports should be written with four copies presented to the Recording Secretary and enough copies ready for the meeting attendance.
5. Consult with the **Journal** Editor to establish the deadlines for submission of your 'Presidential Messages'.
6. Keep a record of all reimbursements that you authorize throughout the year. Periodically check your records with the Treasurer.
7. Maintain continuous contact with the Vice President concerning all plans for the impending Annual Meeting.
8. Confer as much as possible with the President-elect (at the annual meeting, the fall/winter on-site meeting for the next annual meeting, the winter Executive Board meeting, NYSCEA meetings, the spring Executive Board, Assembly meetings, and the summer workshop).
9. Communicate regularly with the State Education Department, the Commissioner of Education, the Regents, and the Education Committee Chairpersons of the New York State Assembly and Senate on matters of concern to AMTNYS. Have copies of the **Newsletter** and/or **Journal** sent to them, if appropriate.

10. Establish contact with the Site of Annual Meeting Chairperson early in the year to note the status of prior, current, and future contracts. Assist the Chairperson in finalizing negotiations as needed. Be sure you have up-to-date copies of contracts.
11. Communicate regularly with the Summer Workshop Coordinator for your term of office.
12. Assist the President-elect in overseeing the arrangements that are underway for the Summer Workshop for the succeeding year.
13. Offer complementary memberships in AMTNYS to the president (or president-elect) of other Mathematics, Science or Technology associations in New York State.
14. Write thanks you notes for all Scholarship Donations of \$100 or more.
15. Upon taking office sign the "AMTNYS Conflict of Interest Policy" supplied by the Executive Secretary.
16. Inform the Data Manager and Web Master of the members of the Executive Board and the Assembly so that the website can be updated.

Presidential Calendar

Prior to the Annual Meeting

1. Meet with the incoming Corresponding Secretary to discuss the process for updating the new Directory and including all needed materials in the packets that will be given to the new Executive Board at its first meeting.
2. Prepare the agenda for your first Executive Board Meeting, note the time and location, and send it with a cover letter to those you wish in attendance at the meeting. Be sure refreshments have been ordered for this meeting.
3. Meet with the incoming President-elect sometime prior to the Annual Meeting to decide how to share the responsibilities for over-seeing the various function committees and special projects that are planned.
4. In conjunction with the President-elect, Vice-President, and Program Chairperson, arrange for the on-site planning meeting for next year's Annual Meeting. This on-site visitation usually takes place in the winter.
5. Select location and make initial arrangements for the winter Executive Board Meeting if scheduled. This should include meeting rooms, overnight lodging, morning refreshments, luncheon, and afternoon refreshments.
6. Prepare your first Presidential Message letter which will appear in the **Journal** and forward it to the editor (usually prior to September).
7. Assist the Corresponding Secretary in preparing the necessary materials for the packets which will be handed out at the Fall Executive Board meeting.

At the Annual Meeting

1. Assume Presidential responsibilities at the Banquet.
 - a. Deliver brief Presidential Address.
 - b. Have the Past-President Pin ready for presentation.
 - c. Be prepared to introduce the Banquet Speaker.
2. Plan to attend the District Representative/County Chair and NYSAMS special functions.
3. Conduct the first meeting of your new Executive Board.
 - a. Distribute Directories to the Executive Board.
 - b. Announce time and location of the next Executive Board meetings.
 - c. Get Executive Board approval for all presidential appointments.
 - d. Distribute Executive Board pins to new members of the Board.

Following the Annual Meeting

1. Consider sending a letter of commendation to the senior officer of the school/college/university system of the Immediate Past President.
2. Letters should also be sent to the appropriate officials of the school/college/university for each of the newly elected and appointed members of the Executive Board.
3. Meet with the Corresponding Secretary to verify and edit the new Directory. Write a cover letter, which the Corresponding Secretary can include when the Directory is mailed (late November to mid December).
4. Confirm the winter on-site planning meeting for the next annual meeting.
5. Begin the process for obtaining the Past President Pin for the next Annual Meeting and contact the Executive Secretary to order additional pins when needed.

December

1. At the on-site planning meeting, confirm date, meeting rooms, and overnight lodging for the spring Executive Board and/or Assembly meetings.
2. Get menu possibilities for the luncheon and refreshment times needed for the spring meetings.
3. Confirm all arrangements for the winter Executive Board Meeting if scheduled.
4. Prepare cover letter and agenda which the Corresponding Secretary will mail to all Board members in prior to each Executive Board/Assembly meeting.
5. Review minutes of the fall Assembly and Executive Board meetings. Forward them to the Corresponding Secretary for copying and distribution.
6. Prepare your second Presidential Message letter for the **Journal** and forward it to the editor.

January

1. Confirm attendance, and reservation information for meals, etc. for the winter Executive Board meeting if scheduled.

March/April

1. Review minutes of the prior Executive Board meeting. Forward them to the Corresponding Secretary for copying and future distribution.
2. Prepare agenda for the spring Executive Board and/or Assembly meetings.
3. Prepare cover letter including reservation instructions, etc., for the spring meetings. If a Spring Assembly meeting is to be held be sure to include special requests, e.g., listing of the function committee chairperson and members, including school and town addresses.
4. The President will send relevant documents (eg. agenda, minutes, letter, etc.) to the Executive Board and /or Assembly members including ex-officio members (usually sent one month prior to meeting). Those who have been non-voting members of the Assembly for over 10 years receive mailings at your discretion.
5. Assist the Corresponding Secretary in preparing the any necessary materials for the Spring Executive Board meeting and/or spring Assembly Meeting.
6. Confirm attendance, reservations, and meal plans for the spring meetings.

May

1. Compose the Annual Meeting letter for inclusion in the preliminary program and forward it to the compiler.
2. Prepare your third and final Presidential Message letter for the **Journal** and forward it to the editor.

June

1. Verify with the Vice-President the schedule of administrative affairs for the Annual Meeting.
2. Prepare invitations for the Presidents' Reception and get them printed after consulting with the President-Elect.
3. Decide on flowers and seating arrangements for the Banquet and head table(s).

August

1. Attend the Annual Summer Workshop.
2. Conduct meeting to finalize the budget for the next AMTNYS business year. The President, President-elect, Vice-President, Vice-President elect, **Journal** Editor,

Newsletter Editor, Treasurer, Budget Chairperson, Executive Secretary and Auditor should be requested to attend this meeting.

3. Prepare the agenda for the fall Assembly and Business meetings, along with a cover letter. The Corresponding Secretary should mail these as directed (usually 4 to 6 weeks before the meeting).
4. In your mailing, remind people to send all bills and claims for reimbursement to you by the deadline, e.g., September 15 or October 1.
5. You may also want to send a copy of the minutes from the Executive Board and Assembly spring meetings to the outgoing Executive Board members.
6. Finalize plans with the President-elect for all of the fall business meetings and the order of events for the Keynote Address and the Banquet presentations and speeches.

September

1. Prepare invitations for the Presidents' Reception. Include the Keynote and Banquet Speakers, Past Presidents, Sponsors, Scholarship winners, and past Distinguished Service Award recipients.
2. Send invitations to those who will be seated at the head table(s) for the banquet and confirm the seating arrangements.
3. Confirm your arrangements for refreshments, flowers, and housing for the Annual Meeting.
4. Finalize plans for having dinner the first evening of the Annual Meeting with the Keynote Speaker, Program Chairperson, Vice-President, and President-elect, etc.
5. List recommendations relative to:
 - a. the work of the President
 - b. the affairs of the Association
 - c. business not completed
 - d. current business which the new administration should handle at once. Send a copy to your successor.

October/November – The Annual Meeting

1. Conduct your last Assembly Meeting.
2. Attend the Past Presidents' Advisory Breakfast Meeting. Take notes and be prepared to give a report of this meeting (as the Immediate Past President) at the Executive Board Meeting.

3. Try to personally thank those exhibitors whose companies sponsored door prizes and/or special functions.
4. Be available to help with any problems that might arise during the conference.
5. Do not schedule yourself as a program speaker or presider for this meeting.
6. Have the Alice M. Reeve Gavel ready for presentation at the Banquet.
7. Conduct an introductory meeting for all new Executive Board members to help ease the transition to their new responsibilities. The new President, President-Elect, Treasurer and Executive Secretary should attend the meeting. Topics for the meeting should include: Job Descriptions and Expectations; Tax Exempt Form; Claim Voucher Form; current Stationery; MemberClicks; AMTNYS Directory and any other items that need to be included.

Following Your Term of Office

1. Send thank you letters to your executive officers, function and ad-hoc committee chairpersons, and any remaining members of the Executive Board and Assembly.
2. Send thank you letters to all companies for their support of the special conference functions and/or door prizes.
3. Be sure to process all financial claims and check with the Treasurer to see that everything from your year of office has been handled properly.
4. Go over the Annual Meeting billings with the Conference Coordinator once they have been received. Understand and verify the financial results of the meeting.

Presidential Plans for the Future of AMTNYS

Each President should consider the future of the Association as part of his/her current responsibilities. The demands of the administrative year are great, but a great deal of consideration should be given to problems of the years ahead. This can be done, starting with the first analysis of appointments in the President-elect year of office. A concern for the continuity needed within AMTNYS should be reflected in the following ways.

1. Committee appointments should:
 - a. represent all different areas of the state,
 - b. represent every instructional level,
 - c. develop future officer candidates,
 - d. provide experiences for new members.
2. Re-analyze Committee responsibilities to:
 - a. avoid wholesale change,
 - b. encourage original thinking,
 - c. promote the growth and development of AMTNYS ideals.
3. Present needed problems to proper committees for research.
4. Forward essential correspondence and data to the new administration.
5. Present suggestions to the Executive Board in an end-of-the-year presidential report.
6. Constantly articulate and communicate with the incoming administration.