

PRESIDENT-ELECT

This is a year to serve as an understudy in preparation for the Presidency. Close consultation and communication with the President should be maintained throughout the years of service prior, during, and after the elected term. Careful study of the Constitution and the Executive Handbook are essential.

Congratulations

To the President incumbent and to each succeeding President of AMTNYS I send warm and sincere words of good wishes upon your election to this high office. It is a great honor and I congratulate you.

May AMTNYS continue to prosper under your competent guidance. May the personal contacts of friendship and professional interest between your office and the members and friends of AMTNYS, past and present, never diminish, but continue to be treasured always, inspire loyalty to, cooperation in, willingness to work for, and great pride in the Association. May you be an inspirational leader in these regards. It is a great challenge and most rewarding.

As you, your committees, the members, and friends of the Association attack new problems that will further the service of AMTNYS to Mathematics Education, I wish you great success.

**Most Sincerely,
Alice M. Reeve
First President of AMTNYS**

Preparation and Responsibilities

1. Oversee those function committees assigned the President-elect by the President.
2. Report pertinent activities of all function committees to the Executive Board.
3. Preside over the Assembly during function committee reports.
4. NYSED conference call responsibilities: prior to the conference call solicit questions from the membership, take minutes of the discussions and have them approved by NYSED before sending them to the webmaster to e-blast to the membership.
5. Perform the duties of the President upon request or whenever the President is unable to perform these duties.
6. Be prepared to attend some NYSCEA Presidential council meetings along with the President.

7. Complete the appointment of all function committee chairpersons in the summer before taking office as President.
8. Prepare an agenda and cover letter for mailing to the new Executive Board prior to the Annual Meeting at which you become President.
9. Read the Presidential Calendar in this Handbook.
10. Be in contact with AMTNYS Summer Workshop Coordinator to oversee activities related to the Workshop which will be held during your presidency.
11. Meet with the incoming Vice President and approve the committee chairpersons for the Annual Meeting at which you will become President.
12. After the annual meeting, seek from the President, Treasurer, past Vice President, Executive Secretary and past Summer Workshop Chairperson, their recommendation for rehiring the Data Manager. Present their recommendation to the Executive Board at the next Executive Board Meeting.
 - a. If the Board approves the rehiring of the Data Manager at the next Executive Board Meeting, it will be considered an official decision at that time and the Data Manager will be so notified.
 - b. If the Board does not approve the rehiring of the Data Manager, the President-elect is authorized to seek a replacement.
 - i. With the prior approval of the Executive Secretary, Vice President, Treasurer and President, the President-elect will present a candidate's name for the position of Data Manager for approval at the Executive Board Meeting.
 - ii. If the Board approves the candidate, he or she will be so notified and directed to seek training from the outgoing Data Manager through the summer and fall before taking over the position officially after the annual meeting.
 - iii. If the Board does not approve the candidate that has been presented, the President-elect will present alternate candidates for approval either at the Spring Meeting or seek approval via mail to the members of the Board until majority of the members have approved. This should be accomplished prior to the end of June so that the upcoming Data Manager will have an opportunity to work with the outgoing Data Manager through registration of the Summer Workshop.
 - c. If the Data Manager needs to be replaced, the procedures mentioned above for seeking a Data Manager when the Board does not approve rehiring can be followed. If the resignation is not within the time-frame mentioned above, the President can appoint a temporary Data Manager while a replacement is being sought.