

PROCEDURES MANUAL

A Guide to the Responsibilities



Oregon Council of Teachers of Mathematics

of the Board Members of the

**Fourth Edition
Submitted 2016**

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President

General Responsibilities

- Call meetings of the Board
- Implement directives of the Board
- Guide and direct the program of the organization
- Nominate all appointed Officers
- Select members for committees using geographic and instructional level criteria for diversity
- Act at their own discretion in situations considered to be emergencies subject to later discussions and action by the Board
- Implement the provisions of the Constitution and OCTM policies
- Contribute to a bi-monthly newsletter, sharing updates at the state and national level, scholarship application due dates, interesting articles in *TOMT*, etc.

Memberships and Subscriptions

- Subscribe to OCTM listserv (Required as you will need to post messages)
- Become a member of NCTM (this is required by OCTM Constitution)
- Become a member of National Council of Supervisors of Mathematics
- (optional) Become a member of Washington State Math Council
- (optional) Subscribe to NCTM's e-newsletter
- (optional) Subscribe to ODE's Superintendent's Update

Quarterly (Summer, Fall, Winter, and Spring Board Meetings)

• Three weeks Prior to Board Meeting

1. Confer with Vice President about Area Representative meeting agenda
 - Area Representative meeting takes place the half-hour before or half-hour after the regular Board meeting
2. Check the Minutes of the previous meeting for accuracy. Send corrections back to the Secretary who will make copies for upcoming Board meeting.
3. Contact Board meeting hosts about Board meeting location and food
4. Provide directions to Board meeting location.
5. Prepare Issues Document when necessary to provide background information for discussions
 - What are the expected items for discussion and decision-making?
 - What are the pros and cons of these issues?
 - Is there any background information that will frame the issue?
6. Prepare draft agenda with a timeline

- **Two Weeks Prior to Board Meeting**

7. Send email notification to all Board members about upcoming Board meeting. Include:
 - Request OCTM Board members RSVP for Board meeting for food preparation – ask about special diets
 - Directions to Board meeting
 - Issues Document
 - Draft Agenda with timeline

- **One Week Prior to Board Meeting**

8. Notify Board meeting hosts about number of attendees expected so there's enough food for everyone. Be aware of food restrictions.
9. Send any reminders to Board
10. Finalize Agenda. Print copies of Community Agreements and Agenda.
11. Pack your stuff: OCTM stationary, OCTM pins, Issues support materials.

- **Board Meeting**

12. Conduct Board meeting
 - President Elect/Past President (PE/PP) will be Parliamentarian and Timekeeper (PAT)
 - Secretary and PE/PP will sit with President
 - Committee memberships should reflect geographic and instructional level diversity

- **Following the Board Meeting**

13. Make corrections to board member rosters on your email address book.
14. Follow up on items brought up in the board meeting.
15. Write thank you note to the host/site.

Monthly

- **March - May of President Elect Year**

16. Determine who will fill the position of NCTM Rep
17. Draft your Presidency goals
18. Collect Area Recognition awards from all area reps for *TOMT* article
19. With Past President or President elect, plan for the Affiliate Leadership Conference (ALC)
 - Determine whether to go to the National Leadership Conference or host an Oregon only Leadership Conference
 - Where it will be held will help determine the number of people (4-6) you can take
 - Draft a list of possible attendees using the established criteria for selection
20. Participate in the Budget Committee's triennial meeting to prepare the three-year budgets
 - Action plan ideas might come out of this meeting also
21. Solidify and coordinate plans for the Affiliate Leadership Conference
 - Make hotel reservations
 - Register all OCTM participants for ALC (President and NCTM Rep must be members of NCTM)
 - Make flight/car plans

- **June of President Elect Year**

22. Change the name on the OCTM credit cards
23. Submit a photo to Webmaster for President's Page on the OCTM website (**July 1**)

24. Write a Letter from the President for the OCTM web (see previous letters written) (**July 1**)
25. Write first *TOMT* editorial and Area Awards article - Due to *TOMT* Editors by **August 1**
26. Complete NCTM Annual report with the NCTM Rep
27. Draft agenda for August Board meeting
28. Attend Affiliate Leadership Conference (in either late June or early July)
 - On the leadership agenda: review budget

• **Early July as President**

29. *TOMT* editorial and Area Awards article due **August 1**
30. Attend Affiliate Leadership Conference (ALC) (in either late June or early July)
 - Synthesize action plan
 - Record what each person will commit to doing during upcoming year to incorporate in final action plan
31. Finalize Action Plan to share with Board members
32. Finalize Presidency Goals to share with Board members
33. Draft Agenda for August Board meeting
34. Keep Board member rosters updated on email address book
35. Check in with OML co-chairs as needed

• **Late July**

36. Prepare speeches/activities for OML (Welcome and Newcomers Session)
37. Prepare letter to administrators for OML attendees
38. Prepare NCTM Annual Report with NCTM Rep
39. Create a list of potential Board meeting dates for remainder of school year
 - Avoid home university football games!

• **Early August**

40. Conduct summer Board meeting
 - Set future Board meeting dates
 - Check with VP on OCTM table at the upcoming Northwest Math Conference (NWMC)
 - Share finalized Action Plan from Leadership Retreat
41. Attend OML
 - Give welcome speech to all OML Newcomers
 - Give welcome speech to all OML participants
 - Give out board members' commendation letters to supervisors at the Fall Board Meeting.

• **Mid-August**

42. Prepare letter to TOTOM and send to the TOTOM Rep for distribution at their meeting
43. Update NCTM Affiliate website about conferences in Oregon for fall season
 - NWMC, if OCTM is hosting (2mod3)
 - State of Jefferson (1mod3)
 - Inquiry Outside the Cube (0mod3)

• **Late August**

44. Write thank you notes
 - Board meeting host(s)
 - Principal of host school site
 - Any others who provided a service

45. Write congratulatory notes

- Recipients of Math Education Awards and PAEMST State Finalists

• **September**

46. Prepare and send OCTM electronic newsletter information to NCTM rep

- Send out in Sept, Oct, Feb, March, June
- Include scholarship application due dates for OCTM M.A.T.H. Scholarship

47. Check on arrangements for OCTM table at NWMC

• **October**

48. Prepare welcome speech for NWMC, if OCTM is hosting

- Determine if any dignitaries will be in audience so you can recognize them during speech

49. Work with Vice President to make final preparations for NWMC

50. Prepare and send to NCTM rep OCTM monthly electronic newsletter

51. Discuss with NCTM Rep any proposals for NCTM Delegate Assembly

52. Prepare second *TOMT* editorial

- Due to *TOMT* Editors by **November 1**

53. Prepare for fall Board meeting (held in October or November)

- put voting for Pres Elect/Sec of Treasury or VP/Sec on the agenda

54. Prepare a short speech for opening night of Northwest Math Conference, if OCTM is hosting

- Welcome attendees to Oregon's NWMC
- Introduce special guests such as current and former NCTM Board Members
- Introduce the keynote speaker

• **November**

55. *TOMT* editorial due **November 1**

56. Write letter requesting donation from Math Learning Center (MLC)

57. Write letter requesting donation from Teachers Development Group (TDG)

58. Make hotel reservations for you and NCTM Rep for the NCTM Annual Meeting and NCSM annual meeting (if possible).

59. Conduct fall Board meeting

- Vice President will chair Nominations Committee to brainstorm list of nominations for each office

• **December**

60. Write thank you letter to Math Learning Center for donation

61. Write thank you letter to Teachers Development Group for donation

• **January/February**

62. Prepare for winter Board meeting (held in January/February)

- Sign up for Web Ex; set up sites for electronic conference; send procedures to board;
- set dates for spring budget meeting

63. Make flight plans for NCTM Annual Meeting; coordinate with NCTM Rep

64. Conduct winter Board meeting

- Vice President will discuss the scholarships, Area Recognition Awards, process, timeline for Area Reps, and OCTM Student awards
- Update website and files of board member rosters, addresses and upload approved minutes

65. Prepare and send to NCTM rep the OCTM electronic newsletter

- Include scholarship application due dates Schaaf-McFadden Scholarship and Don Fineran-OML Scholarship
- OML registration info
- Include Board Highlights from winter Board meeting

• **March**

66. Prepare and send to NCTM rep OCTM electronic newsletter
 - Send out about end of month
 - Include scholarship application due dates Schaaf-McFadden Scholarship and Don Fineran-OML Scholarship
67. Begin planning for TOD (The Oregon Dinner) at the NCTM Annual Meeting. This gathering of Oregonians and OCTM members meeting for dinner sometime during the conference is a tradition going back at least to the early 1980s. Locate a restaurant and advertise the dinner. Collect RSVPs.

• **April**

68. Finalize plans for The Oregon Dinner at the NCTM Annual Meeting.
69. Prepare for spring Board meeting (held in April or early May) Check for positions being vacated and possible replacements for those positions should submit names
70. Invite newly elected Board candidates to spring Board meeting
71. Attend the NCTM Annual Meeting with NCTM Rep and NCSM if possible
72. Prepare Area Recognition Awards certificates, letters to administrators, press release
73. Conduct spring Board meeting (held in April of May)
 - Distribute the Area Recognition Awards certificates, letters to administrators with envelopes, and OCTM to Area Reps who will be responsible for presenting to awardees in a public setting
 - Include OCTM Board Reflection of the past year
 - Include action plan brainstorming in small groups (this provides ideas for the upcoming year's Action Plan)
 - OML invitations
 - Election results
 - Long-term Board service, new positions, vacant positions
 - Next year's budget and three-year budget
74. With Past President or President elect, plan for the Affiliate Leadership Conference (ALC)
 - Determine whether to go to the National Leadership Conference or host an Oregon only Leadership Conference
 - Where it will be held will help determine the number of people (4-6) you can take
 - Draft a list of possible attendees using the established criteria for selection
75. Attend the triennial budget meeting

• **May**

76. Solidify and coordinate plans for the Affiliate Leadership Conference
 - Make hotel reservations
 - Register all OCTM participants for ALC (President and NCTM Rep must be members of NCTM)
 - Make flight/car plans
77. Write *TOMT* article about the Area Recognition Awards
 - due **August 1**

• **June**

78. Prepare and send to NCTM rep the OCTM electronic newsletter
 - Include scholarship application due dates Sunrise Scholarship and Don Fineran-NWMC Scholarship
79. Write *TOMT* editorial; due to *TOMT* Editors by **August 1**
80. Compile action plan ideas to synthesize into a draft action plan
 - Share the compiled action plan ideas with the Board members who will be attending ALC
81. Attend Affiliate Leadership Conference
 - Synthesize and finalize action plan for upcoming year
82. Write thank you notes to those going off the Board

Upon Conclusion of Presidential Term

83. Update the OCTM jump drive (for Historian and for the next President's files) and make sure the octmpresident google drive is up to date with the important documents of your term as President. These include, but are not limited to, Treasurer's budgets and reports, the budget committee's notes, the minutes of the meetings, the electronic newsletters, awards, grants, updated Constitution and other organizational documents, policies, and scholarship information. Coordinate with webmaster to make sure website files are updated.

TOMT Deadlines

August 1	Editorial due
	Update Board Member Rosters
	Area Recognition Awards article due
November 1	Editorial due
January 1	Proposed Constitutional amendment(s) for membership vote due

President Elect

General Responsibilities

- Act on behalf of the President
- Work with President on grant funding for OCTM projects
- Work with the President on statewide communications and publicity
- Support the Area Reps with their work to communicate with teachers
- Be P.A.T. at Board meetings (Parliamentarian and Timekeeper)

Quarterly (Summer, Fall, Winter, and Spring Board Meetings)

• **Board Meetings**

1. Greet arriving Board members at the door, help with name badges and tents, distribute handouts (along with NCTM Representative)
2. Sit next to President
3. Be the official Parliamentarian for the Board meeting's procedures
4. Be the official timekeeper of the meeting's proceedings
 - ~ Monitor length of time on a topic
 - ~ Provide pacing update to President
 - ~ Keep group informed about the time available to complete its task
5. Make note of the order of who to call on during discussion

Monthly

• **July** (first month as President Elect)

6. Read OCTM Constitution
7. Read OCTM Mission Statement
8. Read OCTM Policies
9. Read Robert's Rules of Order

• **March** (eighth month as President Elect)

10. Begin thinking about your "cabinet"
 - Who do you want to fill the position of NCTM Rep?
11. Organize your computer filing system for all the documents the President will be sharing with you – you will be taking over the octmpresident gmail account.

• **April** (ninth month as President Elect)

12. Draft your Presidency goals
13. Draft action plan for coming school year
14. Begin planning for the Affiliate Leadership Conference (ALC)
 - Where it will be held will help determine the number of people (4-6) you can take
 - Draft a list of possible attendees using the established criteria for selection

15. Attend triennial Budget Meeting to prepare the upcoming and three-year budgets
 - Budget Committee members: Treasurer, President, President Elect/Past President (PE/PP), Treasurer Elect, Vice President, Secretary, *TOMT* Editor(s), Membership Chairperson
 - Secretary will take notes of meeting
 - Notes will be compiled, by President or Secretary, into document called Budget Cheat Sheet for distribution to all Board members
 - Purpose of notes is to track the changes and to provide the rationale for the changes
 - Action plan ideas might come out of this meeting also

• **May** (tenth month as President Elect)

16. You will inherit a large file box of documents, a briefcase, and a jump drive you must study.
 - You'll gain a sense of the history of the last four to five years
 - You'll get a bigger picture of the responsibilities you will have
 - You will have access to the details of your new life with letters, grants, awards, etc.
17. Solidify and coordinate plans for the Affiliate Leadership Conference
 - Make hotel reservations
 - Register all OCTM participants for ALC
 - Make flight/car plans
18. Solicit input on action plan from Executive Board members
19. Advise area reps to send press releases for Area Recognition Awards

• **June** (last month as President Elect)

20. Change the name on the OCTM credit cards
21. Submit a photo to Webmaster for President's Page on the OCTM web (by July 1)
22. Write a Letter from the President for the OCTM web; send to Webmaster (by July 1)
 - See past president's letter
23. Write first *TOMT* editorial
 - Due to *TOMT* Editors by **August 1st**
24. Draft agenda for August Board meeting
25. Attend Affiliate Leadership Conference (in either late June or early July)

• **July 1** (begin life as OCTM President)

26. Put your seatbelt on for the ride of your life!

Past President

General Responsibilities

- Act on behalf of the President
- Work with President on grant funding for OCTM projects
- Work with the President on statewide communications and publicity
- Support the Area Reps with their work to communicate with teachers
- Be P.A.T. at Board meetings (Parliamentarian and Timekeeper)

Transition from President to Past President

1. Make sure the President's jump drive has been updated and clearly organized.
2. Make folders for jump drives (for Historian and for the next President's files) of the important documents of your term as President. These include, but are not limited to, Treasurer's budgets and reports, the budget committee's notes, the minutes of the meetings, the electronic newsletters, awards, grants, updated Constitution and other organizational documents, policies, and scholarship information.

Quarterly (Summer, Fall, Winter, and Spring Board Meetings)

• Board Meetings

3. Greet arriving Board members at the door, help with name badges and tents, and distribute handouts (along with NCTM Representative)
4. Sit next to President
5. Be the official Parliamentarian for the Board meeting's procedures
6. Be the official timekeeper of the meeting's proceedings
 - ~ Monitor length of time on a topic
 - ~ Provide pacing update to President
 - ~ Keep group informed about the time available to complete its task
7. Make note of the order of who to call on during discussion

Monthly

• April

8. Attend triennial Budget Meeting to prepare the upcoming and three-year budgets
 - Budget Committee members: Treasurer, President, President Elect/Past President (PE/PP), Treasurer Elect, Vice President, Secretary, *TOMT* Editor(s), Membership Chairperson
 - Secretary will take notes of meeting
 - Notes will be compiled, by President or Secretary, into document called Budget Cheat Sheet for distribution to all Board members
 - Purpose of notes is to track the changes and to provide the rationale for the changes
9. Send press releases for Area Recognition Awards

Vice President

General Responsibilities

- Facilitate Area Representative meetings before the OCTM meeting starts.
- Assume the duties of the President during a temporary absence of the President.
- Assume the office of the President when the President is on vacation.
- Represent out-of-state members on the Board.
- Compose and collect ballots for elections, both annual and special elections.
 - Work with the IMESD (InterMountain ESD) for the electronic ballots for elections
- Collaborate with the President and other officers on the Board.
- Attend the triennial Budget Board meeting.
- Organize the OCTM table for the Northwest Math Conference.
- Book hotel rooms for each Board meeting, except the August meeting and webex one.
- Materials are stored in two notebooks as well as electronically. Keep the Area Representative kit up to date.
- Prior to each board meeting, send in the Vice President report via e-mail to the Secretary, along with an Area Representative meeting agenda.
- The Vice President is in charge of Constitutional changes. If any are suggested, and if voted upon, the Vice President must update the change and get copies of the Constitution to the Board.
 - Update the Area Rep Kit yearly.

Quarterly (Summer, Fall, Winter, and Spring Board Meetings)

• August (summer) Board Meeting

1. Send the agenda to the Secretary and President for the Area Representative meeting. Documents for these are found in the Area Representative Kit. Possible agenda items:
 - Blank Action Plan (part of Area Rep Kit) handout for area meetings
 - Share Area Representative Responsibilities (part of Area Rep kit)
 - Share Area Representative Timeline (part of Area Rep kit)
 - Pizza, Pop and Problems/Family Math Night
 - What to do at the OML Area Meetings:
 - ~ Introductions
 - ~ Update the email directories
 - ~ Free and new memberships; renewals
 - ~ Promote the upcoming conferences
 - ~ Create an action plan for their area, including one local area math activity
 - Be thinking about nominations for Area Recognition Awards.
 - Membership Contest(s)
2. Discuss increasing membership with Area Reps. The Benefits of OCTM Membership can be used.
3. The Vice-President is in charge of running the Area meeting at Oregon Math Leaders Conference for the out-of-state people. This is Area 15.
4. Discuss preparation for Northwest Math Conference
 - Send around a sign-up list for possible helpers at the Northwest Math Conference table during the OCTM Board meeting (only during years that Northwest is in Portland or Washington.)
 - The Vice President is in charge of this table.
 - There is a banner, sample copies of items we sell, a cash box, receipts, updated membership forms, and a bag in which to store the goods.

- The Vice President needs to obtain extra copies of books and TOMTs to sell. These will be sold for a discounted price at the conferences. (The price tags are located in the bag of goods.)

5. Once people have signed up to help at the table, the Vice President will send them a reminder of their time slot. We usually sign up in two-hour increments.

6. Send Letter to Librarians About OCTM inviting them to sign up for OCTM membership for their school.

• **Fall Board Meeting**

7. Make motel reservations for the OCTM Board meeting, unless the meeting is a Web-Ex meeting. A block of 10 rooms is usually sufficient. Motels often offer a discounted rate and do not charge for unused rooms, if rooms are cancelled 24 hours before arrival.

8. Area Representative Meeting agenda items:

- Area Representative Recognition forms (awards)
- Follow-up on Action Plans that were written at OML
- Area activity
- Ideas on increasing membership or connecting with expired members
- Be thinking about OML attendees

9. Nomination Committee: Information is found in Nominations and Election Procedures to create a list of nominees for the spring election. The Vice President chairs this committee, which can meet at lunch time or can be part of the web-ex meeting. The list of candidates is confidential, and it is the Vice President's responsibility to call these people and ask them if they are willing to accept the nomination for this office. If they agree to be a nominee, they are e-mailed the Candidate Election Information form, which should be completed and sent to TOMT editors by January 1st.

10. On-line voting: The Vice-President sets up online voting. Currently we are using Heidi Paulus, who is a Technology expert at the Intermountain ESD in Pendleton, Oregon. She will need the ballot by mid-March, however it is a good idea to contact the IMESD during the month of November or December to ascertain her willingness to helping us.

11. Include voting procedures in an article that goes to the TOMT editors to be printed with the election information.

• **Winter Board Meeting**

12. Area Representative Meeting agenda items:

- Call for nominations for the OCTM Area Recognition Awards
- Previous honorees are listed on the Area Recognition Awards spreadsheet
- Area Reps need to submit the names of the OCTM Area Recognition award winners no later than two weeks before the spring board meeting.

Background: Each Area Rep is asked to select one person each year to receive an OCTM Area Recognition Award for the promotion of mathematics and excellence in teaching. Due date is two weeks before the spring Board meeting. At the spring board meeting, Area Reps will receive certificates and pins. It is up to the Area Rep to determine how to present to the recipient in a public setting such as a faculty meeting, school board meeting, or math event. The Recognition Chair will send a press release to the local media about the recipient's recent honor and contributions to math education. An article about all the year's awardees will be in the September TOMT.

- Review expired memberships for your Area.
 - There are sample letters in the Area kit
 - Connect with expired members
 - Brainstorm other ideas

- OML promotion
 - Send OML information and registration to those who would make good participants
- Review your Action Plan
 - Determine if goals have been met.
- Encourage voting in OCTM election
 - Members will be receiving an e-mail in April to vote.
- Remind of scholarship application deadlines.
 - April 15: Schaaf-McFadden Scholarship applications due
 - April 15: Don Fineran Scholarship—OML applications due

13. Announce to the Board who will be running in the upcoming election.

14. Send information about the election to webmaster.

• **Spring Board Meeting**

15. Attend triennial Budget Meeting to prepare the upcoming and three-year budgets. The Budget Committee members include Treasurer, President, President Elect/Past President (PE/PP), Treasurer Elect, Vice President, Secretary, TOMT Editor(s), Membership Chairperson.

16. Make motel reservations for the OCTM Board meeting, unless the meeting is a Web-Ex meeting. A block of 10 rooms is usually sufficient. Motels often offer a discounted rate and do not charge for unused rooms, if rooms are cancelled 24 hours before arrival.

17. Area Representative Meeting agenda items:

- P³/Family Math Night ideas
- Encourage OML attendance
- Confer with OML committee to determine if Area Reps should make a sign for table/dinner
- Membership focus
- Area Awards – press release and giving out awards
- OCTM materials that we sell
- High School awards

18. Announce the results of the election and send to webmaster.

TOMT Deadlines

- **January 1** Election materials due (includes photos of candidates, candidates' information, Vice President's information for on-line election)

Documents

All documents are stored electronically as well as the older documents have been kept in a notebook.

Secretary

General Responsibilities

- The Oregon Council of Teachers of Mathematics Constitution, dated August 9, 1999, states, "The Corresponding Secretary shall keep an accurate record of Minutes of the meetings of the Executive Board."
- OCTM Vice President and Secretary are elected together in the odd years. The term of office begins with training at the last Board meeting of the year they were elected followed by two years of service.

Quarterly (Summer, Fall, Winter, and Spring Board Meetings)

• Three Weeks Prior to Board Meeting

1. Send the Minutes out electronically, in Microsoft Word, to all Board members asking for editing and correcting changes. To clarify, these are the Minutes of the most recently completed Board meeting.
2. Set up a document shell to receive Area Rep and Board Member reports prior to the next Board meeting. Send an electronic request to all Board Members for their Board reports to insert into this document shell. Area Reps and Board members should send their reports electronically to the Secretary one week prior to the next Board meeting. Always reply to the sender that the document or requested information was received.

• One Week Prior to Board Meeting

3. The secretary will compile all Board reports into one document and send electronically to all Board members, so these can be read before the Board meeting.
4. Print a copy of the contact information (board and area rep rosters) for people to sign in on.
5. Update name badges and name tents for Board members if the meeting is face to face.

• At the Board Meeting

6. The Secretary sits between the President and PE/PP and near an electrical outlet to access electricity for the computer. It is a good idea to have an extension cord always on hand.
7. Send around an attendance sheet for board members to correct or update.

8. Recording the proceedings:

- Times--start and end times; who called meeting to order; when breaks (including lunch) were taken and when reconvened
- Attendance – first and last name of everyone at the area rep and board meeting.
- Motions--who made motion; if it was seconded; whether motion passed or failed. Record this in italics to make it easier to see.

- The Secretary should record discussions for all the topics on the agenda.

- The organization of the Minutes roughly follows this format:

~ Call to Order

Welcome and Introductions; Approval of Minutes; Proposed Additions to Agenda; Sign In Sheet;

~ Discussion Items

~ Old Business

~ New Business

~ Board Member Reports

Area Reps, OMEC, TOTOM, ODE, Webmaster, TOMT, Scholarship, Historian, Contests, Recognition, PDC, NWMC, NCTM Rep, Membership, Secretary of the Treasury, Secretary, Vice President, President Elect/Past President, President.

• **Following the Board Meeting**

- 9. The newly approved Board Minutes get saved in the “Approved Minutes” folder.
- 10. Electronically send the newly approved Minutes to the President, Historian, and Webmaster in pdf format to be posted on the website.
- 11. Send the updated roster to the President, Webmaster, VP, Treasurer, and TOMT editors
- 12. The Minutes of the most recently completed Board meeting are sent to all Board members for them to read for content. The purpose of this is to make sure that the Secretary captured what you wanted to say. Board members are asked to send the corrections to the Secretary within a week. These are not the approved Minutes, just a rough draft.

• **Formatting the Minutes**

13. Create a new document. To format this document shell for the Minutes the following has been used:

<i>Header</i>	Bold, 12-point font, Times
<i>Meeting Categories</i>	Bold, 14-point font, Times
Call to Order	
Discussion Items	
Old Business	
New Business	
Board Member Reports	
Area Representative Reports	
<i>Individual Topics</i>	Bullet, Bold, 12 point, Times font;
<i>Motions</i>	Italic, 12 point, Times font
<i>Board Member Reports</i>	Quotes, 11 or 12 point, Optima font (This helps the reader identify a different writing voice.)
<i>Body of each topic</i>	Plain, 12 point, Times font
<i>Speaker for each topic</i>	Plain, 12 point, Times font

14. Write out the full name of people or organizations the first time it appears in the Minutes followed by its abbreviation in parentheses.

15. Capitalize the words Area Rep, Board, Board Member, and each Board position as a way of honoring each of those positions.

• **Prior to the Spring Board meeting**

16. Prepare Professional Development Unit certificates for each Board member. Have them ready for the President to sign and distribute at the spring Board meeting.

17. Attend triennial Budget Meeting to prepare the upcoming and three-year budgets

- Budget Committee members: Secretary of the Treasury, President, President Elect/Past President (PE/PP), Treasurer Elect, Vice President, Secretary, TOMT Editor(s), and Membership Chairperson

- Secretary will take notes of the meeting, the purpose of notes is to track the changes and to provide the rationale for the changes

Early Spring

- **At the Conclusion of the School Year/OCTM Board Year**

18. Compile all new motions (other than those pertaining to accepting the Minutes and Treasurer's budget) into the two spreadsheets entitled Approved Motions. Send this update to the President and Webmaster.

19. If there have been any changes to the Constitution or Mission Statement during the school year, make those changes in the appropriate documents. Include the date of revision as a footer. Send these to the President, Historian and Webmaster in pdf.

- **Miscellaneous Points**

20. The Secretary should clean up spelling and grammar of submitted reports.

21. All electronic submissions (such as the treasurer report and the action plan) should be inserted into the minutes.

22. The Secretary with the leadership team compiles and updates the procedure manual when needed.

23. When changes are made to board appointments, update the roster, the email list, and the board report template.

Secretary of the Treasury

General Responsibilities

- Pay OCTM bills and deposit funds
- Reconcile bank statements and balance books (using Quick Books software)
- Monitor OCTM assets – checking accounts, saving accounts, scholarship funds, CDs, etc.
- Prepare and file federal and state tax forms as required; provide tax-status forms upon request.

Annually

1. Renew Domestic Nonprofit status with Corporation Division of State of Oregon
 - renew “doing business as” - OML, NWMC - every two years
 - due by Aug. 31
2. File 990 income tax report for OCTM TN 93-6034275
 - due by Oct. 15
3. File annual report and pay fee with State of Oregon Charitable Activities Section of Dept. of Justice
 - due by Oct. 15
4. Prepare, mail to employees (at present anyone earning at least \$600) and file 1099MISC forms
 - due by Jan. 31
5. Pay annual post office permit (Permit #513)
 - due by Jan. 31
6. Pay NCTM dues
 - due by Apr. 1
7. Prepare budget for ensuing year and update three-year budget with budget committee
 - prior to spring Board meeting
8. Have review completed by certified accountant

Quarterly

9. Prepare financial reports for OCTM Board Meetings
10. Give financial advice to OCTM Board

Early Spring

11. Attend triennial Budget Meeting held prior to spring Board meeting
 - Purpose is to prepare the upcoming and three-year budgets
 - Budget Committee members: Treasurer, President, President Elect/Past President (PE/PP), Treasurer Elect, Vice President, Secretary, *TOMT* Editor(s), Membership Chairperson
 - Secretary will take notes of meeting

As required

- July pay insurance
- August pay registration as nonprofit to Corporation Division
- October pay nonprofit assessment to Dept. of Justice
- January pay mailing permit fee (#513)
- March pay NCTM and NCSM membership dues
- At board meetings pay mileage, food reimbursements
- At press time pay graphic artist, printing and mailing for TOMT
- Monthly pay OCTM credit card bill
- At completion of workshops pay PDC stipends to presenters
- Upon receipt of PDC payments pay PDC reimbursement to presenters
- Upon demand pay scholarship, mileage, other reimbursements and invoices
- Upon request provide W9 form to ESDs, districts, etc.

Membership Chairperson

General Responsibilities

The Membership Chairperson shall keep a record of membership, maintain mailing lists, and coordinate mailings. The Membership Database is kept on a membership spread sheet.

Maintaining Membership Database

Daily procedure

Check the membership spreadsheet for memberships that expire on that day and memberships that will expire in a month. Keep membership spreadsheet sorted by expiration date.

Memberships that expire on that date: Send an email message to those members reminding them that their OCTM membership has expired

Go to online site and delete the member. Open Weebly Dashboard/ Edit Site /Settings/ Members/Search for member/Delete member.

To keep track of members that have been notified and deleted highlight the next members of the Membership Spreadsheet.

Memberships that expire in one month from that date:

No action needs to take place at the On-line site.

Send an email to these members reminding them that their membership will expire on a given date

To keep track of members that have been notified highlight the next members of the Membership Spreadsheet

Memberships received in mail.

Make sure a payment check is enclosed with the application form. If no payment is enclosed do not process the membership and contact the sender.

Check to see if the person is on the Membership Spreadsheet. Enter the applicant onto the spreadsheet or update the information already on the spreadsheet.

If the applicant is renewing a current membership no action is needed on the on-line website. If the applicant is renewing an expired membership or the applicant is a new member then the member must be added to the on-line membership list.

Open Weebly Dashboard Edit Site/Settings/Members/Add Member/Enter the email and First and Last Name/Click email invitation to login

/Create a message/click on pages/click on groups

Click add member

Sample invitation message:

Welcome to the OCTM website. Your OCTM membership has been processed.

In order to access current and past e-TOMTs, and other member materials on the OCTM website, you will need to login and create a password using the link below. If you have problems logging on, send me an email at ralph.schuboth@frontier.com.

Process the payment by entering the payment in the Deposits spreadsheet and endorsing the check. When checks are deposited notify the Treasurer.

Memberships received on-line.

If a member joins or renews on-line you receive an OCTM Membership Application Form email. When you receive the email, open Weebly Dashboard/ Edit Site /Store/ orders. There should be an order listed for the member. Open the order to see what kind of membership was paid for. If there is no order for the member do not process the membership. If the applicant is renewing a current membership no action is needed on the on-line website. If the applicant is renewing an expired membership or the applicant is a new member then the member must be added to the on-line membership list.

Open Weebly Dashboard Edit Site/Settings/Members/Add Member/Enter the email and First and last Name/Click email invitation to login
/Create a message/click on pages/click on groups
Click add member

Check to see if the person is on the Membership Spreadsheet. Enter the applicant onto the spreadsheet or update the information already on the spreadsheet.

Bulk importing members

Create a CSV document with three columns.

Column 1 : First and Last Name

Column 2: Email Address

Column 3: Groups

The headings on these columns need to be
Name, Email, Groups

It should look like the following:

Name	email	Groups
Bruce Macke	bruce.macke@covesd.org	OCTM
ERIN MAHONY	madadri@gmail.com	OCTM
Gene MAIER	genem@mathlearningcenter.org	OCTM

Open Weebly Dashboard
Select Edit Site
Select Settings
Select Members
Select Add From CSV
Upload the CSV created above
Check Email members an invitation
Write an invitation message
Click Add Members
Click Import

Sometimes the system hangs, so check your email to get the system flowing.

Assist members with membership id and password issues.

Mailing Lists

Provide OCTM board members and area representatives mailing lists of past and present OCTM members as needed.

Provide the mailer the mailing list of current members for mailing of the TOMT.

NCTM Representative

General Responsibilities

- Be the primary contact between OCTM and NCTM
- Promote membership in NCTM
- Provide information about NCTM publications, conferences, and professional development
- Regularly check for NCTM services available to OCTM
- Provide updated lists of OCTM officers to NCTM Affiliates office
- Prepare with the OCTM President any resolutions to the NCTM Delegate Assembly
- Attend Affiliate Leaders Conference and NCTM Annual Meeting
- Prepare with the OCTM President the NCTM annual report
- Submit amended Constitution to NCTM Affiliate Services office

Quarterly (Summer, Fall, Winter, Spring Board Meetings)

1. Check the NCTM website for NCTM services available to the OCTM affiliate and the OCTM membership.
2. Provide information to the Board and the OCTM membership about benefits of NCTM membership as well as information about NCTM publications, conferences, and professional development opportunities.

Annually

3. Attend the NCTM Annual Meeting and participate in the Western Caucus meeting and the Delegate Assembly. The purpose of the Western Caucus to discuss issues or ideas that need to be brought to the floor at the Delegate Assembly at the Annual Meeting.
4. The NCTM Rep is the voting member representing OCTM at the Delegate Assembly. The NCTM Rep is also among the team that is sent to the Affiliate's Leadership Conference.

Monthly

• August

5. Help advertise the different types and costs of NCTM memberships
6. Submit updated list of OCTM officers to the NCTM Affiliates office

• September

7. Collect information for and send out OCTM electronic newsletter.

• October

8. Discuss with the OCTM President any possible resolutions for the NCTM Delegate Assembly. Any resolution must be sent by **November 1**.
9. Collect information for and send out OCTM electronic newsletter.

• November

10. Submit to NCTM Affiliates office the draft resolution for the Delegate Assembly

February

11. Collect information for and send out OCTM electronic newsletter.

- **March/April**

12. Attend the NCTM Annual Meeting, the Western Caucus, the Delegate Assembly, and any meetings for the NCTM Reps that might be held
13. Collect information for and send out OCTM electronic newsletter.

- **May**

14. If the OCTM Constitution has been amended, submit the amended Constitution to the NCTM Affiliates office.
15. Collect information for and send out OCTM electronic newsletter.

- **June/July**

16. Prepare with the OCTM President the annual report and submit it to the NCTM Affiliates office
17. Attend the Affiliate Leadership Conference
18. Participate in drafting an action plan for the coming year

Recognition Chairperson

General Responsibilities

- Oversee Math Education Awards (Mildred Bennett, Oscar Schaaf, and Hall of Fame)
 - Includes nominations, contacting nominees, having plaques made, writing articles for *TOMT*, etc.
- Plan Awards Ceremony during Oregon Math Leaders.
- Oversee recognizing Presidential Awards for Excellence in Math and Science Teaching (PAEMST) State Finalists at OML Awards Ceremony
- Oversee high school senior awards
- Recognize outgoing OCTM President and get cards for those leaving the board
- Inform media, principals, and schools about OCTM award recipients

Oregon Math Leaders Awards Ceremony

1. Arrive to the Awards Ceremony site early to set up the reserved tables and make sure everything is ready.
2. Greet the awardees and their families.
3. Set up podium, have outline next to the microphone, and have plaques organized.
4. Monitor the dinner and begin the ceremony afterwards. Be mindful of the time.

Quarterly (Summer, Fall, Winter, and Spring Board Meetings)

• August Board Meeting

5. Check with *TOMT* Editors that application for Math Education award nominations is correct and set to run in the January issue.

• Fall Board Meeting

6. Make sure the Math Education articles about each awardee are complete and submitted to the *TOMT* Editors by November 1st.
7. Double check with the *TOMT* Editors that the application for Math Ed. award nominations is ready to run in the January issue of the *TOMT*.
8. Ask the OCTM President to include the call for nominations for awards in the e-newsletter
9. Contact media, principals, and schools to inform them of this year's awardees. Send a copy of the article for information and ask to run in local papers, newsletters, etc.

• Winter Board Meeting

10. Remind the OCTM Board that the call for the Math Education nominations is out and to submit nominations by April 1st.
11. Ask the Board for volunteers to serve on the Math Ed. award committee to select the recipient for each award.
12. Ask the OCTM President about any Board members that may not be returning for the next year.
13. Get cards, certificates, or whatever is appropriate to hand out, for the Spring Board meeting. Have a plaque made for the OCTM President if it is the end of their term.

• **Spring Board Meeting**

14. Facilitate the awards committee during lunch. Discuss each nominee at length and vote privately. Collect the packets and ballots. Tally the votes and inform the OCTM President of the results. The OCTM President will contact this year's awardees.
15. Pass around any cards for Board members to sign to give to outgoing Board members by the end of the meeting.
16. At end of Board meeting, present any members with their cards and/or certificates along with the plaque for the outgoing OCTM President.

Monthly

• **April**

17. Once nominations are received (January to April 1) call the nominees and ask if they are willing to accept the nomination. If so, get their resume/vitae through email and explain the process of the awards committee and when they will know the results.
18. Email the awards committee a week before the Spring Board meeting and attach the information for each award along with the nominees' information and their resumes.
19. Make a ballot of all the nominees on sheet of paper for the awards committee to vote. Also, make a packet for each person on the committee of all the nominees and their information.
20. Oversee high school senior awards (Lois Costine currently organizes this).

• **May - July**

21. Send letters to non-successful candidates thanking them for participating in the election.
22. Contact Math Ed. awardees and inform them of the awards ceremony. Email them the initial interview questions and the awards questions.
23. Contact the person who nominated each successful candidate and ask if they would like the honor of writing the *TOMT* article. If so, tell them it needs to be $\frac{3}{4}$ page and is due by August. Forward them the email with the awardee's response to the questions.
24. Order plaques for each awardee and order the nameplate for the Hall of Fame awardee to be added to the plaque that hangs at Oregon Department of Education (contact ODE Mathematics Specialist). Inform the OML Treasurer of how many people to expect for the Awards Ceremony dinner.
25. Make signs to reserve tables at OML. Arrange for someone to take pictures during the Awards Ceremony and have pictures sent to the *TOMT* Editors.
26. Make an outline for the Awards night including the awardees, who is doing introductions, Presidential Finalists, etc.
27. After the Presidential finalists are selected, contact them by email with a list of the information you'll need (i.e., copy of lesson summary from application, resume, two contacts for quotes, an 8 ½-by-11 colored photo (head shot), 3-by-5 photo (*TOMT*), who to introduce awardees at the ceremony, and number of people for dinner).
28. The ODE contact person and State Coordinator for PAEMST is Mark Freed. Mark will email who the finalists are along with a budget. The finalists will be reimbursed for any expenses by the OCTM Treasurer.

29. Once information is received from the Presidential state finalists, write an article for each person, submit the article to the TOMT Editors, and make a display board with their 8 ½-by-11 photos and articles. This will be on display during OML.

TOMT Deadlines

November 1 Math Education Awards article due to *TOMT* Editors. Also send to webmaster.

January 1 PAEMST finalist articles due to *TOMT* Editors. Also send to webmaster.

• Miscellaneous information

Just Right Awards, Linda Budd, 3201 NE Broadway, Portland, OR 97232 (503) 249-5858. Linda has all of our templates for all of the awards. Billing for orders is sent directly to the OCTM treasurer.

Contests Chairperson

General Responsibilities

- Provide information for *TOMT*
- Update OCTM website contest section
- Provide results of Oregon Invitational High School Math Contest
- Attend math contest coordination meeting(s) with post-secondary colleges/universities, if necessary
- Attend OCTM Board meetings
- Screen requests from various contest organizers for inclusion on the OCTM website.

Quarterly (Summer, Fall, Winter, and Spring Board Meetings)

• Board Meetings

1. Submit report to OCTM Secretary prior to each Board meeting. Include:
 - dates of contests such as Pentagames and Oregon Invitational Math Tournament (OIMT)
 - information on any other contest happenings around the state
2. Attend Board meetings

Annually

• Oregon Invitational Math Tournament and Pentagames

3. When necessary, attend meetings with Oregon community colleges and four-year universities to help coordinate the Oregon Invitational Math Tournament
4. Provide information to the hosting college/university that OCTM has traditionally funded medallions for the Oregon Invitational Math Contest
5. Submit names of OIMT winners to *TOMT* journal editor(s) as soon as these are available.
6. Write articles for *TOMT* providing information about math contests
 - available competitions
 - dates of contests
 - contact information
7. Each September, update contact information for community college contacts for regional math contests in Oregon.
8. Each September, update information about local and national contests listed on the OCTM website.
9. Add new contest information as appropriate.

TOMT Deadlines

- **January 1** State Contests Winners article about prior year winners due for Spring *TOMT*
 - up to 2 pages (1000 words)
- **October 1** Contests Around the State article due for December *TOMT*
 - 2-3 pages (1000 to 1500 words)
 - May or may not appear in the magazine. (The last couple of years the Contests Chairperson has updated the information for the web only.)

Historian

General Responsibilities

- Update the Board Years of Service data
- Update History of Area Reps by school year document
- Update History of TOMT Staff by school year document (who holds what position by school year)
- Update History of Officers by school year document (who holds what position by school year)
- Notify Recognition Chair of anyone who achieved milestone years of service: ten years; fifteen years; twenty years; and twenty-five years
- Update Area Recognition Awardees documents
- Update awardees for Mildred Bennett, Oscar Schaaf, and Hall of Fame awards. Also, make sure web information is updated regarding award winners
- Maintain an archive collection of OCTM documents (minutes, Constitution, policies, etc.)
- Research these files at the request of Board members
- Submit three articles to *TOMT* for the Historian column
- Attend OCTM Board meetings
- Report to the Board at these meetings

Quarterly (Summer, Fall, Winter, and Spring Board Meetings)

- **All Board Meetings**
 1. Archive OCTM minutes from Board meetings in print and digital formats
 - a. index by date and who was President at the time
 - b. Insert paper copy in three-ring binder of minutes in Historian's files
 2. Attend Board meetings
 - a. submit reports of activities for the minutes
- **Spring Board Meeting**
 3. Update Board Service document
 - Years of service are tracked
 - The year listed refers to the school year beginning with the identified year. For example, 2007-2008 school year would be listed as 07.
 4. Update Histories of Area Reps, Officers, and TOMT
 5. Determine who has earned an OCTM mug for ten years of Board service
 6. Determine who has earned an OCTM wine glass for fifteen years of Board service
 7. Determine who has earned an OCTM _____ for twenty years of Board service
 8. Determine who has earned an OCTM cutting board for twenty-five years of Board service

Annually

- **TOMT**
 9. Archive past issues of TOMT
 10. Archive approved minutes, paper and digital formats
 - Send digital versions to webmaster for uploading to website
 11. Write three articles for TOMT
 - Articles can be about issues, people, events, etc.

- **Conferences**

- 12. Archive programs from Northwest Math Conference
 - index by date and who was President at the time

TOMT-ly (the five issues of *The Oregon Mathematics Teacher* professional journal)

- **August 1** History article due for September/October TOMT
 - up to 2 pages (1000 words)
- **November 1** History article due for January/February TOMT
 - up to 2 pages (1000 words)
- **March 1** History article due for May/June TOMT
 - up to 2 pages (1000 words)

Web-Ex Coordinator

General Responsibilities

- Provide Web-ex access and support for online meetings as requested.
- Liaison with OML, Inquiry Outside the Cube, PDC, and NWMC chairs etc.
- Monitor Web-ex account and inform Treasurer when fees are due.

Professional Development Cadre Coordinator

Professional Development Cadre Vision Statement

This is a statewide group of highly trained, knowledgeable facilitators. With the help of current research on best practices, the PDC has been formed to provide opportunities for teacher training to enhance effective mathematics instruction.

In order to assure that all students acquire a high level of mathematical competency, PDC members trained by OCTM will help a community of learners become knowledgeable about current research on best practices.

We will:

- Help diagnose needs and aggressively promote quality training as a necessary part of teachers', buildings', districts' and communities' growth.
- Help build communication among the stakeholders within the mathematics communities.
- Develop an infrastructure of leadership that can be drawn upon for self-sustaining professional development for the groups with whom PDC partners.

Professional Development Cadre Coordinator

- Helps with the development of workshops that address the professional development most current needs for Oregon educators. These workshops are often in partnership with the Oregon Department of Education. Starting in 2013, all workshops will be "train the trainer" modules and access to these materials will be in the Members Only section of the OCTM webpage.
- Helps with the training of facilitators on all workshops through webinars and face-to-face PDC sessions.
- Works with OML co-chairs to facilitate the sharing of these workshops.
- At OML, OCTM area representatives are strongly encouraged to request at least one "Brunch" or "Math over a Meal" workshop.
 - Maintain records of these workshops, including facilitators, registration, and caterers.
 - Coordinates caterers and payment of meals.
 - Maintain information about the workshops as well as resources from the workshops on the OCTM webpage under the PDC menu.
 - Create PDU forms for the workshop participant.
 - Create workshop flyers to be used for advertisement in the different districts.
- Coordinate statewide requests for workshops and locate PDC members to facilitate. A current roster of PDC members is necessary as well as the active recruitment of new PDC members. When requests come in, send an email out to the PDC members to see who may be willing and available to facilitate.
- Maintain records of these opportunities and as well as the number in attendance.
- Encourage at least two facilitators at each workshop, one of which could be there to "shadow" the facilitator.
- Maintain close communication with the Treasurer about stipends for facilitators. The current budget is \$7000 and is to fund all brunch workshops, including stipends, meals and printing costs.
 - \$300 stipend for 3-hour brunch workshops requested by OCTM Area Representatives, no reimbursement for mileage or lodging

- \$125/hr. stipend for other than the budgeted “brunch” workshops requested, in addition to mileage and lodging. Printing and room arrangements will be provided by the request.
 - In partnership with COSA, stipends are of similar amount to that of the brunches.
- Coordinate meetings closely aligned to the OCTM board meetings to help defray the cost of travel and lodging. The purpose of the meetings is to use part of the time for discussions and part of the time for workshop development and/or training.
- Keeps the OCTM webpage current with advertisements and materials.

Scholarship Chairperson

General Responsibilities

- Receive scholarship applications by mail and email and bring those applications to the appropriate OCTM Board meeting for committee review.
- Organize, convene and oversee scholarship committee meetings at designated Board Meetings. This will generally be a lunch meeting.
- Submit report to OCTM Secretary prior to Board meetings and give report at the meeting, including announcing any awardees from the current meeting.
- Notify and work with TOMT editors and webmaster concerning publication dates for the various scholarships and the announcements of awardees. Also work with the editors and webmasters on the periodic publication of an overview of what scholarships are available and the history behind them.
- Notify and work with the OCTM Secretary of the Treasury when scholarships are awarded.
- Contact scholarship winners with amounts rewarded, responsibilities of scholarship awardees, send history of scholarship for each of Fineran, Schaaf/McFadden, Sunrise and OCTM scholarships. Provide contact information for Secretary of the Treasury so they can get further information.
- Also notify applicants who fail to receive a scholarship.
- Check and inform TOMT and OCTM webpage with respect to scholarship deadlines, application requirements, and application publication dates. The webmaster will post current scholarship applications as they come out in the TOMT and this responsibility is included in the webmaster's timeline.
- Monitor, with assistance of the Treasurer, the annual amounts available for each scholarship.
- Check with the OCTM Membership Chair as to whether or not applicants are OCTM members.
- Maintain an electronic spreadsheet of scholarships awarded.
- Maintain electronic copies of all necessary documents.
- Maintain a binder of all documents involving OCTM Scholarships.
- Maintain electronic and hardcopy versions of all documents needed to operate OCTM Scholarships.
- Oversee the coordination of the Sunrise Scholarship.

OCTM Scholarships and Due Dates

• OCTM (M.A.T.H.) Scholarship

- primarily used for attending NCTM Annual Meeting, due Oct. 1st
but open to be used for other math conferences
- posted in the September/October TOMT
- evaluated by committee at the fall OCTM board meeting

• Fineran Scholarship (OML)

- for attending Oregon Math Leaders due April 15th
(for registration fees only)
- posted in the Jan/Feb and March/April TOMT
- evaluated by committee at the spring OCTM board meeting

• Sunrise Scholarship (OML)

- used for early career teachers (1-5 years) to attend two due April 15th
consecutive OML conferences. Pays registration & mileage
- posted in the Jan/Feb and March/April TOMT
- evaluated by committee at the spring OCTM board meeting

• Schaaf/McFadden Scholarship

- for mathematics college coursework (graduate level) due April 15th
(used to pay tuition; usually summer but could be at any time during the school year)
- posted in the January/February and March/April TOMT
- evaluated by committee at the spring OCTM board meeting

• Fineran Scholarship (NWMC)

- primarily used for attending NWMC, but can be used due July 1st
for any math conference.
- posted in the May/June TOMT
- evaluated by committee at the August OCTM board meeting

Monthly: Academic Year (June to June)

June (TOMT submission deadline is August 1st)

Solicit Sunrise testimonies of volunteer experience (due July 1). Once volunteer experience confirmed, email recipient congratulations and copy Secretary of Treasury so arrangements for this year's OML can be confirmed.

Update the OCTM Scholarship Description Article for September/October TOMT and send to editors and webmaster. Includes yearly introduction and due dates for each scholarship.

Update the application for OCTM (M.A.T.H.) Scholarship for the NCTM Annual Meeting and send to TOMT editors and webmaster. Includes informational text, logo, due date, address. Scholarship due date is October 1st.

July 1

Deadline for Fineran (NWMC). Take to the August Board meeting for review.

Late July

Upon notification, submit a copy of the Board report to the OCTM Secretary.

August Board Meeting

Call for a committee to meet during lunch to review applications for the Fineran Scholarship.

Determine the recipient(s) and amounts of each scholarship. Check with the Membership Chairperson to verify each recipient's OCTM membership. Announce the recipients during the report to the Board in the afternoon portion of the meeting. Give the names of the recipients to the TOMT Editor(s) and Webmaster. Give the names of the recipients and their contact information to the OCTM Treasurer.

Within one week of the August Board Meeting

Notify recipients of their scholarships and any applicants who were denied.

(Sample Acceptance Letter and Sample Rejection Letter).

Add names to the OCTM Scholarships Awarded electronic spreadsheet.

Check website for current M.A.T.H. Scholarship application. Let webmaster know to update from September TOMT if needed.

Late September or early October

Upon notification, submit a copy of the Board report to the OCTM Secretary.

October (TOMT submission deadline is November 1)

October 1 is the deadline for OCTM (M.A.T.H.) Scholarship applications. Take to the October/November Board meeting for review.

Update application for Schaaf/McFadden Scholarship for graduate level coursework (application deadline is April 15th) and submit to TOMT editors and webmaster.

Update Fineran Scholarship application for attending Oregon Math Leaders Conference (application deadline is April 15th) and submit to TOMT editors and webmaster.

Update Sunrise Scholarship application for attending two consecutive OML conferences (application deadline is April 15th) and submit to TOMT editors and webmaster.

October/November Board Meeting

Call for a committee to meet during lunch to review applications for the OCTM M.A.T.H.

Scholarships. Determine the recipient(s) and the amounts of each scholarship. Check with the Membership Chairperson to verify each recipient's OCTM membership. Announce the recipients during the report to the Board in the afternoon portion of the meeting. Give the names of the recipients to the TOMT Editor(s) and Webmaster. Give the names of the recipients and their contact information to the OCTM Treasurer.

Within one week of the October/November Board Meeting (TOMT submission deadline is

January 1)

Notify recipients of their scholarships and any applicants who were denied. (Sample Acceptance Letter and Sample Rejection Letter). Add names to the OCTM Scholarships Awarded electronic spreadsheet.

Solicit NWMC testimonials from scholarship recipients and forward to TOMT editors.

January

Upon notification, submit a copy of the board report to the OCTM Secretary.

January/February Board Meeting (TOMT submission deadline is March 1)

Submit the board report during the afternoon portion of the meeting. There are no applications to review at this meeting.

Update Fineran Scholarship for attending NWMC. Includes informational text, logo, due date, location. (application deadline is due July 1)

April 15

Deadline for Fineran (OML), Sunrise, and Schaaf-McFadden Scholarship applications.

Take to the April/May Board meeting for review.

Late April

Upon notification, submit a copy of the Board report to the OCTM Secretary.

April/May Board Meeting

Call for a committee to meet during lunch to review applications for the Fineran, Sunrise, and Schaaf-McFadden Scholarships. Determine the recipient(s) and the amounts of each scholarship (Fineran is OML registration only; Sunrise is OML registrations and gas). Check with the Membership Chairperson to verify each recipient's OCTM membership. Announce the recipients during the report to the Board in the afternoon portion of the meeting. Give the names of the recipients to the TOMT Editor(s) and Webmaster. Give the names of the recipients and their contact information to the OCTM Treasurer.

Within one week of the April/May Board Meeting

Notify recipients of their scholarships and any applicants who were denied. (Sample Acceptance Letter and Sample Rejection Letter). Add names to the OCTM Scholarships Awarded electronic spreadsheet. During the last week of April remind any NCTM Conference Scholarship recipients to send in their testimonials and forward to TOMT editors (due September 1 for November/December issue).

Ongoing

Check each issue of TOMT and the webpage to make sure appropriate applications are posted and accurate. Keep in contact with the Editors and Webmaster concerning this matter. Also keep in contact with the Treasurer concerning current, annual amounts available for the various scholarships.

Documents:

1. TOMT Article on Scholarships
3. OCTM Scholarship Sample Acceptance Letter to Recipients
4. OCTM Scholarship Sample Rejection Letter
5. OCTM Scholarship Descriptions for TOMT/Webpage
6. Spreadsheet of applicants, recipients, and amounts

Note: All documents are stored electronically as well as kept, in hard copy, in a notebook.

Scholarship Criteria

For each scholarship the following criteria is used:

- Review and discuss each applicant's responses on the application form
- Determine how many qualified applicants and confirm OCTM membership
- Determine how much money is available for distribution

Annual Scholarship Amounts

(Note: these amounts are to be adjusted to budget as per the Treasurer)

Don Fineran Scholarship: Approx. \$1800

(Note: OML Scholarships are for the amount of registration only)

OCTM M.A.T.H. Scholarship: Approx. \$1800

Schaaf-McFadden Scholarship: Approx. \$1200

Sunrise Scholarship: OML registration and mileage

Committee Procedures

1. Call for a committee to meet at the summer, fall, and spring Board meetings.
2. Make decisions on who and how much, then give names of recipients to TOMT editor(s), Treasurer, and webmaster. Verify OCTM membership with Membership Chairperson.
3. Notify recipients and those who were denied.
4. Work with TOMT Editors and Webmaster on application postings and announcement of scholarship recipients.

OCTM Scholarships Article

by Francie Bostwick, Scholarship Chair, Ashland, Oregon

The Oregon Council of Teachers of Mathematics (OCTM) is pleased to be able to support teachers of the Oregon mathematics community through a variety of scholarships. The scholarships are to be used to defray some of the expenses incurred by teachers attending mathematics conferences and/or mathematics graduate-level university courses. While the primary conferences for which the scholarships are granted are the Oregon Math Leaders Conference (OML), the Northwest Mathematics Conference (NWMC) and the National Council of Teachers of Mathematics Annual Meeting and Conference (NCTM), funds are available for other local, state, and regional conferences. Below are brief descriptions of the scholarships and the individuals in whose names the scholarships are dedicated.

The Oscar Schaaf – Scott McFadden Scholarship

The Oscar Schaaf – Scott McFadden Memorial Scholarship provides scholarships to classroom teachers to help them continue their professional growth in mathematics education through coursework at the graduate level. The scholarship fund was established as a memorial to these two highly regarded mathematics education professors at the University of Oregon.

Oscar Schaaf, often called the “two meter man” because of his physical stature, was also a “giant” among mathematics educators. Born in 1918, he served as a meteorologist during the latter part of World War II in England. He was educated in the midwest, moving to Eugene in 1954 to work for the Eugene School District and the University of Oregon. It was here that he met Scott McFadden and began collaborating with him on a variety of projects. During his distinguished career, Oscar served as President of OCTM as well as a Director and Vice President of NCTM.

Scott McFadden was born in 1932. His career included serving as a classroom teacher in Eugene and as a professor at the University of Oregon. Professionally, his “first love” was teaching and much of his energy and dedication was given to his students. Throughout his career he made a special effort to provide his students with experiences in mathematics that he believed all students deserved. A past president of OCTM, Scott became the second Oregon teacher to receive the Presidential Award for Excellence in Mathematics and Science Teaching. He was also the first recipient of OCTM’s lifetime recognition award for secondary teachers, the Oscar Schaaf Award.

Both men were excellent classroom teachers who also managed to find time to write about teaching strategies and activities to share with the other mathematics teachers. They co-authored many publications, including the *Math Lab* series of textbooks and the innovative math textbook titled *Syncro Math Experience*. In addition, they led a team of teachers in the creation and publication of the *Lane County Problem Solving in Mathematics* series. Perhaps most significant though, was their participation and leadership in the writing of the Oregon Math Concept Papers in 1985, a forerunner and model for mathematics standards documents across the nation.

The application for the Schaaf/McFadden Scholarship for mathematics graduate-level college coursework is available in the March/April issue of TOMT and posted on the OCTM website, www.octm.org.

Applications for this scholarship are accepted once per year, are to be used for future coursework, and the deadline is April 15th of each year.

The Don Fineran Scholarship

The Don Fineran Scholarship Fund provides scholarships to classroom teachers to help them attend mathematics conferences, primarily the Oregon Math Leaders Conference and the Northwest Mathematics Conference. It was established in 1990 to honor Don Fineran upon his retirement from the Oregon Department of Education.

An Oregon Mathematics Hall of Fame awardee and lifetime member of OCTM, Don was a classroom teacher for 23 ½ years, including teaching at the elementary, middle, and high school levels. Upon leaving the classroom, he began a career as the “math guy” with the Oregon Department of Education

which lasted for 17 ½ years. During that time, his approach was to serve as a promoter and connector, linking teachers to other teachers, encouraging the sharing of teaching strategies, activities, materials, and math problems. As a result, enthusiastic sharing grew, several statewide mathematics organizations emerged, and math conferences across the state became popular venues for further sharing in an organized, multi-level format.

Upon hearing that the Don Fineran Scholarship Fund was being established to assist teachers in attending such conferences, Don said, “I am very appreciative for that assistance to teachers, as well as being honored in such a useful way. Ironically, the honoree really should be all the teachers who have provided so much sharing with fellow teachers.” Don contributes annually to his own scholarship by donating dollars equivalent to his age on each of his birthdays.

The application for the Fineran Scholarship for attending conferences such as OML is available in the March/April issue of TOMT and posted on the OCTM website, www.octm.org.

The deadline for applications for this scholarship is April 15th of each year.

The application for the Fineran Scholarship for attending conferences such as the NWMC is available in the May/June issue of TOMT and posted on the OCTM website, www.octm.org.

The deadline for applications for this scholarship is July 1st of each year.

Oregon Council of Teachers of Mathematics M.A.T.H. Scholarship

The OCTM “Memorial Assisting Teachers’ Hopes” Scholarship is made possible by the tireless efforts of OCTM’s membership and Board of Directors with representation statewide. It is administered by OCTM and primarily provides funds for current classroom teachers to attend the NCTM Annual Meeting and Conference held in the spring each year. Money for this scholarship has primarily come from a series of very successful Northwest Math Conferences and the countless hours of effort required to successfully host this and other math education activities in the state of Oregon. A key ingredient for the success of any conference is the speakers and the sessions they provide to stimulate teachers to try innovative best practices in their own classrooms. This scholarship is a memorial to the many dedicated math teachers, no longer with us, who have contributed so much to OCTM and the Oregon math community. It is also a challenge to the recipients to continue the leadership and tradition of excellence provided by those who preceded us.

The application for the OCTM M.A.T.H. Scholarship for attending conferences such as the NCTM Conference is available in the September/October issue of TOMT and posted on the OCTM website, www.octm.org.

The deadline for applications for this scholarship is October 1st of each year.

The Sunrise Scholarship for Early Career Teachers

The Sunrise Scholarship for early career teachers is made possible by a generous gift to OCTM by Trudy Mitchell, long time OCTM member and mathematics educator. The scholarship is in honor of Trudy’s father. The title of the scholarship, Sunrise, has a two-fold meaning. First, the "sunrise" years of teaching are the early years in a teacher’s career and, second, Sunrise, Wyoming was a small mining community where Trudy's father was the superintendent of the mine.

This scholarship is used to provide support for early career teachers to attend two consecutive Oregon Math Leaders Conferences. The Oregon Math Leaders Conference is an annual conference held at the beginning of August each year. In addition to attending two consecutive OML conferences, recipients agree to volunteer to help out in some way, however small or large, at an OCTM sponsored conference or event during the interim year. For the purposes of this scholarship, an early career teacher is defined as one who has not completed 5 years of full-time teaching in the classroom.

The application for the Sunrise Scholarship is available in the March/April issue of TOMT and posted on the OCTM website, www.octm.org.

The deadline for applications for this scholarship is April 15th of each year.

If you are interested in applying for any of the above scholarships, keep an eye out in this and future issues of TOMT or go to www.octm.org for the application forms.

Questions about any of these scholarships may be directed to the Scholarship Chair, Francie Bostwick, at bostwickf@sou.edu.

Contributions to any of the OCTM Scholarships can be made by sending a check (payable to OCTM) to:

Becky Reed
OCTM Secretary of Treasury
4413 Indian Earth Avenue NE
Salem, Oregon 97305
octmbnreed@q.com

OCTM Scholarship Sample Letters

Sample Acceptance Letter

March 25, 2013

John Doe

PO Box 123

Town, OR 97000

Dear John,

It is my pleasure to inform you that you have been awarded an OCTM Scholarship to attend the NCTM National Math Conference in Salt Lake City. The amount of the scholarship is \$1000. Shortly, you should be hearing from OCTM treasurer, Becky Reed, concerning the details about the scholarship. If any questions or problems arise, please let me know.

Congratulations and enjoy the conference!

Francie Bostwick

OCTM Scholarships

Sample Rejection Letter

March 25, 2013

John Doe

PO Box 123

Town, OR 97000

Dear John,

I regret to inform you that your request for funds to attend the NW Math Conference in Victoria, BC this fall has been denied. While we strive to support teachers attending conferences we are unable to fully fund a single participant due to the number of requests for scholarships. I would encourage you to seek additional funding and reapply for a scholarship if you are interested in attending any future conferences.

Sincerely,

Francie Bostwick

OCTM Scholarships

Revised 8/6/13 by Francie Bostwick, OCTM Scholarship Chairperson, with thanks to contributions by Brent Freeman, Trudy Mitchell, Jim Specht and Chuck Peterson.

OMEC Representative

What is OMEC?

- Oregon Math Education Council (OMEC) is an advisory board for state math education
- OMEC provides advice to the State Board of Education, the State Board of Higher Education, Oregon Department of Education, and to other agencies
- OMEC makes recommendations to improve the learning environment for mathematics in Oregon schools at all levels
- OMEC sponsors activities and proposals to enhance preservice and inservice teacher professional development
- OMEC Board comprised of: teachers of all levels, professional development organizations, administrators, parents, educational service districts, businesses, and Oregon Department of Education

General Responsibilities of OMEC Rep

- Liaison between OCTM and Oregon Math Education Council
- Attend OMEC Board meetings
- Attend OCTM Board meetings

Quarterly (Summer, Fall, Winter, and Spring Board Meetings)

- **All Board Meetings**
 1. Attend OMEC meetings (fall, winter, spring) and report OCTM activities
 2. Attend OCTM Board meetings, four times per year, and report OMEC activities
 - Prepare a report of OMEC activities

TOTOM Representative

General Responsibilities

- Liaison between Teachers of Teachers of Math (TOTOM) and OCTM
- Attend annual TOTOM meeting and report OCTM activities
- Attend OCTM Board meetings and report TOTOM activities
- Join the TOTOM and OCTM listservs
- Promote OCTM membership to TOTOM members

Annually

1. Attend TOTOM annual conference to:
 - Report on OCTM activities and issues during the TOTOM business meeting
 - Prepare a report of the TOTOM conference to be shared at the next OCTM Board meeting
 - Solicit TOTOM members to provide articles for *TOMT*'s Preservice Teachers' Place (Monitor sign-up sheet for *TOMT* issues and send out reminder emails with *TOMT* due dates)
 - Share copies of *The Oregon Mathematics Teacher (TOMT)* and promote OCTM membership
 - Get copies of *TOMT* to share at the TOTOM annual conference (usually available at Oregon Math Leaders Conference held in August)

Monthly

1. Read postings of the TOTOM and OCTM listservs and share information as needed

Quarterly

3. Prepare reports of TOTOM activities for OCTM Board meetings
4. Attend OCTM Board meetings and report on TOTOM activities
5. Share OCTM news with TOTOM members through the TOTOM listserv

***TOMT* Editors**

TOMT Co-editor #1 is responsible for:

- The selection of articles and information contained within each issue insuring that there is a balance of grade band articles
- Checking to make sure that all OCTM information necessary to accomplish the business of the organization is included in the correct issue
- Preliminary planning of the layout
- Editing as a member of the Proofreading Team
- Uploading the five issues of *TOMT* per school year
- Moving the current year's issues to the archive when the school year is over
- Uploading any electronic files that are extensions to printed articles
- Printing, collection and organization of article files submitted at the annual Writer's Retreat following OML
- According the OCTM Constitution the Editors also run the Editorial Committee if one is ever needed to convene

TOMT Co-editor #2 is responsible for:

- Communicating with and compiling all information from the Proofreading Team
- Meeting with Graphic Artist to insure that all edits suggested by the Proofreading Team are carried out
- Compiling the *TOMT* index
- Handling any correspondence necessary with article authors, requests for article reprints or copies of issues or articles
- Communicating with Printer and Mailing Officer to provide necessary information and files so they can do their jobs
- Organizing and facilitating the annual Writer's Retreat following OML
- According the OCTM Constitution the Editors also run the Editorial Committee if one is ever needed to convene

***TOMT* Article Timeline & Responsibilities**

September/October Issue

(Articles due August 1)

1. Editorial

- Written by President
- 1 page (500 words)

2. Scholarship—Yearly Introduction and Due Dates

- Written by Scholarship Chairperson
- 2-3 pages (1000 to 1500 words)

3. Application for OCTM (M.A.T.H.) Scholarship for NCTM Annual Meeting

- Written by Scholarship Chairperson
- 1 page
- Includes informational text, logo, due date, address
- Scholarship has due date of October 1st

4. Scholarship Winners for Sunrise, Schaaf/McFadden and/or Fineran

- Written by Scholarship Chairperson
- White space blurb usually less than 500 words

5. Area Recognition Awards

- Each Area Representative writes a brief paragraph for each awardee and sends it to President
- President compiles and edits the complete article
- 4 pages (2000 words)

6. History Article 1

- Written by Historian
- 2 pages (1000 words)

7. Constitutional Message

- Written by the *TOMT* Editors
- According to the bylaws the following two items shall be announced in the first issue of *The Oregon Mathematics Teacher* each year.
 1. Any ten OCTM members may nominate another member for office by written notice to the nominating committee by January 1. (----- and ----- are elected this year.)
 2. Amendments to the constitution may be proposed by any one member of OCTM who submits the proposed amendment(s) to the Executive Board by January 1 to be voted upon in the regular election that year.

8. PDC Ad

- Written by PDC Chair
- 1 page (500 words)

9. Membership Ad

- Supplied by Membership Chair
- Includes any changes in dues and contact information + gift certificate

10. Publications Ad

- Supplied by Publications Chair
- 1 page (<500 words)

11. Back Cover Update (Outside)

- All contact information is checked for accuracy by Vice President
- Organizations are reviewed to make sure they still meet the criteria for inclusion list

12. Back Cover Update (Inside)

- All contact information is checked for accuracy by President

13. PAEMST Awardee Article (If there is one)

- Supplied by Awards and Recognition Chair
- 1 page (< 500 words and the same photo used when the Awardee was named a finalist)

November/December

(Articles due September 1)

1. Editorial

- Written by ODE Math Curriculum Specialist
- 1 page (500 words)

2. Oregon Math Leadership Conference Memories

- Written by the OML Chairs and a designated photographer
- 2 pages (500 words) plus pictures

3. PDC Ad

- Updated by PDC Chair (if needed)
- 1 page (500 words)

4. Publications Ad

- Updated by Publications Chair (if needed)
- 1 page (<500 words)

5. Any NCTM Conference scholarship testimonials

- Supplied by Scholarship Chair
- Contents spelled out in the NW Conference Scholarship Application form.

6. Back Cover Update (Inside)

- All contact information is checked for accuracy by President

January/February

(Articles due November 1)

1. Editorial

- Written by President
- 1 page (500 words)

2. Scholarship Winners for Northwest Math Conference

- Written by Scholarship Chairperson
- Just a white space blurb announcing who was selected, which conference they are attending and where they are from.

3. OIMT Contest Winners + Info About Contests Around the State including dates and contact information

- Written by Contests Chairperson
- 2-3 pages (1000 to 1500 words)

4. History Article #2

- Written by Historian

- 2 pages (1000 words)

5. PDC Ad

- Updated by PDC Chair (if needed)
- 1 page (500 words)

6. Publications Ad

- Updated by Publications Chair (if needed)
- 1 page (<500 words)

7. Math Education Awards Winners

- Written by Recognition Chairperson
- 2-3 pages (450 words per awardee) plus photos

8. Math Education Awards Nomination Form

- Written by Recognition Chairperson
- 1 page
- Includes informational text, logo, due date, address
- Due date for nominations is April 1

9. Application for Schaaf/McFadden Scholarship for Graduate School

- Written by Scholarship Chairperson
- 1 page
- Includes informational text, logo, due date, address
- Scholarship has due date of April 15th

10. Back Cover Update (Inside)

- All contact information is checked for accuracy by President

March/April

(Articles due January 1)

1. Editorial

- Written by Oregon Department of Education Math Assessment Specialist
- 1 page (500 words)

2. Presidential Awards for the Excellence in Math and Science Teaching (PAEMST) Article

- Written by Recognition Chairperson
- 2-3 pages (450 words per State Finalist) plus photos

3. PAEMST Ad

- Written by Recognition Chair (if needed)
- 1 page (500 words)

4. Oregon Math Leaders Informational Article

- 1-2pages (1000 words)
- Written by the Conference Chair
- This was started by Patti Sandoz as a way to build up interest in the conference

5. Oregon Math Leaders Nomination Form

- 1 page (500 words)
- Written by Conference Chair
- Includes informational text, logo, due date, address, conference theme and any other info. deemed important by the OML planning team

6. OCTM Elections: Candidates' Information and Ballot

- Written by Vice President (President Elect if Vice President is on the ballot)
- 1-2 pages for candidates (500 to 1000 words) plus pictures
- If there are changes to the Constitution, then a blurb is included that directs members to go to the website to review the proposed changes before voting.

7. Application for Schaaf/McFadden Scholarship for graduate level summer school coursework

- Written by Scholarship Chairperson
- 1 page
- Includes informational text, logo, due date, address
- Scholarship has due date of April 15th

8. Application for Fineran Scholarship for attending Oregon Math Leaders Conference

- Written by Scholarship Chairperson
- 1 page
- Includes informational text, logo, due date, address
- Scholarship has due date of April 15th

9. Math Education Awards Nomination Form

- Review by Recognition Chairperson (Repeat from last issue)
- 1 page
- Includes informational text, logo, due date, address
- Due Date for Nominations is Apr 1

10. PDC Ad

- Updated by PDC Chair (if needed)
- 1 page (500 words)

11. Publications Ad

- Updated by Publications Chair (if needed)
- 1 page (<500 words)

12. Back Cover Update (Inside)

- All contact information is checked for accuracy by President

May/June

(Articles due March 1)

1. Editorial

- Written by *TOMT* Co-Editor
- 1 page (500 words)
- Thanks for the year just concluded

2. History Article #3

- Written by Historian
- 2 pages (1000 words)

3. PAEMST Ad (Repeat from last month)

- Reviewed by Recognition Chair (if needed)
- 1 page (500 words)

4. Application for Fineran Scholarship for attending Northwest Math Conference

- Written by Scholarship Chairperson
- 1 page
- Includes informational text, logo, due date, address
- Scholarship has due date of July 1st

5. Application for Sunrise Scholarship for attending Northwest Math Conference for early-career teachers (only during years OCTM hosts)

- For early-career teachers only
- Only during years OCTM hosts the conference
- Written by Scholarship Chairperson
- 1 page
- Includes informational text, logo, due date, address
- Scholarship has due date of July 1st

6. Scholarship Winners for Sunrise, Schaaf/McFaddent, and/or Fineran

- Written by Scholarship Chairperson
- 1 page

7. Authors List and Index

- Written by Scholarship Chairperson
- 1 page includes a note of thanks and the list of authors

8. PDC Ad

- Updated by PDC Chair (if needed)
- 1 page (500 words)

9. Publications Ad

- Updated by Publications Chair (if needed)
- 1 page (<500 words)

10. Conference Ad (e.g. OML, NW, State of Jefferson, IOC)

- Written by Conference Chair
- 1 page (500 words)
- Includes the official logo at the top of ad

11. Any NW Conference scholarship testimonials

- Supplied by Scholarship Chair
- Contents spelled out in the NW Conference Scholarship Application form.

12. Reminder note about renewing and the Membership App

- Supplied by the Membership Chair
- Includes any changes in types of membership or fees

13. Back Cover Update (Inside)

- All contact information is checked for accuracy by President

14. Special Recognition Articles

- Supplied by Awards and Recognition Chair
- 1 page (< than 750 words and a photo)
- May be requested as necessary (e.g. new ODE hires, Teacher of the Year, etc.)

Webmaster

General Responsibilities

The Webmaster is responsible for:

- Creating and maintaining pages on the OCTM website, octm.org
- Updating dates, contact information, and publicity materials on the website, as described in the yearly schedule below and by request of Board members
- Reviewing all web pages regularly to check for broken links and/or editing or style errors
- Coordinating online forms, payment methods, and purchasing information with the Secretary of the Treasury, the Membership Chairperson, and conference registrar(s) and co-chairs as needed
- Extracting forms and/or articles as .pdf files from TOMT issues, as needed
- Coordinating with the TOMT Co-Editor(s) to add each issue of the electronic TOMT to the members-only section of the website, and moving TOMT issues to the archive folder on the octm.webmaster Google drive at the end of the school year
- Communicating information about how to update or use the website with all Board members who need it (currently, an Instructions guide is stored in the octm.webmaster Google drive at https://docs.google.com/document/d/1JO3Q_dyIsLRMyrUIhxFUtku-yfWp2BmYsDgDg7BP2Q4/edit?usp=sharing)
- Advising the Elected Officers as needed on monetary and service issues related to the website, such as payment for domain hosting
- Handling electronic correspondence that comes to octm.webmaster@gmail.com, redirecting to the appropriate party if needed
- Archiving and organizing web-related files and email correspondence in the octm.webmaster gmail account and Google drive, including saving all updated .pdf and other files linked from the website

Monthly Calendar

January:

- On Scholarships page, change linked application forms for Schaaf-McFadden, Fineran/OML, and Sunrise scholarships to link to .pdf forms extracted from January/February TOMT.
- On Awards page, add information at top about how to make nominations, and link to nomination form extracted from January/February TOMT. Coordinate with Recognition chair if necessary.
- Change all pages' copyright dates to the new year.
- Check Conferences page for out-of-date information; add updates.

February:

- Check Conferences page for out-of-date information; add updates.
- Update OML pages as soon as information is available, and make them visible to public.
 - Pay special attention to dates, location, prices, theme, logo, and refund policy on the general information pages.
 - Update OML registration forms (online and for printout), payment form, and OML "products" in store as necessary (coordinating with OML Registrar).
 - Update syllabus for college credit when available (currently SOU, Francie Bostwick).
 - Update Authors' Assistance information when available from TOMT Co-Editors.
- Coordinate with TOMT Co-Editors to make sure next month's TOMT will be posted in the Member Area of the website.

March:

- Update OCTM Board page: post approved minutes (saved as a .pdf file) from November Board meeting, and update the Board list if necessary.
- Check Conferences page for out-of-date information; add updates. If OML information was not updated in February, change it now (see above).

April:

- Coordinate with TOMT Co-Editors to make sure next month's TOMT will be posted in the Member Area of the website.
- Check Conferences page for out-of-date information; add updates. For OML, see list from February.

May:

- In the TOMT folder on octm.webmaster's Google drive, set up the year's sub-folder (e.g., 2016-17) for that year's TOMTs, and upload the TOMTs into the folder by name.
- Update the searchable TOMT index in the Member Area:
 - Save the index pages as a separate pdf from the May TOMT.
 - From the octm.webmaster Google drive, look under Weebly Site Files.../Publications.../TOMT Indices and download the file whose name starts with "TOMT-Index-1998".
 - Using Preview or a similar program, add the past year's index pages to the big index file from 1998 on, and rename the file accordingly.
 - Upload the edited, renamed big index file to the Google drive where it came from.
 - On the Member Area page of the website, link the searchable index to the edited big index file. Check the link from another account to make sure permissions are OK.
- On Scholarships page, change linked application form for Fineran (for NWMC) to link to .pdf form extracted from May/June TOMT.
- On Scholarships page, update Schaaf-McFadden, Fineran (for OML), and Sunrise scholarship information to describe awardees from April.
- Update OCTM Board page: post approved minutes (saved as a .pdf file) from February Board meeting, and update the Board list if necessary.
- Check Conferences page for out-of-date information; add updates. If NCTM Annual conference occurred in April, move NCTM information to the bottom of the page.

June:

- Check Conferences page for out-of-date information; add updates. When the NCTM Annual conference .png (graphic) for the next conference is posted on NCTM's Annual Conference page, save the image and add it and the NCTM Annual information to the NCTM conference information.

July:

- Check Conferences page for out-of-date information; add updates. **IMPORTANT:** update pricing information and registration availability for OML as directed by OML Registrar (generally, prices go up July 1, and July 15 is the housing deadline). If needed, update "What to Bring" list, schedule, and/or other files for OML.
- Request President's Letter and photo from President or President-Elect, and add them to the OCTM Board page.
- If PAEMST winner information is available, add it to the Awards page. (This may not happen reliably in July.)

August:

- At OML Board meeting, provide website password to Board members as needed. In particular, make sure Contests Chairperson is able to access and update the Contests page.
- Check Conferences page for out-of-date information; add updates. After OML, move OML conference information to the bottom of the conference list.
- After OML, add information about award winners to Awards page.
- After OML, update OCTM Board page: post approved minutes (saved as a .pdf file) from April Board meeting, update Board meeting dates and locations for the next school year (Nov-Aug), and update the Board list if necessary.
- Save copies of the past year's August-April minutes in a dated subfolder of the OCTM Minutes Archive folder on the octm.webmaster Google drive. (Do not delete the links until November or December.)
- Coordinate with TOMT Co-Editors to make sure next month's TOMT will be posted in the Member Area of the website.

September:

- On Scholarships page, change linked application form for OCTM M.A.T.H. to link to .pdf form extracted from September/October TOMT.
- On Scholarships page, update Fineran (for NWMC) information to describe awardee from August (if any).
- Check Conferences page for out-of-date information; add updates. Move OML conference information to the bottom of the conference list if necessary, and remove link(s) to OML pages. Make separate OML pages invisible to public (but do not delete them).

October:

- Check Conferences page for out-of-date information; add updates. After State of Jefferson Congress, Inquiry Outside the Cube, and NWMC are held, move information to bottom of conference list.
- Coordinate with TOMT Co-Editors to make sure next month's TOMT will be posted in the Member Area of the website.

November:

- Check Conferences page for out-of-date information; add updates. Move State of Jefferson, Inquiry Outside the Cube, and NWMC information to bottom of conference list if necessary.
- Check Contests page; if Pentagames and Oregon Invitational Math Tournament (or other) information seems out of date, email Contests Chairperson to request updates.

December:

- Check with OML Co-Chairs and/or TOMT Co-Editors to make sure OML web address is correct in TOMT ad.
- Update OCTM Board page: post approved minutes (saved as a .pdf file) from August Board meeting, delete links to previous year's August-April minutes (which should be archived already), and update the Board list if necessary.
- On Scholarships page, update OCTM M.A.T.H. information to describe awardee(s) from November.
- Check Conferences page for out-of-date information; add updates.
- Coordinate with TOMT Co-Editors to make sure next month's TOMT will be posted in the Member Area of the website.

Criteria for Material on the OCTM Website

Criteria for material on the OCTM website will be the same as for *TOMT* articles (copied below).

- One of the major purposes of *TOMT* is to provide ready-to-use classroom activities for teachers
- Activity might reference a product being sold as it relates to using the activity in the classroom
- A company's contact information might be mentioned if it is related to the article
- Commercial ads will not be accepted
- Preference given to OCTM members and/or Oregonians as authors

The following is a list of criteria for *TOMT* articles, agreed upon at the May 2, 2009 Board meeting:

- Classroom activity plans make up the majority of the issue. As passed on by Anne McEnery and Tom Swanson, this is viewed as the primary function of *TOMT*. As space permits, other types of articles are then fit in.
- There needs to be a balance of articles targeting the different grade bands.
- These activity articles may contain cost, contact, and ordering information. This contact information would not appear in the format of an order form (except for our own OCTM publications) and should represent a small portion of the overall space taken up by the article.
- The article has to meet the overall size limits. On average this means about 2 pages of text and 2 pages of student worksheets but that is not a hard and fast rule. Sometimes we have cut larger articles into parts and run them in several issues.
- We no longer give space to listings of all the university coursework available.
- We no longer give space for any type of ad for commercial products that does not give any other benefit to classroom teachers.

Criteria for inclusion on the Back Cover

(Policy established by OCTM Board, August 5, 2007.)

- Financially contributes to OCTM in some way
- In line with OCTM Mission Statement
- Affiliated with an Oregon University
- Oregon teacher-made materials
- Ongoing history with OCTM
- Non-profit organization
- Ad space is not sold

Mailing Clerk

General Responsibilities

- Deliver the *TOMT* issues to the Post Office for mailing five times a year
- Bundle the back orders of *TOMT* for mailing when a minimum of 200 *TOMT*s have accumulated
- Keep the postage account filled

TOMT Deadlines

1. When *TOMT*s are sent out, extra issues need to be picked up at Mail Right, 3333 NW Industrial, in Portland and stored. Mail Right appreciates a timely pick up of the issues.
2. Out-of-country subscriptions need to be addressed and mailed in envelopes. The Membership Chairperson will mail the address labels to the Mailing Clerk. Sometimes, depending on weight, a customs form will need to be filled out. The receipts should be turned over to the Treasurer for reimbursement.
3. The Mailing Clerk is responsible for keeping track of the postage account and requesting additional funds from the Treasurer. Call 1-866-252-9168 and run through a menu to find out the recent activity on the account. When a *TOMT* issue is ready to go out there needs to be at least \$500 in the account. If more money is needed, email the Treasurer to request a deposit. Usually a deposit of \$1,000 covers two *TOMT* mailings.

Quarterly

4. Periodically back order mailings need to be done. These issues are sent out from the main Portland Post Office. The business center is to the west of the main entrance. To qualify for bulk mailing rate a minimum of 200 issues are needed. There are carts to bring the boxes in. The issues must be sorted by zip code with a minimum of 10 per bundle. More specifics are in the Mailing Clerk binder. The postal clerks are very helpful.

Oregon Math Leaders Registrar

One person can handle the paperwork, but it is nice to have a second person onsite to help with materials and when there is a rush of registrants.

March – July

Registrar sends email to previous participants and data base informing them that registration is open and inviting them to attend. Several reminders may be sent by small group emails. Registrar will receive registrations and enter the data into the Filemaker Pro database on the laptop provided by OML. The electronic registrations are supposed to be able to transfer over starting with OML 2013. Checks and purchase orders are processed and deposited. Housing/room assignments are made using the software and assignments are made to small groups for diversity.

August—at the conference

Coordinate with Linfield to get keys/meal cards and hand those materials and other conference materials at the check-in/registration site. Collect any unpaid registrations and coordinate with OML team. The registration site is usually open during most of the conference except meals, keynotes and welcoming sessions.

During the conference, registrars organize the data and print PDU forms, letters to supervisors and zero balance receipts.

OCTM Area Representative Responsibilities

Area Representatives are the face of OCTM around the state. The idea behind the position of Area Representative is to build collegiality within the mathematics community in their area of the state.

1. Submit Area Report and attend Board meetings

- Four Board meetings per year (Two in person and two web-ex)
- Travel expenses are paid by OCTM (Carpooling and sharing motel room encouraged)
- File Area Report

Background: There are four Board meetings per year, beginning with the August meeting preceding the Oregon Math Leaders Conference at Willamette University in Salem. The other meetings are held in various locations in the state to share the burden of travel. Travel expenses are reimbursed by OCTM. Carpooling and sharing a motel room are encouraged. Area Reps are responsible for filing a written report with the Secretary prior to each Board meeting. This report should contain information about what is going on in their area and should include any recognition area math teachers have received.

2. Attend Oregon Math Leaders Conference

- Facilitate Area Meetings at OML
- Plan activities to promote math education in area
- Identify emerging math leaders/advocates for future OML invitations

Background: Each year in August, leaders in the mathematics community are invited to meet for the purpose of sharing ideas, discussing philosophy, and receiving the latest information from the Oregon Department of Education and from math education experts. During this conference, Area Reps facilitate Area Meetings and act as leaders in the planning of activities to promote community and math education in their areas. Area Reps are responsible for identifying math leaders/advocates in their area so they may receive future invitations.

3. Update Email Directory

- Get a list of members from your area from the Membership Chairperson
- Update the Email Directory
 - use http://www.ode.state.or.us/pubs/directory/schooldirectory_1516.pdf
 - or use <http://www.osba.org/edlinks/districts.asp>
- Include in the Email Directory
 - members from the list received from Membership Chairperson
 - OML attendees
 - anybody you know in your area
- Send a copy to the Secretary

Background: This Email Directory can be used for a variety of purposes including the Area Rep Introduction Letter, information on upcoming area activities and benefits of being a OCTM member. Please update this directory with information from attendees at OML as well as anybody you know in the area. . The Membership Chairperson can also share names and emails of members in each area.

4. Identify new math teachers

- Identify New Math Teachers
- Create a list of New Teachers in your area
- Contact New Teachers personally
- Invite New Math Teachers to complete membership form for free electronic

membership

Background: In 1997, OCTM began offering free membership to first year teachers (elementary and secondary), to teachers new to teaching math, and to teachers new to the state of Oregon. These New Teachers are identified through the Area Reps. Please make a *personal contact* with each New Teacher identified to both welcome the teacher and to explain the gift of free electronic membership and its benefits.

5. Share current information in math education

- Use Email Directory for communications in area
- Share info on conferences, workshops, events
- Share info on OCTM scholarships
- Share information about state standards and assessments
- Share trends in math education
- Share information from NCTM and Internet links
- Vote in spring election

Background: Area Reps should use the Email Directory to communicate with all of the schools in their area. They act as liaison between Oregon Department of Education sharing information about standards, assessments and related resources. Information about scholarships, conferences, workshops, events and trends in math education should also be communicated. At the national level Area Reps can provide information about publications from NCTM such as the recent *Curriculum Focal Points* and links of interest on the NCTM website such as *Illuminations* for quick and easy access to high quality math lessons and activities. Remind members to vote in the early spring.

6. Spread enthusiasm for mathematics

- Host an area activity
- Share the resources in the Members Only section of the OCTM website, such

Background: Area Reps can spread enthusiasm within the community of math educators in their area by planning, coordinating, and hosting workshops and get togethers, such as Math Community Building meeting, Pizza, Pop, and Problems or Family Math Night. They are encouraged to make plans for at least one activity in their area. They should actively recruit new members for OCTM.

7. Nominate teachers to receive the OCTM Area Recognition Awards

- Nominate person for promotion of mathematics in area
- Refer to Area Recognition Awards spreadsheet for previous honorees
- Fill out nomination form (paper or online)
- Get certificate and pin at the spring Board meeting
- Present Award to nominee in public setting in the spring

Background: Each Area Rep is asked to select one teacher each year to receive an OCTM Area Recognition Award for the promotion of mathematics and excellence in teaching. (A maximum of 2 award winners per area.) More information and forms are distributed at the fall Board meeting. Due date is one week before the spring Board meeting. Once the certificate and pin are in hand, plan how to present to the recipient in a public setting such as a faculty meeting, school board meeting, or math

event. Send a press release to the local media about the recipient's recent honor and contributions to math education. An article about all the year's awardees will be in the September TOMT.

OCTM Area Rep Timeline

Summer

July

1. Turn in Area Rep Report to Secretary
2. Plan the area meeting to be held during OML
3. Brainstorm ideas for Area action plan for coming school year
4. Make sign or decoration for dining table for dinner at OML, if OML Co-Chairs desire this

August

5. Attend OCTM Board meeting prior to OML Conference (around the first week of August in Salem)
6. Attend OML
 - Welcome newcomers from your area attend New Comers Session
 - Facilitate Area Meeting(s) using OML Area Meeting Agenda
 - Develop an area action plan (use Blank Action Plan Form)
 - Begin a process of networking & building community
 - Determine an OCTM building contact for each school in your area
 - Assign leaders in your area to locate New Teachers (which includes first year teachers, teachers new to teaching math, as well as teachers new to Oregon)
 - Provide updates on fall conferences (i.e., Northwest Math Conference, Inquiry Outside the Cube, State of Jefferson)
 - Develop a tentative schedule for area activity such as Math Community Building meeting, Pizza, Pop, and Problems, Family Math Night, or Brunches

Fall

September

8. Update the Email Directory for your area, subdivided by county
9. Send letter to all school administrators notifying them of OCTM's gift of a free electronic membership for new teachers and to solicit building contacts. Use Area Rep Intro Admin Letter
10. Send email letter to area schools and teachers about OCTM and soliciting building contact volunteers. Use Area Rep Intro Letter.
11. Initiate contact with each person on the New Teachers list to notify them of the complimentary OCTM electronic membership and the Benefits of OCTM Membership
12. Advertise the fall conferences
13. Continue to stress OCTM membership for ALL math teachers (elementary or secondary in your area)
14. Schedule a fall Math Community Building meeting activity. • Display and share information about the OCTM website and resources in Members Only area.

October

15. Attend a fall conference, if possible
16. Turn in Area Rep Report to Secretary prior to fall Board meeting
17. Attend the fall OCTM Board meeting

Winter

December

18. Begin to think about who should be nominated for the Area Recognition Awards

January

19. Turn in Area Rep Report to Secretary prior to winter Board meeting
20. Attend winter OCTM Board meeting
21. Advertise the NCTM Annual Meeting with your building contacts

Spring

March/April

22. Finish Area Recognition Award Forms; send to President
23. VOTE in OCTM election

April/May

24. Turn in Area Rep Report to Secretary prior to spring Board meeting
25. Attend spring OCTM Board meeting
26. Pick up Area Recognition Awards certificates and pins for awardees
27. Arrange a presentation opportunity for recipients of Area Recognition Awards
 - Consider how best to present these awards such as faculty meeting, professional development event, school board meeting, etc.
 - Send Press Release to local media of the nominee's award and contributions
28. Send out information about the Student Math Awards
29. Indicate to President your intention of continuing as Area Rep
 - or find a replacement for yourself