



CPAM Job Descriptions

This document contains all CPAM job descriptions. Individual entries can be updated as needed and dated accordingly.

*Denise I. Griffiths
September 7 2014*

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Duties of CPAM President

1. Oversee the operation of CPAM through regular contact with Board members, listserv, response to member requests, interfacing with internal committees, and with external groups and individuals.
2. Set agendas for and chair Board meetings: one held during the NCTM Annual meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
3. Monitor the progress of the “to do” lists prepared by the Secretary at each Board meeting. Monitor the duties on the job descriptions for the Board and Committee Chairs.
4. Work with the Board to plan the Annual CPAM Business Meeting at the NCTM Annual Convention.
5. Invite the featured speaker for the CPAM Leadership Seminar for a K-12 presentation.
6. Work with President-Elect or Past President to assure that events at the NCTM Annual Convention (CPAM Leadership Seminar, CPAM Reception, Annual Breakfast, Business Meeting, Board Meeting) are arranged and coordinated.
7. Write President’s column for each issue of the newsletter. Write an article on Land’s End logo attire for the December issue of the newsletter.
8. Assist with editing the newsletters and meeting minutes.
9. Maintain communication with SEPA and APAST.
10. Write and send thank you letters to administrators for letting CPAM members attend the NCTM Annual Meeting.
11. Call for and communicate with volunteers to host CPAM socials at NCTM Regional Conferences.
12. Appoint the chairs, with Board approval, for the Nominations and Elections Committee and for the Scholarship Committee. Collect committee reports. See that members are appointed to these two committees.
13. Review appointed positions on the Board.
14. Arrange for purchase of plaques awarded to outgoing Board members.
15. Arrange for ordering and payment of CPAM pins for new awardees.
16. Write a letter of welcome to the new Presidential Awardees in Mathematics.

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Duties of CPAM President *(continued)*

17. Participate in the Awards Week in Washington, D.C. if invited.
18. Attend the State Coordinators for Presidential Awards for Excellence in Mathematics and Science Teaching National Meeting if invited.
19. Write a thank you letter to use with his/her supervisor to members who give a CPAM presentation during the NCTM Annual Meeting.
20. See that student certificates of excellence and mentor certificates are updated as needed and are available online.
21. Keep an updated file or notebook of duties and activities to pass on to the next President.

Newsletter deadlines are August 15, November 1, February 1 and May 1.

Prepared by Sue Eddins, 1998
Updated 1999, 2001, 2014

Duties of CPAM President-Elect / Past President

1. Make arrangements for the summer Board meeting as directed by the President.
2. Contact publishers/sponsors and arrange CPAM socials at the NCTM Annual Meeting.
3. Arrange the location and order food for the CPAM Leadership Seminar, Annual Breakfast, Business Meeting and Board Meeting at the NCTM Annual Meeting.
4. Contact vendors regarding CPAM socials at the NCTM Annual Meeting.
5. Prepare the *Take This Sheet* and the breakfast/reception registration form for the March newsletter.
6. Assist with editing the newsletters and meeting minutes.
7. Assist the President as requested in other duties.
8. Attend two Board meetings: one held during the NCTM Annual meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
9. Keep an updated file or notebook of duties and activities to pass on to the next President-Elect or Past President.

Newsletter deadlines are August 15, November 1, February 1 and May 1.

Prepared by Sue Eddins, 1998
Updated 2001, 2014

Duties of CPAM Secretary

1. Take minutes of annual business meeting; send the draft form to all members of the Board and solicit corrections and changes. Send the final copy of the minutes to the Board. Send highlights of the minutes to the June newsletter.
2. Take minutes of Board meetings. Send the draft form to all members of the Board and request additions and corrections by a given date. Write a summary for publication in the September newsletter for the summer Board meeting and the June newsletter for the spring Board meeting.
3. Prepare a “to do” list at each Board meeting. Share it with all Board members immediately following the meeting.
4. Prepare the CPAM Board and Committee Chairs Contact Information sheet after the April Board meeting. Keep the “revised date” on the form.
5. Update the CPAM stationery file after the April Board meeting to reflect the change in officers and send to the Board.
6. Maintain the *CPAM Job Descriptions & Newsletter Publication Guidelines*. Share the updated file each year with the Nominations & Election Committee Chair after the summer Board meeting and with the Web Master for posting on CPAM’s Web site.
7. Incorporate appropriate changes or revisions to the Constitution and inform the membership.
8. Send thank you letters to organizations for the various socials and other gifts (CPAM pins) at the NCTM Annual Meeting that are provided for CPAM members.
9. Keep an accurate file of all of the correspondence, mailing inserts, notices, etc. sent to the membership.
10. Prepare a packet of materials to be mailed to Washington, D.C. for the new awardees. This packet may include: a letter of welcome from the CPAM President, a letter of welcome from the grade level representatives, an information letter about the listserv, a mentor certificate and other items deemed appropriate by the Board, such as the newsletter.
11. Attend two Board meetings: one held during the NCTM Annual meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
12. Keep an updated file or notebook of duties and activities to pass on to the next Secretary.

Newsletter deadlines are August 15, November 1, February 1 and May 1.

Prepared by Mary Lou Derwent, Reverie Suzuki and Denise Griffiths, 1995
Updated 1997, 1998, 1999, 2001, 2014

Duties of CPAM Treasurer

1. Maintain accurate books listing credits and debits with an accurate balance. The accounts are housed in two accounts. One account is for general expenses. Dues and contributions go into this account. The second account is for the Denise I. Griffiths Scholarship Fund. As this account accumulates, the money is transferred to the Baltimore Community Foundation (BCF) who manages the scholarship dispersal.
2. Receive dues payments and scholarship donations. Confirm these in the database. Deposit funds to the appropriate accounts.
3. Pay all bills.
4. Prepare an annual budget.
5. Prepare financial reports for Board meetings and for the annual meeting.
6. Prepare a copy of the yearly treasurer's report for the fall newsletter.
7. Receive annual breakfast reservations and payments.
8. Arrange for audit of books at the time of transfer to the next treasurer.
9. Keep the extras pins from each year and sell them as needed for \$6.00.
10. Attend two Board meetings: one held during the NCTM Annual meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
11. Keep an updated a file or notebook of duties and activities to pass on to the next Treasurer.

Newsletter deadlines are August 15, November 1, February 1 and May 1.

Prepared by Susan Craig, 1998
Updated 2001, 2002, 2014

Duties of CPAM Elementary (K - 4) School Representative

1. Send letter of congratulations and "Welcome to CPAM" to all new Elementary Presidential Awardees. This is to be done jointly with the Middle School Representative. The signatures of the Elementary School Representative and the Middle School Representative shall be on the letter to the Elementary Presidential Awardees.
2. Advise the Board in areas regarding the elementary school level.
3. Attend two Board meetings: one held during the NCTM Annual meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
4. Work with the Middle School Representative and the Secondary School Representative in the planning and execution of proposal(s) for CPAM sessions at the NCTM Annual Meeting.
5. Contribute to the listserv at least once a month and identify yourself as the CPAM Elementary School Representative.
6. Submit articles for each issue of the CPAM newsletter.
7. Keep an updated file or notebook of duties and activities to pass on to the next Elementary School Representative.

Newsletter deadlines are August 15, November 1, February 1 and May 1.

Prepared by Mary Lou Derwent and Mary Modene, 1998
Updated 1999, 2001, 2014

Duties of CPAM Middle School (5 - 8) Representative

1. Send letter of congratulations and "Welcome to CPAM" to all new Elementary and Secondary Presidential Awardees. This is to be done jointly with the Elementary School Representative and the Secondary School Representative. The signatures of the Middle School Representative and the Elementary School Representative shall be on the letter to the Elementary Presidential Awardees. The signatures of the Middle School Representative and the Secondary School Representative shall be on the letter to the Secondary Presidential Awardees.
2. Advise the Board in areas regarding the middle school level.
3. Attend two Board meetings: one held during the NCTM Annual meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
4. Work with the Elementary Representative and the Secondary School Representative in the planning and execution of proposal(s) for CPAM sessions at the NCTM Annual Meeting.
5. Contribute to the listserv at least once a month and identify yourself as the CPAM Middle School Representative.
6. Submit articles for each issue of the CPAM newsletter.
7. Keep an updated file or notebook of duties and activities to pass on to the next Middle School Representative.

Newsletter deadlines are August 15, November 1, February 1 and May 1.

Prepared by Mary Lou Derwent and Jo Ann Schuette, 1998
Updated 1999, 2001, 2014

Duties of CPAM Secondary (9 – 12) School Representative

1. Send letter of congratulations and "Welcome to CPAM" to all new Secondary Presidential Awardees. This is to be done jointly with the Middle School Representative. The signatures of the Secondary School Representative and the Middle School Representative shall be on the letter to the Secondary Presidential Awardees.
2. Advise the Board in areas regarding the secondary school level.
3. Attend two Board meetings: one held during the NCTM Annual meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
4. Work with the Elementary Representative and the Middle School Representative in the planning and execution of proposal(s) for CPAM sessions at the NCTM Annual Meeting.
5. Contribute to the listserv at least once a month and identify yourself as the CPAM Secondary School Representative.
6. Submit articles for each issue of the CPAM newsletter.
7. Keep an updated file or notebook of duties and activities to pass on to the next Secondary School Representative.

Newsletter deadlines are August 15, November 1, February 1 and May 1.

Prepared by Mary Lou Derwent and Jill Moser, 1998
Updated 1999, 2001, 2014

Duties of CPAM NCTM Representative

1. Serve as a liaison between NCTM and CPAM, and coordinate with other affiliate groups at large.
2. Attend the Delegate Caucuses and the Delegate Assemblies held during NCTM Annual Meeting, represent the views of CPAM, and vote accordingly on resolutions and issues brought before the delegates.
3. Submit NCTM resolutions for the Delegate Assembly after Board approval.
4. Report on issues discussed by the Delegate Caucuses and Assemblies to the Board and the CPAM membership, and solicit input for further discussions and directions. This should be done orally at the annual CPAM breakfast and Board meeting during the NCTM Annual Meeting as well as in a written report in the June Newsletter.
5. Update the Board on NCTM policies, activities and procedures.
6. Follow the criteria for an affiliate to be “in good standing” with NCTM so that CPAM maintains its good standing status. Forward the NCTM dues notice to the Treasurer in a timely manner. Update the affiliate officer list with NCTM after the April election.
7. Attend two Board meetings: one held during the NCTM Annual meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
8. Submit articles with appropriate NCTM information for each issue of the CPAM newsletter.
9. Keep an updated file or notebook of duties and activities to pass on to the next NCTM Representative.

Newsletter deadlines are August 15, November 1, February 1 and May 1.

Prepared by Julianna Csongor, 1999
Updated 2001, 2014

Duties of CPAM Database Manager

1. Maintain an accurate listing of current members, those lapsed over time, and those non-renewed for the current year. This involves recording all renewals including any demographic changes and/or additions as well as recording scholarship donations.
2. Add new awardees as they are named to both the CPAM database and supply list to the Web Master.
3. E-mail receipts for dues and scholarship contributions. The IRS requires a written acknowledgement for donations of \$250 or more. The acknowledgement must contain the amount of the donation, the date of the contribution, a description and value of goods the organization provides in return or a statement that no goods or services were provided.
4. Annually send a demographic update form to each member in the newsletter to update mailing information and directory information. This should be done with the June dues notice. A membership report should be in the September newsletter. Send a list of scholarship donors to the Newsletter Editor for the September issue.
5. Prepare the CPAM Directory as new awardees are announced and send the file to the Web Master to be put on the Web site.
6. Provide files for mailing labels as requested. The standard preparation is:
 - Paid up members and non-paid up from the two previous years and VIP's for the September issue.
 - Members who request paper copy and VIP list for December and June issues.
 - Paid up members and VIP's for the March issue.
7. Write and provide to the Newsletter Editor renewal forms for inclusion in the June and September newsletters.
8. Forward all monies to the Treasurer in a timely manner.
9. Attend two Board meetings: one held during the NCTM Annual meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
10. Keep an updated file or notebook of duties and activities to pass on to the next Database Manager.

Newsletter deadlines are August 15, November 1, February 1 and May 1.

Prepared by Don Scheuer, 2001
Updated 2014

Duties of CPAM Newsletter Editor

1. Publish four issues of CPAM's newsletter, CPAM Notes®. The newsletter is published in September, December, March, and June.
2. Send timely reminders to the entire Board, committee chairs and columnists indicating individual responsibilities and the newsletter deadline.
3. Maintain up-to-date publication guidelines for the newsletter.
4. Attend two Board meetings: one held during the NCTM Annual meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
5. Keep an updated file or notebook of duties and activities to pass on to the next Newsletter Editor.

Newsletter deadlines are August 15, November 1, February 1 and May 1.

Prepared by Denise I. Griffiths and Kathy Miles, 2014

Duties of CPAM Listserv and Web Master

1. Maintain and update an active listserv of awardees.
2. Maintain and update the Web site with information that is helpful to the membership. Check links and add information as deemed appropriate.
3. Invite new awardees as they are named to join the CPAM listserv and update the Web page link to the NSF site. Provide a letter with directions to be given to the new awardees during their Awards Week in Washington, D.C.
4. Send a membership dues reminder via e-mail to all awardees during the summer.
5. Write an article for the September newsletter on how to subscribe to the listserv and how to use the listserv.
6. Remind members to submit e-mail address changes so that they can keep informed and connected to CPAM via the listserv.
7. Attend two Board meetings: one held during the NCTM Annual meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
8. Monitor the listserv and stay up-to-date on the latest software and virus protection information to ensure a smooth operation.
9. Keep an updated file, archive of listserv requests, mail errors, and other correspondence of duties and activities to pass on to the next Listserv and Web Master.

Newsletter deadlines are August 15, November 1, February 1 and May 1.

Prepared by Pam Newberry, 2002
Updated 2014