

## **ANN Officers' Duties**

Winter 2022

### **All officers**

- Participate in board meetings
- Support committee work
- Advance diversity, equity, and inclusion in all aspects of their role
- Share updates with ANN leadership
- Store and organize ANN documents centrally with ANN as the owner
- Pass on all policy statements and significant records to the incoming office-holder

### **President (2-year term; transition in even years)**

- Preside at board and membership meetings
- Chair the Board of Directors
- Appoint committees and act as the member 'ex-officio' of them
- Coordinate work in alignment with ANN's goals
- Call meetings when necessary
- Be responsible for all official correspondence
- Prepare, present, and submit the annual report that reflects ANN's activities for the year
- Sign checks in absence of the treasurer
- Approve items to be posted on the website

### **President-elect (2-year term; elected in even years)**

- Coordinate the planning and implementation of the annual institute
- Chair the nominating committee
- Conduct an annual audit of ANN's financial records with the Past President
- Serve as president should a vacancy occur and preside over meetings in the absence of the president

### **Past President (2-year term; transition in even years)**

- Serve as a consultant to the Board of Directors
- Conduct an annual audit of ANN's financial records with the President-elect
- Serve as liaison to affiliate organizations not already connected to another board member

### **Secretary (2-year term; elected in odd years)**

- Keep a record of all meetings and distribute minutes as requested
- Oversee online storage of ANN documents and records
- Maintain membership records
- Ensure that regional reps have access to current regional membership lists
- Ensure timely distribution of the newsletter

### **Treasurer (2-year term; elected in even years)**

- Receive all dues and other income; pay all bills as approved by the president

- Renew organizational memberships
- Submit records for internal audit
- Prepare an annual financial report before the next budget cycle and for later distribution at the annual meeting
- Submit records for an independent audit, if requested

**Newsletter Editor (2-year term; elected in even years)**

- Oversee the development of three newsletters/year
- Solicit regional news/updates and articles for the newsletter
- Support the newsletter committee and potential newsletter contributors
- Coordinate newsletter distribution with the secretary

**NCTM Representative (2-year term; elected in odd years)**

- Represent ANN at NCTM meetings and events
- Share NCTM opportunities and initiatives with ANN
- Communicate with NCTM, including requested information such as the annual report and list of officers
- Report pertinent NCTM matters to the ANN board

**Regional Representatives (2-year term; Regions 1 and 2 elected in even years; Regions 3 and 4 elected in odd years)**

- Be the voice of their region to ANN and the voice of ANN to their region
- Maintain contact list of state representatives, while working towards representation from each state
- Keep current with regional member lists
- Communicate news, trends, resources, and individual stories from their regions to the webmaster and newsletter editor
- With state representatives, establish connections with state leadership and publicize ANN activities in state calendars and newsletters
- With state representatives, via emails and other communications, draw attention to the newsletter and website in a personalized way for regional members
- Keep track of regional promotional materials

**Webmaster (2-year term; elected in odd years)**

- Develop, maintain, and update website in collaboration with the website committee.
- Ensure that current events and resources are posted on the website.
- Support regional reps in maintaining a region page on the website.
- Coordinate with committee chairs to develop and maintain committee pages on the website.
- Maintain web accounts (hosting, domain name, etc.) and serve as liaison to vendors and contractors.

## **Other Positions**

### **State Representatives**

- Serve as a liaison to state constituents
- With regional representative, monitor and encourage state memberships
- Establish connections to state leadership and key state events
- Publicize ANN activities in state calendars and newsletters
- Collect and submit updates, articles, and/or resources for the newsletter and the website
- Communicate news and concerns from state membership to regional representative

### **Practitioner Research Coordinator**

- Recruit, select, and provide coaching and oversight to practitioner researchers
- Revise practitioner researcher application materials and protocols as needed

### **Membership Chair (currently vacant)**

- Support the secretary with maintaining the membership database
- Welcome new members and maintain member relationships

### **ANN Historian**

- Collect, document, and record ANN's history in collaboration with secretary
- Locate and organize historical files and items
- Curate samples of ANN's history to share with the membership, including oral history of founding and current members

### **Equity Officer**

- Model curiosity and a growth mindset around equity in math education; link ANN's mission to revealing the brilliance of all adult learners
- Facilitate learning opportunities with the board to help each of us grow our own understanding of equity and see ANN's mission through an equity lens
- Support the establishment and ongoing productivity of equity committees; serve as a liaison between equity committee chairs and the board
- Connect with leaders of organizations that advance equity in math education, especially other NCTM affiliates, including TODOS Mathematics for All and the Benjamin Baneker Assoc., with the intent of establishing lasting connections
- Support equity actions across ANN by checking in with an equity-focused contact from each committee
- Pursue other related duties per their interests and member needs
- Additionally, during the two year presidential appointment, the holder of this position will work towards formalizing the position through an eventual amendment to the ANN by-laws