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July 16, 2020

Dear ANN membership,

The Adult Numeracy Network (ANN) invites members to apply for the Secretary position with the ANN Board of Directors, a group of volunteers seeking to advance adult numeracy. Because the opening is due to a mid-term vacancy, the Secretary will be appointed by our leadership team. The appointed Secretary will serve through spring of 2021 when the position will be up for election. The outgoing Secretary is now our President-elect and will be available for support.

Duties of the Secretary include, but are not limited to:

- Maintain membership records and update the board about membership quarterly
- Keep record of all meetings and share with board
- Ensure newsletter is distributed via the website to all membership
- Participate in organizational planning and leadership

We invite and welcome new leaders! We are striving to be more equitable in identifying leaders and welcoming participation throughout our organization. If you are a candidate who could help us to advance those goals and are interested in learning more about this opportunity, send a letter of interest to our president, Eric Appleton, eric.appleton@cuny.edu by August 31, 2020. We also invite you to share this posting with other potential candidates.

In your letter, please address:

- your interest in the Secretary position,
- your experience with the Adult Numeracy Network,
- your experience working towards equity, and
- skills and knowledge that you would bring to the organization.

Sincerely,

The ANN Board of Directors

We are a community dedicated to quality math instruction at the adult level.
We support each other, we encourage collaboration and leadership, and
we influence policy and practice in adult math instruction.

www.AdultNumeracyNetwork.org