

May 27, 1966

Dr. William L. Waltmann  
Wartburg College  
Waverly, Iowa

Dear Dr. Waltmann:

Since you were elected Chairman of the Iowa Section of the Mathematical Association of America at the April meeting at Pella, I thought perhaps it would be helpful if I wrote you a summary of what is involved as Chairman of the Iowa Section from the accumulation of experiences as I have seen them over the years. Please feel free to call on me for information anytime during the year and I will do whatever I can to help on Section activities.

I am enclosing a copy of the By-Laws of the Iowa Section. I am also enclosing a complete list of Iowa Sectional officers over the years.

So far as planning for the spring meeting, April 21, 1967, at Drake University is concerned, you serve in two capacities, I believe. You are the official contact with the Iowa Academy of Science as well as Chairman of the Iowa Section of the M.A.A. Events occur approximately as follows:

1. Preliminary notice sent to all Iowa Section members by me, about December 1, reminding them of the April meeting and the need for papers. A request for suggestions for an invited speaker included and other miscellaneous information. Those offering to give papers are asked to contact the Chairman directly. (See sample letter enclosed from previous year, as well as a sample tentative program with notes regarding the need for a nominating committee report and an auditing committee and treasurer's report.) A Chairman actually proceeds with building the program, contacting invited speakers, etc.

2. Approximately by March 1, the Chairman is to report the planned program to the Iowa Academy so that programs might be printed. These printed programs are then mailed to all members of the Academy.

Probably I should mail a mimeographed program (mimeographed here by my office after you supply me with the program copy) to members of the Iowa Section, for not all Section members are members of the Academy.

3. You, of course, preside at the April meeting and it is your responsibility to report to and coordinate with the Academy on matters. Your responsibility includes getting papers presented in the program to the Academy for publication in the Proceedings, where such action is desired by the author. I am responsible for getting a report of the meeting, including abstracts, to the M.A.A., for publication in the Monthly.