

Duties of Chairperson
(one year term)

1. Provide leadership for Section.
2. Preside at Annual Meeting.
3. Arrange and preside at Fall Executive Committee Meeting (usually held on campus of host institution).
4. Preside at Spring Executive Committee Meeting (usually a breakfast meeting held on Saturday before the Annual Business Meeting).
5. Appoint a member to the Nominating Committee. (This is a three year term; the person serving in the second year is Chairperson.)
6. Represent the Section at the Annual Section Officers' Meeting held in conjunction with the Summer Joint Meeting of AMS/MAA (approximately 2/3 of airfare is subsidized by MAA)
7. Serve on Program Committee.
8. Receive and answer mail from National MAA.
9. Invite speaker from MAA (MAA furnishes an officer to act as a speaker at the Annual Meeting. We pay only local expenses. We usually use this officer for the Banquet Address and an hour's invited address. You can either invite an officer directly or contact the Executive Director to have him arrange a speaker.)

Duties of Chairperson-Elect
(one year term)

1. Watch and learn.
2. Attend all Executive Committee Meetings (Fall and Spring).
3. Act in place of Chairperson if that officer cannot fulfill his/her position.
4. Serve on Program Committee.

Duties of Program Chairperson

1. Arrange for facilities and rooms at host institution.
2. Arrange lodging for MAA representative at Annual Meeting. The Section pays local expenses.
3. Construct Program for Annual Meeting. You invite speakers and arrange panel discussions in concert with other section officers. There is a first call-for-papers in January, which you or the Section Secretary will mail. The second call-for-papers is about March 1st. Deadline for papers is April 1. Third mailing includes preliminary program, banquet information, motel information and map of campus.
4. Local Arrangements
 - A. Registration and collection of fees (The fees are \$3.00 and used to pay for mailings, programs, coffee, name tags, student help, etc.)
 - B. Arrange annual banquet. Collect money for it.
 - C. Coffee and cookies - (There is a coffee break both Friday afternoon and Saturday morning.)
 - D. Audiovisual needs (Speakers should be asked for their needs in call-for-papers.)
 - E. Arrange for publishers, computer manufacturers, etc. to display wares (optional)(usually ask for contribution to coffee fund).
 - F. Designate parking and food facilities on campus.
 - G. Arrange welcome by local administration.
5. Arrange a Dutch Treat Executive Committee Breakfast Saturday morning before Annual Business Meeting.
6. Host Fall Executive Committee Planning Meeting.
7. Work in concert with Chairperson and Secretary to cover all details.
8. Arrange for any local publicity.

FLOW CHART
DUTIES OF SECTION PERSONNEL

May

- 1) New Chairperson appoints new member of Nominating Committee
- 2) New Program Chair sets date for next meeting

June/July

Aug/Sept

- 1) Section Representative attends National MAA Section Officers Meeting. Normally this is the chair, past chair, chair-elect, or secretary.

Oct

- 1) Executive Committee Meeting (by phone)
- 2) Editor gets personal items from the Dept. Heads
- 3) Editor writes National for mailing labels

Nov

- 1) First Call for Papers and Newsletter
- 2) Letters encouraging student papers

Dec

- 1) Chairperson gets request in for National Speaker

Jan

- 1) Sec/treas reminds Nominating Committee
- 2) Editor - Second Call for Papers
- 3) Second Student Paper letters sent

Feb

- 1) Program Chairman gets motel/banquet information

Mar

- 1) Editor gets names from Nominating Committee
- 2) Last Call for Papers, includes motel information and banquet

Apr

- 1) Chairperson prepares Executive Breakfast Agenda
- 2) Chairperson prepares Business Meeting Agenda
- 3) Secretary prepares Minutes and Treasurer's Repts
- 4) Program Chairperson prepares rooms, registration procedures, nametags, acknowledgment of papers as sent, receives audio-visual information, prepares for coffee breaks, banquet, Executive Breakfast, schedules program, makes local arrangements for national speaker, gets someone from his/her school to give welcoming speech, gets information on parking and prepares for book exhibits.

May

- 1) Secretary prepares Minutes of Executive Committee Meeting
- 2) Secretary gets reports in to MAA
- 3) Secretary gives acknowledgments and thank you letters