



Regional Vice-President

Term of Office

The Regional Vice-President is elected to office by the membership, in accordance with the procedures detailed by the Nominating Committee. The term of office is two years, beginning January 1, 2022 and ending December 31, 2023. The term limit is three consecutive terms in the same office.

General Duties

1. Incoming Regional Vice-Presidents are encouraged to attend any part of the Fall Executive Board meeting, if possible, and must attend an orientation session during the conference to be briefed for the coming term.
2. Regional Vice-Presidents are required to attend all parts of the Strategic Planning and Orientation meeting, Spring Executive Board meeting and Fall Executive Board meeting.
3. The incoming Regional Vice-President will be furnished with the following information:
 - a. A directory of delegates and campus representatives within the region.
 - b. Access to sample letters and forms assembled by the Regional Vice-Presidents, as well as a copy of major and regular correspondence used within the region during the term of office.
 - c. All records relating to the region.
4. The Regional Vice-President will:
 - a. Communicate touchpoints with regional members approximately six times per year.
 - b. Promote and coordinate AMATYC activities by:
 - Furnishing the nominating committee with the names of possible candidates for officers of AMATYC.
 - Soliciting advertising, reviewers, and articles for the *MathAMATYC Educator*.
 - Sharing pertinent information and newsletters with Executive Board members.
 - c. Serve as liaison for an assigned committee, coordinator, editor, or director.
 - Attend meetings of the liaison assignment at the Conference or find a substitute.
 - Communicate with liaison assignment(s) on a regular basis.
 - Remind liaison assignment(s) of deadlines, including to turn in Board reports, and *AMATYC News* articles.
 - Present motions on behalf of liaison assignment(s).
 - Report Board actions back to liaison assignment(s).
 - d. Represent AMATYC at meetings including affiliate conferences.
 - e. Represent AMATYC on projects with other organizations.
 - f. Perform all duties as outlined in the Policy and Procedures Manual.

Board Meeting Duties

1. Send in reports to the President for agenda by deadline.
2. Solicit items for the agenda from affiliates and liaison assignments.
3. Prepare motions as needed.
4. Read agenda and board packet before the start of the meeting.

5. Handle special assignments designated by the President.
6. Participate on committees.
7. Participate in discussions and voting during the meetings per the order of conduct of the meeting.

Delegate Assembly Duties

1. Appoint and support state/province delegates
 - a. Appointment
 - In the spring of even-numbered years, update the list of the names and the number of two- year colleges by state and province. The state count of two-year colleges will be defined as in Article VII of the AMATYC Bylaws. Forward the list by August 1 to the President for inclusion in the Fall Board Meeting agenda for approval at the Board meeting. These numbers determine the number of state/province delegates for each state/province for the two years following the Board meeting.
 - In the spring of odd-numbered years, appoint at least two state/province delegates from each state and province by April 1 per the bylaws.
 - b. Support
 - Write to the delegates' immediate supervisor and his/her president to announce the appointment.
 - Help delegates develop and maintain a list of campus representatives
 - Furnish delegates with information which can be passed on to the campus representatives. This would include, but not be limited to, such things as conference flyers, membership application forms, bylaws, President's reports, upcoming position statements, and other information for the Delegate Assembly as it becomes available.
 - Send letters to prospective state/province delegates outlining their duties.
2. Support affiliate delegates
 - a. In the spring of even-numbered years, determine the number of affiliate members who are also AMATYC members for each affiliate, effective June 30, and send these numbers to the President for inclusion in the Fall Board Meeting agenda for approval at the Board meeting. These numbers are used to determine the number of affiliate delegates for the two years following the fall Board meeting in even-numbered years.
 - b. After the Fall Board Meeting in even-numbered years, notify each affiliate of the number of delegates to which the affiliate is entitled for the next two years, and request that the affiliate make the appointments and forward the names to the Regional Vice-President.
3. Report and recruit delegates
 - a. By September 1 each year, send the Secretary a current list of state/province and affiliate delegates including affiliate presidents. The Secretary shall use this list in mailing out all Delegate Assembly materials.
 - b. Verify that the "Call for State and Province Delegates" is published in Issue #4, articles due August 15 of the *AMATYC News* during even-numbered years.
4. Assist during the Delegate Assembly
 - a. Assure that delegate ballots, and information verification forms are distributed to delegates prior to the opening of the Delegate Assembly.
 - b. Collect information verification forms at the Delegate Assembly and give the forms to the Secretary before the start of the Delegate Assembly.

- c. Assist in collecting ballots at the Delegate Assembly.
- d. Turn in to the AMATYC Office personnel region signs, left-over delegate ribbons if possible, and other materials that are stored for the next conference.

Conference Duties

1. Assist the conference committee in this capacity:
 - a. Submit to the Program Coordinator the names of persons who are effective speakers.
 - b. Assist the Program Coordinator and Local Events Coordinator at the annual conference to help ensure a successful conference.
2. When the annual conference is in the Regional Vice-President's region, develop a mailing list of department chairs for colleges within a reasonable driving distance of the annual conference. The AMATYC Office will send specially developed conference information to everyone on the list for distribution to all instructors.
3. The Regional Vice-President in whose region the AMATYC annual conference will occur should attend the affiliate meeting of the host affiliate preceding the conference or find a substitute if possible. In the case of multiple host affiliates, the Regional Vice-President will determine which one to visit under this policy.
4. Be visible during the conference in the following ways:
 - a. Be available in the registration areas at peak times to welcome conference attendees.
 - b. Greet, meet, and interact with as many attendees as possible, particularly those who are attending by themselves.
 - c. Attend the Thursday Keynote Session, Regional Breakfast/Luncheon, Affiliate President Luncheon, Saturday Awards breakfast session, and Delegate Assembly.
 - d. Attend, chair or preside at sessions as assigned by the President.
 - e. Attend all social functions sponsored by AMATYC.
 - f. Attend forums when possible.
 - g. Attend all sessions sponsored by your liaison assignment(s), including the committee or ANet meeting. In the cases of conflict, a substitute can attend instead.
 - h. Visit the Exhibit Hall, speaking with vendors, especially those to which you have been assigned by the president.
5. Chair a regional meeting of all registrants from the region.
 - a. Develop or revise agenda or other communication for the regional meeting and bring copies to the conference for distribution.
 - b. Discuss any position statements that are being discussed at the Delegate Assembly.
 - c. In odd-numbered years, select a representative to serve on the Teaching Excellence Award Committee.
 - d. In odd-numbered years, select one affiliate president, one delegate (who is not an affiliate president), and one member-at-large as the region's slate of candidates for the Nominating Committee.
 - e. In even-numbered years, select a regional representative to serve on the Mathematics Excellence Award Committee.

- f. Solicit nominations for both the Teaching Excellence Award (given in even-numbered years), and the Mathematics Excellence Award (given in odd-numbered years.)
 - g. Publicize next year's AMATYC conference and encourage attendees to visit the AMATYC website to submit proposals or volunteer to serve as presiders.
6. Be alert for potential exhibitors.

Affiliate Duties

1. Become a member of regional affiliates.
2. Try to visit each regional affiliate at least once during the two-year term.
3. As directed by the editor of the *AMATYC News*, facilitate the *Focus on Affiliates* article for your region.
4. Collect affiliate meeting information and change in affiliate officers. Share this information with the AMATYC office, the *AMATYC News*, and the AMATYC website using online form.
5. Encourage members to submit proposals to present and/or preside at the conference.
6. Write articles for affiliate newsletters when applicable.
7. Work with affiliate presidents:
 - a. Solicit input from affiliates concerning Board meeting agenda items.
 - b. Send a summary of Board meeting actions that pertain to affiliate presidents.
 - c. Remind affiliates of any upcoming deadlines.
8. Attempt to obtain affiliates in states where none exist.

Membership Duties

1. Organize a biannual membership drive that includes: Serve on the AMATYC Membership Committee.
2. Promote new individual and institutional memberships in the following ways:
 - a. Arrange for AMATYC brochures and materials, which are available from the office, and letters of invitation to membership to be placed into every packet for attendees at affiliate meetings.
 - b. Write articles and editorials for affiliate newsletters to keep the AMATYC name before faculty who teach mathematics in the first two years of college.
 - c. Keep in regular communication with state and affiliate delegates.
 - d. Identify key people and solicit their help within the AMATYC organization.
 - e. Send letters and brochures to affiliate members who are not AMATYC members.
 - f. Send an email to former AMATYC members whose memberships have lapsed.