

## Job Descriptions for 2018-2019 Open Board Positions

The Greater Cleveland Council of Teachers of Mathematics is seeking candidates for the following open board positions for the 2018-2019 school year: **East District Director, West District Director, President-Elect, and Secretary.**

The “nomination” period will be from January 1, 2018 to February 15, 2018. “Nominators” can either self-nominate (express an interest in serving) or recommend a fellow GCCTM member/colleague who may be interested in one of the open positions. “Nominations” should be E-mailed to the Vice President at [Lynn.Aring@gmail.com](mailto:Lynn.Aring@gmail.com) and include the name, E-mail address, and position of interest of the “nominee.” The Vice President will respond to all E-mails within a few days of receiving the nominating E-mail.

**District Directors (DDs)** serve a three-year term and may not serve two consecutive terms. One member is elected biannually to serve one year as **President-Elect**, the two succeeding years as **President**, and a final year as **Past President**. A **President** cannot serve two successive terms. The **Secretary** serves a two-year term and may serve additional consecutive terms.

### Detailed Job Description for District Directors (DDs)--District Directors:

- **plan the program for and implement one of the five GCCTM events: 2 evening meetings, 2 Saturday mini-conferences/workshops, and the Awards Banquet. Specifically, District Directors**
  - determine the theme/format of their event and secure the speakers for their event.
  - obtain site/building permits, make arrangements for the food and technology, and secure volunteers to help “run” the event.
  - create flyers for their event and write newsletter articles about their event.
- **assist other DDs with the planning and implementation of their assigned events.**
- **assist the Vice President with all phases of the “Awards Process” including the selection of the awardees and the planning of the awards ceremony. Specifically, District Directors**
  - assist the Vice President with the creation of the nomination and application forms.
  - review and “rate” outstanding educator award applications and participate in the selection of the award winners.
  - participate in the awards ceremony.
- **attend board meetings, committee meetings related to their duties as a District Director, and GCCTM events. Specifically, District Directors**
  - attend full board meetings (usually 2 to 3 per year.)
  - attend meetings to plan GCCTM events, to select Outstanding Educator awardees, and to consider needed modifications of the Constitution and By-Laws .
  - attend as many of the five GCCTM events as possible.
- **communicate with members within their district.**

Although the constitution and by-laws do not include any “residency” requirements, a District Director can best serve their GCCTM district if they work and/or live in that district.

- The **East District** includes all schools/universities in the geographic region formed by some school districts in **Cuyahoga County** (Beachwood, Bedford, Chagrin Falls, Maple Heights, Orange, Shaker Heights, Solon, and Warrensville Heights), some school districts in **Geauga County** (Berkshire, Cardinal, Kenston, and Newbury) and all school districts in **Summit County** (Akron, Barberton, Copy-Fairlawn, Coventry, Cuyahoga Falls, Green Local, Hudson, Manchester, Mogadore, Nordonia, Norton, Revere, and Springfield.) Other schools/universities in counties such as **Portage County**, which are south and east of the official region are also considered part of the **East District**.

- The **West District** includes all schools/universities in the geographic region formed by some school districts in **Cuyahoga County** (Bay Village, Berea, Fairview Park, Lakewood, North Olmsted, Olmsted Falls, Rocky River, and Westlake) and all school districts in **Lorain County** (Amherst, Avon Lake, Avon, Clearview, Columbia, Elyria, Firelands, Keystone, Lorain, Midview, North Ridgeville, Oberlin, Sheffield-Sheffield Lake, and Wellington) . Other schools in counties such as **Erie** and **Ashland**, which are south and west of the official region, are also considered part of the **West District**.

#### **Detailed Job Description for President-Elect/President/Past President**

- **The President-Elect:**
  - Becomes familiar with the responsibilities/duties of the President.
  - Assists the President with his/her duties and performs specific duties (e.g. Monitoring Social Media) upon request of the President.
  - Serves as Chair of the Constitutional Revision committee composed of District Directors or their designees.
  - Becomes familiar with the responsibilities/duties of the Vice President, Secretary, Treasurer, and District Directors
  - Becomes familiar with all other operations of the Council (e.g. Newsletter, Contests, etc.)
- **The President:**
  - Serves as chair of and presides over all meetings of the Executive Board.
  - Presides at all meetings of GCCTM and directs the policies and activities of the organization.
  - Assists/works with all members of the Executive Board including the Vice President and District Directors.
  - Appoints, with Executive Board approval, Special Committee and Standing Committee Chairs (e.g. Newsletter, Membership, Contests, etc.)
  - Coordinates the activities of these committees and assists the chairs as needed.
- **The Past President:**
  - Assists the “new” President with his/her duties and performs specific duties (e.g. Monitoring Social Media) upon request of the President.
  - Serves as Chair of the Constitutional Revision Committee composed of District Directors or their designees.

#### **Detailed Job Description for Secretary-The Secretary:**

- Attends Board Meetings and GCCTM events.
- Takes the minutes at all business meetings held during GCCTM events and at all meetings of the Executive Board.
- Presents those minutes at the subsequent/corresponding meeting of the Council or Board for approval.