

**NCMATYC**  
**HANDBOOK**

**2006 - 2008**

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**2006-2008**

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## **Past-Presidents**

1988-1990	Rob Kimball
1990-1992	Mike Schachter
1992-1994	Grace Foster
1994-1996	Bob Maynard
1996-1998	Peggy Womble
1998-2000	Joe Southards
2000-2002	Melissa Staley
2002-2004	Mary Marsha Cupitt
2004-2006	Chuckie Hairston
2006-2008	Jan Mays

## **ACTIVE COMMITTEES**

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## Important Addresses

### American Mathematical Association of Two-Year Colleges

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## NCMATYC Conference Duties

### President:

- Spring
  - Select the site and dates.
  - Get luncheon keynote speaker.
- Fall
  - Run conference announcement in fall and winter newsletters.
- Month of Conference
  - Prepare luncheon program and breakfast agenda. Be sure to list the vendors and others who helped with the conference.
  - Organize head table at luncheon and breakfast (if applicable)
  - Provide conference evaluation sheets for conference packets. Request that this form be returned at the end of the conference.
- After the Conference
  - Send thank you notes to President of host college and luncheon speaker.

### Site Coordinator:

- Spring
  - Reserve meeting rooms (7 classrooms, 1 computer lab, 1 large lecture hall, and 1 room with multimedia capabilities for each hour)
  - Reserve area for vendors (large enough to accommodate 12 vendors, each with 8 x 4 ft floor area) plus also provide easy movement for 80 to 100 participants. Most vendors need access to electrical outlets and internet access.
  - Reserve room for luncheon (first day of conference) and breakfast (second day of conference) with 150 eating spaces.
- Fall
  - Get a caterer for the luncheon (\$7 - \$10 per plate) and breakfast (\$5 - \$8).
  - Reserve a conference room for the Executive Board meeting on the evening before the first day of the conference, from 4:00 - 7:00 PM.
  - Provide local map, campus map, and hotel information to President-Elect and webmaster.
  - Reserve block of motel rooms (40 - 50)
- Month of Conference
  - Give the caterer a final count for meals one week before the conference.
  - Make sure the meeting rooms have overhead projectors and markers.
  - Prepare hospitality room with goodies throughout the conference. This should be close to the vendor area.
  - Provide goodies from host school for conference packet for attendees.
  - Decorate tables at luncheon and breakfast.
  - Make sure that head table at meals has a podium.
  - Have tables set up in lobby and near vendors for registration tables (both days of conference).
  - Request ambassadors to help out at registration tables (both days).

### President-Elect:

- September
  - Put call for presenters in fall newsletter.
  - Put the following in the fall newsletter: conference registration form, preliminary highlights, reminder to look for hotel information on the website by November 1.
  
- October
  - Send call for presenters letter to all NC community colleges as well as 4-year colleges and universities in care of math department chairperson and/or mathematics education chairperson.
  
- January
  - Plan the conference program within guidelines established by the Board:
    - Two-day conference with the first session no earlier than 9 AM on the first day of the conference and the last session on the second day completing no later than 2 PM.
    - At least 30 minutes of conflict-free vendor time.
    - Time slot for business meeting.
    - Time for committee meetings.
    - Approximately 4 sessions/workshops each period.
  - Send letters to presenters to verify information and tell them when they are scheduled to speak. Ask them if they need a presider or certain equipment that can be provided.
  - Coordinate with the webmaster to publish the conference program on-line.
  - Include local map and campus maps in the conference program, to be provided by the site coordinator.
  
- February
  - Prepare the conference program booklet, having copies printed for all attendees, speakers, and vendors.
  - Notify the site coordinator if there is any reserved space you don't need.
  - Send speaker list to treasurer.
  
- After the conference
  - Send thank you notes to all presenters.
  - Submit article to newsletter giving a conference summary.

### Regional Vice-President:

- September
  - Send letter to potential vendors inviting them to display at the conference (\$150), sponsor the luncheon or breakfast (\$1200), or help sponsor the hospitality room and decorations(\$800).
  - Offer ads in our program to the vendors as follows: 4" x 3" space for \$50; 4" x 6" space for \$80.
- February
  - Determine the vendors' space and equipment needs. Send this information to the President-Elect.
  - Collect money from the vendors and mail it to the treasurer.
  - Be sure that the vendors know that they are welcome at the luncheon, breakfast, and hospitality room.
- After the conference
  - Send thank you notes to vendors.

### Treasurer:

- February/March
  - Prepare registration packet for attendees.
  - Prepare notebook of conference participants.
  - Schedule people to work at the registration table for both days.
- During the conference
  - Set up registration tables. Make sure that there are extra registration forms and programs.
- After the conference
  - Mail a list of conference participants to president and past-president.

### All Vice-Presidents:

- Help recruit 7 - 8 presenters.
- Serve on committee to select winners of the minigrants, chaired by the Past-President.

### Past President:

- Chair committee for selecting winners of the minigrants which is selected at the Board meeting. The winners are to be announced at the Business Meeting. The committee is comprised of the regional Vice-Presidents.
- Make sure that the winners of the minigrants are presenters at the next conference.