

NEXT MAA REVIEW YEAR: 2021

(<https://drive.google.com/file/d/1qrxtLQZuXOWsVT33hzZEzqphHVd1Ceg6/view>)

DRAFT: This document is being constructed to allow for clarity and transparency in officer duties. Past documents, including the SIGMAA MCST charter, were consulted in the creation of this document. Please take a look and provide feedback.

SIGMAA MCST Chair

1. Delegate responsibilities as appropriate.
2. Ensure the officers of the SIGMAA are meeting all necessary deadlines. Manage the SIGMAA's Google calendar.
3. Preside over the annual business meeting.
  - a. Ensure the Chair-Elect has requested a room for the business meeting.
  - b. Circulate an agenda via email one month in advance
  - c. Ask for additional agenda items at that time.
  - d. Allow for ample time for discussion.
  - e. Seek to achieve consensus.
4. Organize and direct the activities of the group.
  - a. Appoint a JMC Associate Editor, in coordination with the JMC Editor(s) in Chief.
  - b. Appoint a Newsletter/Web Page Editor.
  - c. Approve TCPS session proposal
  - d. Ensure the Program Coordinator organized/delegated a TCPS.
  - e. Maintain and moderate the SIGMAA's listserv during the transition to MAA CONNECT (as needed)
5. Be the chief spokesperson for the SIGMAA.
  - a. Serve as a liaison with the MAA administration and with other organizations.
  - b. Write a regular column for the web page to keep members apprised of SIGMAA activities, in conjunction with the Chair-Elect.
  - c. Primary user of the sigmaa.mcst Google account.
  - d. Send a representative to the Project NExT networking fair as invited.

### SIGMAA MCST Past-Chair

1. Assist the Chair and the Chair-Elect as needed
2. Chair the Nominating Committee. (Submit ballot information no later than Sept 25.)
3. Ensure the Chair holds an annual business meeting

## SIGMAA MCST Chair-Elect

1. Assist the Chair.
  - a. Monitor deadlines and remind chair, as needed, of upcoming requirements.
  - b. Maintain [sigmaa.mcst@google.com](mailto:sigmaa.mcst@google.com) account, including calendar, email forwarding, and login information.
  - c. Maintain and update [sigmaa-mcst-leadership@googlegroups.com](mailto:sigmaa-mcst-leadership@googlegroups.com) account.
  - d. Prepare an activities entry for the newsletter prepared by the chair.
2. Maintain the membership roll of the SIGMAA
3. Develop and retain membership. (This includes circulating a flyer of MCST related events at math meetings, in coordination with AIM.) ... MAA CONNECT posts? Reception coordination with AIM?
4. Submit the request for the annual business meeting to the MAA (February?)

### SIGMAA MCST Program Coordinator

1. Propose and arrange for invited speakers
  - a. Organize/delegate TCPS proposal authorship (who will submit the TCPS request).
2. Implement special sessions at the JMM and Mathfests, after consulting with other officers. (Math wrangle, MTC/MC demo)
  - a. Take a count of attendees at special sessions.
  - b. Advertise locally.
  - c. Recruit table leaders etc.
3. Arrange speakers and special sessions at sectional MAA meetings, workshops, conferences, et cetera.
4. Correspond with the Associate Secretary of the MAA on matters related to activities at national meetings of the Association.
5. Assist the Secretary/Treasurer, as needed, with correspondence, and recording and disseminating information about the activities of the SIGMAA.

### SIGMAA MCST Secretary-Treasurer

1. Keep an ongoing record of the affairs of the SIGMAA on the SIGMAA Google Drive.
  - a. Take minutes (or delegate a minute taker) at any SIGMAA meetings.
  - b. Prepare the annual report for the MAA. (Gather information by the end of February.)
2. Submit written reports to the MAA as required. (This includes the Annual Report due March 15.)
3. Be responsible for all finances of the SIGMAA and financial reports as required.

SIGMAA MCST JMC Associate Editor

1. Serve as an Associate Editor for the Journal
2. Coordinate communication between the SIGMAA and the JMC Editorial Board
  - a. Promote JMC during the SIGMAA sessions
  - b. advise on special JMC issues related to SIGMAA activities

## SIGMAA MCST Newsletter/Web Page Editor

1. Maintain the SIGMAA's website to ensure it is active and usable.
  - a. Two-to-four weeks prior to each national meeting, post SIGMAA activities that will be held at the meeting.
  - b. During each national meeting, collect slides and information from presenters.
  - c. Within two-to-four weeks after each national meeting, post materials from the meeting.
2. Disseminate information to the SIGMAA membership through MAA CONNECT (as needed)