DRAFT: In this document, are some excerpts from other documents/websites. Each officer gets their own section. At the top of each officer’s section is an itemized list of tasks. Some of these tasks have deadlines written down. After these tasks are the excerpts that lead to the tasks. Sources for details primarily came from the meeting on 4/7/2020, the proposed SIGMAA MCST charter, and the old responsibility list from 2016. Some items got shuffled since the 4/7/2020 meeting based on old documents that had previously determined that item should go to certain officers.

**General SIGMAA Business**

- Secretary-Treasurer submits annual report by March 15
- Past-Chair submits ballot information by September 25.
- Web page editor takes stock/overhauls website by Aug 31 and Jan 31
- Chair sends out newsletter via listserv during March/Apr and Aug/Sept

**SIGMAA MCST Chair**

1. Delegate responsibilities as appropriate.
2. Ensure all 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.

Commented [1]: From a 2016 document.
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.

From the charter:
The SIGMAA MCST Chair will preside over the annual business meeting held during the JMM or the MathFest. The Chair will circulate an agenda via e-mail one month in advance and will ask for additional agenda items at that time. The Chair will allow ample time for discussion and will seek to achieve consensus.

The Chair will preside at SIGMAA meetings, will organize and direct the activities of the group, will serve as liaison with the MAA administration and with other organizations, and will be the chief spokesperson for the SIGMAA. In this last capacity, the Chair will write a regular column for the Web page to keep members apprised of SIGMAA activities. The Chair will work in coordination with the JMC Editor(s) in Chief to appoint the JMC Associate Editor. The Chair also appoints the Newsletter/Web Page Editor.

Coordinating with others/delegates

Does things by the deadlines

Google account primary person

Booth requests

1. Ensure submission deadlines for meetings are met ------ Chair?
2. Manage Google calendar – Pair with deadline task (1)
3. Ensure that an annual business meeting is held each year --- Chair (oversight by Past Chair)
4. Submit request for annual business meeting to MAA --- Chair elect (oversight by chair).
   (timeline: check Google calendar – maybe February?)
5. NExT networking fair Wed afternoon of MathFest; ensure SIGMAA-MCST is represented – Chair is invited by Project NExT and chooses a delegate who can attend. (timeline: February commitment for Mathfest)
6. [Approve MAA Connect posts (will completely replace listserv in the future)]

Commented [2]: Chair-Elect? Seems like this falls with maintaining and developing membership.
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

In addition to assisting the Chair and the Chair-Elect, the Past-Chair will chair the Nominating Committee. The Past-Chair will also perform other duties as may be prescribed from time to time by the Executive Committee.

   Recruit candidates for elections
   Submit annual report with input from executive committee

1. Ensure that an annual business meeting is held each year --- Chair (oversight by Past Chair)
2. Annual report - due March 15 --- Past Chair (oversight by current chair) (done in the past by secretary)
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 account, including calendar, email forwarding, and login information.
   c. Maintain and update 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?)

In addition to assisting the Chair, the Chair-Elect will maintain the membership roll and will have primary responsibility for membership development and retention. The Chair-Elect will also perform other duties as may be prescribed from time to time by the Executive Committee

Chair-Elect

   Learn from Chair
   Google account back up person
   Remind chair of deadlines
   Proofread TCPS proposals
   Circle activities flyer/TCPS/reception/demo/synergistic events (optional) (post on MAA connect) (oversight by chair) (added to archive) (in coordination with AIM)

1. Submit request for annual business meeting to MAA --- Chair elect (oversight by chair).
   (timeline: check Google calendar – maybe February?)

2. Maintain sigmaa.mcst@google.com account, including calendar, email forwarding, and login information --- chair elect? (executive committee has access, too)
The Program Coordinator will propose and arrange for invited speakers and the implementation of special sessions at the JMM and MathFests, after consulting with other officers. The Program Coordinator will help to arrange speakers and special sessions at sectional MAA meetings, workshops, conferences, et cetera. The Program Coordinator will correspond with the Associate Secretary of the MAA on matters related to activities at national meetings of the Association. The Program Coordinator will assist the Secretary/Treasurer, as needed, with correspondence, and recording and disseminating information about the activities of the SIGMAA.

Math wrangle (optional)

MTC or MC demo (optional)

Take a count of attendees (just an n)

Advertise locally

Recruit table leaders etc.

Organize/delegate TCPS proposal authorship (oversight by chair-elect) (required)

Delegated TCPS organizers to submit the session proposal, read submitted proposals for the session, and moderate the TCPS

Turn in JMM and Mathfest requests?
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.

The Secretary-Treasurer will keep a record of the affairs of the SIGMAA, handle correspondence, and submit written reports to the MAA as required. In addition, the Secretary-Treasurer will be responsible for all finances of the SIGMAA and for preparation of financial reports as required.

Article VI. Finances

Section 1. An annual MAA dues supplement shall be assessed for each member of this SIGMAA. The dues supplement will be used to support in part the activities of this SIGMAA. The manner of collection and disbursement of these funds will be determined by the MAA Executive Committee. This dues supplement will be $10 per year. This SIGMAA may formally request a change in this amount through a request to the MAA Committee on SIGMAAs, which after consideration will forward a recommendation to the MAA Executive Committee. The MAA Executive Committee may also initiate a request for a change in the dues supplement.

Section 2. This SIGMAA shall submit a budget for each calendar year to the MAA Director of Programs and Services no later than March 15 of the preceding year. It shall include the projected cost for any regularly planned activities, including receptions, room charges, equipment, et cetera, at national meetings. The budget is subject to the approval of the MAA Executive Committee.

Section 3. This SIGMAA may apply to the MAA for specific funding beyond that provided by the dues supplement. All requests for funds shall be substantiated in a budget for the proposed expenditures.

Secretary/Treasurer

Write things down

Minutes at business meetings/delegate minute keeper at business meeting

Track the money

Google drive access for filing reports

Provide information to Past Chair/Chair for Annual Report.

1. Ensure meeting minutes are distributed and archived --- Secretary
2. Budget - maintain records and disburse funds? – Secretary/Treasurer
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

The Journal of Math Circles (JMC) Associate Editor will be responsible for serving as an Associate Editor for the Journal while coordinating communication between the SIGMAA and the JMC Editorial Board, which may include promoting JMC during the SIGMAA sessions, advising on any special JMC issues related to SIGMAA activities, and any other communication, as needed.
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)

The Newsletter/Web Page Editor will be responsible for maintaining the SIGMAA’s web site and for dissemination of information to the SIGMAA membership, and will also maintain and moderate the SIGMAA’s listserv.

Commented [6]: The listserv and this task will go away in June. I don’t think it makes sense for the web page editor to moderate MAA Connect. As above, that should go to the chair-elect.