

OUCTM Officer Packet for the 2012-2013 School Year

Congratulations on deciding to apply for a leadership position in OUCTM. Your application reflects a willingness to take on the responsibility and benefits of being an executive board member. The executive board of OUCTM is responsible for making OUCTM a successful organization that provides professional development and experience for its members as well as service to the community. The many accomplishments that OUCTM leaders have enjoyed include:

- Development of strong leadership skills;
- Working closely with faculty and administration;
- Attending OCTM and NCTM conferences (with support when available);
- Networking with math education students and teachers around the state;
- Guiding OUCTM's activities;
- Developing friendships that will last a lifetime;
- Job opportunities;
- Improving your knowledge of mathematics and education.

Your experience as an OUCTM officer will prepare you as an educator and give you experiences and opportunities that will help you stand out to employers. This is a chance to be a leader at Ohio University and to participate in an organization that works *for* students. Good luck in the application process, and thank you for your dedication to OUCTM and mathematics education!

Cordially,

Patrick Brust,
OUCTM President, 2011-12.

Officer Positions, Duties and Requirements

**As an officer of OUCTM you will meet at least once per week with other officers in addition to general member meetings every other week. Being an officer of OUCTM requires a great deal of commitment on your part, but is a great experience!*

President

Junior or Senior;
NCTM member;
Work with Faculty Advisor and Vice-President;
Plan agendas for exec. and member meetings;
Facilitate meetings;
Submit annual report to NCTM;
~10 hours per week.

Vice-President

Sophomore or Junior or Senior;
Assume duties of any officer in his/her absence;
Maintain website;
Assist President;
~7 hours per week.

Public Relations/Secretary

Record meeting minutes and send to members;
Maintain bulletin board;
Maintain the OUCTM ListServ;
Promote OUCTM events and organization;
Publicize events (fliers, bulletins, E-news, etc.);
Coordinate member activities;

~7 hours per week

Treasurer

Attend Ohio University's Treasurer training;
Keep track of account balance;
Collect and keep track of dues;
Issue checks;
Pay NCTM affiliate dues by March 1;
Facilitate fundraising for the organization;
Plan at least 1 fundraiser per quarter;
~7 hours per week.

NCTM/OCTM/Tutoring Representative

NCTM Member;
Manage OCTM memberships;
Communicate NCTM information to members;
Submit new officer information to NCTM;
Member information to NCTM by December;
Coordinate tutoring program;
Inform area school districts about tutoring services;
~7 hours per week;

2012-2013 OUCTM Officer Application

Name: _____ Email: _____ Phone: _____

Last 4 digits of PID: _____ (to be used for fac. advisor to verify min. 3.0 GPA)

Positions Applying For:

Indicate order of preference with 1,2,3, etc. with "1" being most preferred. Leave blank any position for which you are not interested.

_____ President
_____ Vice-President
_____ Treasurer

_____ PR/Secretary
_____ NCTM Representative/Tutoring
Coordinator

Class Rank This Year: Fr So Jr Sr Grad

Current GPA: _____ **Major(s):** _____

Other organizations (and roles) in which you are involved: _____

Past Leadership Experiences:

Will you be engaged in any significant activities this coming year that limit your schedule?
(E.g. professional internship (student teaching), significant work hours) Explain.

In a typed, attached document, please answer the following questions:

1. Why are you becoming a mathematics teacher?
2. What OUCTM events were you involved with this year?
3. Why would you be a good candidate for the position(s) for which you are applying? (Be specific.)
4. What ideas do you have to make OUCTM better this year?

APPLICATION DUE: Friday, April 29 by noon. Email the application to Patrick Brust (pb125807@ohio.edu) or give it to any OUCTM officer.

I have read this packet and understand the responsibility and dedication that comes with being chosen to be an officer of OUCTM. I agree to commit fully to those responsibilities if I am chosen for a position.

Signature: _____ Date: _____