

OUCTM Officer Packet for the 2014-2015 School Year

Congratulations on deciding to apply for a position as an officer of OUCTM. Officers take on much responsibility but enjoy many benefits that come along with leadership. We are looking for responsible, dedicated, and creative leaders to help guide this vibrant organization. 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. OUCTM benefits include:

- **Development of strong leadership skills;**
- **Working closely with faculty and administration;**
- **Attending OCTM and NCTM conferences at reduced cost (depending on fund-raising);**
- **Networking with math education students and teachers around the state;**
- **Guiding OUCTM's activities;**
- **Developing friendships that will last a lifetime;**
- **Job opportunities;**
- **Membership in OCTM (state organization) and NCTM (national, in years where available);**
- **Tutoring area students, thus gaining valuable experience teaching mathematics;**
- **Improving your knowledge of mathematics and education.**

Being an OUCTM officer prepares you as an educator and gives you experiences and opportunities that make you stand out to employers. This is a chance to be a leader at Ohio University, and in the state of Ohio (through OCTM board participation) and to help guide an organization that works *for* students. Good luck in the application process, and thank you for your dedication to OUCTM and mathematics education!

Cordially,

Sarah Shapiro
OUCTM President, 2013-14

Officer Positions, Duties and Requirements

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

Note that a minimum GPA (overall) of 3.0 is required to apply for and to continue to be an OUCTM officer.

President

Required: Junior or Senior and NCTM member;
Plan agendas for exec. and member meetings;
Facilitate meetings;
Submit annual report to NCTM;
4-5 hours per week.

Vice-President

Assume duties of any officer in his/her absence;
Maintain website and bulletin board;
Reserve spaces for meetings and OUCTM events;
Facilitate fundraising for the organization;
3-4 hours per week.

Treasurer

Attend Ohio University's Treasurer training;
Account management;
Collect and keep track of dues and membership;
Request checks and reimbursements;
Pay NCTM affiliate dues by NCTM deadline;
2-3 hours per week (more at start of year, less near end).

NCTM/OCTM Representative

Required NCTM Member;
Communicate NCTM information to members;
Manage OCTM memberships;
Submit new officer information to NCTM;
Member information to NCTM by December;
<1 hour per week.

Tutoring Coordinator

Check tutoring email account daily and respond promptly and professionally to parent requests;
Inform area school districts about tutoring services;
Match available tutors to tutoring requests;
5-7 hours per week.

Public Relations/Secretary

Record meeting minutes and send to members;
Maintain the OUCTM ListServ;
Promote OUCTM events and organization;
Publicize events (fliers, bulletins, E-news, etc.);
Coordinate member activities;
4-5 hours per week.

2014-2015 OUCTM Officer Application

Name: INSERT NAME

Catmail: xx#####@ohio.edu

Last 4 digits of PID: #####

Phone: ###-###-#### **Txt OK?** Yes/No

Class Rank This Year (2013-14): Fr So Jr Sr Grad

Current GPA: ##

Major(s) (Be specific—not “education”): ANSWER.

Other organizations in which you are involved: ANSWER.

Past Leadership Experiences: ANSWER.

Are there any roles on the previous page that you would prefer (and why)? Are there any roles on the previous page that you would prefer NOT to have (and why)?
ANSWER.

Will you be engaged in any significant activities this coming year that limit your schedule? For instance: professional internship (student teaching), significant hours of employment, etc.? Explain the timing and nature of those duties.

ANSWER

The application continues on the reverse.

In one page or less (typed please), answer the following questions:

1. Why are you becoming a mathematics teacher?
2. What OUCTM events were you involved with in the past two years (if any)?
(This is NOT a requirement to be considered for a leadership role.)
3. Why would you be a good candidate for the position you are applying for?
4. What ideas do you have for OUCTM this upcoming academic year?
5. How would you improve membership and attendance in/at OUCTM?

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. I understand that the faculty advisor for OUCTM will check my academic record to verify the GPA on this application and may check my academic record throughout my period of leadership to verify minimum GPA requirements. The Faculty Advisor will verify eligibility of the candidate to the executives but will not share information about academics beyond that.

Applicants may be asked to sit for an interview with current officers.

APPLICATION DUE: Monday, April 21, 2014 by 3pm. You can email the application to Dr. Bob Klein (kleinr@ohio.edu) or give it to any OUCTM officer/advisor. A print or electronic copy is fine. If electronic, please type “signed electronically by <name?>” below.

Signature: _____

Date: April ____, 2014

Revised: 20140414BK

2013-14 OUCTM Executive Leadership:

President	Sarah Shapiro (graduating 2014)	ss215309@ohio.edu
PR/Vice-President	Shannon Tynan (graduating 2014)	st233809@ohio.edu
Treasurer	Lori Bertrand	lb455611@ohio.edu
Secretary	Michelle McConkey (graduating 2014)	mm309709@ohio.edu
NCTM Rep & Tutoring Coordinator	Amanda Rinaldi	ar723811@ohio.edu
Faculty Advisor	Bob Klein	kleinr@ohio.edu