

To maintain Active Member status in MEMU, members must attend a minimum of two meetings and must participate in at least one service project of the organization per semester. The meetings attended can be any combination of meetings sponsored by MEMU. This includes business meetings, programs sponsored by MEMU, and committee meetings.

Officer position descriptions:

PRESIDENT:

- preside over all General Member meetings and Executive Board meetings.
- address any problems that arise.
- plan the agenda for meetings.
- be in charge of service projects.
- coordinate all activities of the organization.
- maintain a positive atmosphere in the organization.
- perform other such duties as may be required by the By-Laws or by resolutions of the Executive Board.

VICE PRESIDENT:

- assist the president.
- substitute for the president and other officers in their absence.
- coordinate recruitment of new members throughout the school year.
- work with advisors to complete applications for grant funding opportunities.
- perform other such duties as may be required by the By-Laws or by resolutions of the Executive Board.
- make the sign-up forms for fundraisers, special meetings, and volunteer opportunities
- work collaboratively with the treasurer on fundraising opportunities

SECRETARY:

- take accurate minutes at meetings and distribute them to members.
- notify members of changes to schedule.
- log all events (number of people, contact information, etc.).
- keep record of all organization documentation.
- perform other such duties as may be required by the By-Laws or by resolutions of the Executive Board.

TREASURER:

- supervise the financial administration of all revenue.
- periodically report to the Executive Board and general membership on the financial condition of the organization.
- perform other such duties as may be required by the By-Laws or by resolutions of the Executive Board.
- work collaboratively with the vice president on fundraising opportunities

NCTM REPRESENTATIVE:

- remain current on and report on actions of the National Council of Teachers of Mathematics (NCTM).
- represent MEMU at annual affiliate meetings, if able to attend.
- vote at NCTM's delegate assembly.
- perform other such duties as may be required by the By-Laws or by resolutions of the Executive Board
- **If no member runs for NCTM representative, the vice president takes on the duties.

PUBLICIST:

- publicize meetings via e-mail, Facebook, and printed fliers.
- make flyers for events
- be in charge of the GetInvolved Account
- perform other such duties as may be required by the By-Laws or by resolutions of the Executive Board