

PART II - DUTIES OF GMC BOARD MEMBERS

GMC Program Chairs (3)

All GMC Board Members shall:

1. Attend the entire conference.
2. Conform to all deadlines for this position.
3. Submit an electronic copy of all handouts for GMC Board meetings to the Director of Records by the date of the meeting.
4. Submit the projected budget needs for your position to the GCTM Treasurer (Dec 1).
5. Submit to the GCTM Treasurer, on Form T, an account of all expenses incurred, up to the budgeted amount. (as needed)
6. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
7. Transfer the records of this office to the successor and the Executive Director within ten days following the end of the term of office. (November)
8. Mentor intern throughout the internship year, preparing him/her for the succession to the position.
9. *As needed* to fulfill the duties specified in these policies, execute contracts on behalf of the GMC Board subject to approved budget limits.

10. Serve as member of the Program Committee from time of appointment.
(*all year, year 1 and 2*)
Serve as Chair of the GMC Program Committee. (*all year, year 3*)

11. Assume primary responsibility for the recruitment of all speakers and presiders for the GMC. This is to be accomplished by coordinating the activities of the GMC Program Committee and delegating specific recruitment responsibilities to the committee members. (all year)

12. Call at least 2 meetings of the GMC Program Committee, the first one to be held at the conference or no later than 30 days following the previous conference. (October – February)

13. Be responsible for soliciting recommendations for speakers and presiders at the current conference and during the year. Distribute speaker and presider forms to various persons in the state who would be likely to recommend worthy speakers. Establish the dates that these are to be sent out and the dates when they shall be returned to the Program Chair.

PART II - DUTIES OF GMC BOARD MEMBERS

14. Ensure, with the assistance of the GCTM President and Conference Coordinator, that featured speakers are recruited and contracted as soon as possible. Contract with each keynote speaker and secure exact information, including SSN, concerning travel plans and length of stay at GMC. Communicate with speakers regarding reimbursed expenses and agreed amount of honorarium. (August) Future program chairs may contract up to the amount budgeted for the current fiscal year. Copies of the contracts will be forwarded to the GCTM Treasurer.
15. Ensure that the Program Committee has representation from various levels. Form subcommittees for securing speakers at the first meeting of the Program Committee. Typical subcommittees will be Pre-K, early childhood, elementary, middle grades, secondary, college, technical school, teacher education, and general interest. Supply each subcommittee with names of possible speakers for its category. The Program Committee will also decide how many sections there should be, contingent on space available. This information is provided by the Conference Coordinator.
16. Confer with GCTM President and Conference Coordinator concerning the placement of the GCTM business meeting on the GMC program. (April)
17. The Program Chair will provide the subcommittees with forms to use in inviting participants and for the participants to respond. The Program Chair or designee will forward a list of screened, proposed participants that have been assigned to each subcommittee. Each subcommittee must, after the meeting, notify the Program Chair when a person on his/her list is not to be invited by that subcommittee. No subcommittee shall invite any participant not on its list without first checking with the Program Chair to confirm that that person is not on the list for another area.
18. Maintain regular communication with chairs of the Program subcommittees.
19. Maintain regular communication among all appointed Program Chairs to avoid conflicts in scheduling speakers.

PART II - DUTIES OF GMC BOARD MEMBERS

20. Proof final draft of preliminary and final program before program is sent for printing. (June & September)
21. Give a copy of Form T to each member of the GMC Program Committee. These forms are to be collected by the GMC Program Chair, approved by him or her, and submitted to the GCTM Treasurer as a package. (Form T available from GCTM Treasurer)
22. Be responsible for an article for the appropriate issue(s) of Reflections concerning the upcoming conference. (Spring Reflections issue)
23. Provide a list of program committee members to the Director of Registration. (August)
24. Pre-register each keynote speaker. (September)
25. Arrange for transportation for keynote speakers to and from the GMC site and for special housing arrangements.
26. During the conference, verify in conjunction with the Conference Coordinator, that all speakers and presiders have appeared.
27. Give a copy of Out of State Speaker Expense Report Form to each keynote speaker, in packet, as needed. (Form available from GCTM Treasurer.)
28. Give a copy of Form S to each speaker, in packet. (Form S available from GCTM Treasurer.)
29. Attend the NCTM National Meeting to recruit keynote speakers for the next calendar year's conference. (i.e. attend the NCTM conference in 2000 for the 2001 GMC)
30. Submit the projected budget needs of the Program Committee and the Program Chairs to the GCTM Treasurer (Dec 1).
31. Provide an annual report to the Executive Director. (December)

PART II - DUTIES OF GMC BOARD MEMBERS

GMC Board Chair

All GMC Board Members shall:

1. Attend the entire conference.
2. Conform to all deadlines for this position.
3. Submit an electronic copy of all handouts for GMC Board meetings to the Director of Records by the date of the meeting.
4. Submit the projected budget needs for your position to the GCTM Treasurer (Dec 1).
5. Submit to the GCTM Treasurer, on Form T, an account of all expenses incurred, up to the budgeted amount. (as needed)
6. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
7. Transfer the records of this office to the successor and the Executive Director within ten days following the end of the term of office. (November)
8. Mentor intern throughout the internship year, preparing him/her for the succession to the position.
9. *As needed* to fulfill the duties specified in these policies, execute contracts on behalf of the GMC Board subject to approved budget limits.

10. Serve as a member of the GCTM Executive Committee (all year)
11. Serve as a member of the GMC Program Committee. (all year)
12. Coordinate the functions of the GMC Board of Directors. (all year)
13. Call meetings of the Board of Directors. (as needed)
14. Preside at all meetings of the GMC Board of Directors. (as needed)
15. Arrange, in conjunction with the Director of Facilities, for a conference site including housing, meeting room, meals and other costs for the GMC at least one year in advance of the conference to be held.
16. Secure, in conjunction with the Director of Facilities, a written confirmation (contract) of all arrangements for the GMC site. Submit the

PART II - DUTIES OF GMC BOARD MEMBERS

proposed contract to the GMC Board of Directors for final approval.

17. Send a letter to all interns of the GMC Board of Directors reminding them of their obligation to attend all meetings of the GMC Board.
18. Notify the GCTM President, the GMC Program Chair, the Conference Coordinator, and the GCTM Executive Director as soon as the written confirmation of all arrangements for the GMC site has been secured. (January)
19. Submit all information concerning the GMC site, housing, meeting rooms, meals and other related information to the Conference Board.
20. Assure that all accounts with the GMC site are settled at the conclusion of the GMC. (as soon as possible following the conclusion of the conference)
21. Arrange for refreshments at all GMC Board meetings.
22. Proof the final draft of the preliminary and final programs, before the program is sent from printing.
23. Provide an annual report to the Executive Director. (December)

PART II - DUTIES OF GMC BOARD MEMBERS

Conference Coordinator

All GMC Board Members shall:

1. Attend the entire conference.
2. Conform to all deadlines for this position.
3. Submit an electronic copy of all handouts for GMC Board meetings to the Director of Records by the date of the meeting.
4. Submit the projected budget needs for your position to the GCTM Treasurer (Dec 1).
5. Submit to the GCTM Treasurer, on Form T, an account of all expenses incurred, up to the budgeted amount. (as needed)
6. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
7. Transfer the records of this office to the successor and the Executive Director within ten days following the end of the term of office. (November)
8. Mentor intern throughout the internship year, preparing him/her for the succession to the position.
9. *As needed* to fulfill the duties specified in these policies, execute contracts on behalf of the GMC Board subject to approved budget limits.

10. Serve as a member of the GMC Program Committee. (all year)
11. Submit to the GMC Program Chair, on Form T, an account of all expenses incurred as a member of the Program Committee to the Program Chair. (Form T is to be obtained from the Program Chair. As needed.)
12. Send a final draft of both programs to the Executive Director, the Chair of the GMC Board of Directors, the Program Chair, Director of Facilities, Director of Special Events, and Director of Registration. (Preliminary program in July, Final in September)
13. Make arrangements for the printing of the program book. (June)
14. Proof the final draft of the preliminary and final programs, before the program is sent from printing.

PART II - DUTIES OF GMC BOARD MEMBERS

15. Forward the material for the program book to the printer. (July & September)
16. Be responsible for mailing the program book.
17. Send 5 copies of the preliminary program to the conference site.
18. Prepare, in conjunction with the Program Chair, letters to all speakers and presiders informing them of the time and place of their presentations. Include forms for expenses, facility needs and registration information. Information that will be printed in the program book shall be included. A copy of all mandated correspondence from this office is forwarded to Board Chair. (June)
19. Receive the following:
 - The registration directions and other information for the GMC program book from the Director of Registration. No changes may be made in the registration information without the approval of the GMC Director of Registration.
 - The program format/structure/content from the GMC Program Chair. No changes may be made in the material received without the approval of the GMC Program Chair.
 - Speaker proposal forms.
20. Add names and addresses of all speakers to the program mailing list.
21. Be responsible, in conjunction with the Program Chair, for the assignments of rooms and times for the sessions of the GMC.
22. Send thank you letters to speakers.
23. Ensure that a GCTM business meeting is scheduled during the GMC at a time agreeable with the GCTM President and Program Chair. (April)
24. Prepare a registration packet for speaker's arrival that includes the speaker ribbon. Prepare presider packets that include the presider ribbon, evaluation forms, and information about other sessions at that time slot.

PART II - DUTIES OF GMC BOARD MEMBERS

25. Send the Director of Registration a list of speakers as soon as program is set. Keep the Director of Registration informed of changes to the list of speakers.
26. Personally handle all program changes and prepare a program supplement for distribution at the GMC.
27. Enlist several persons to substitute for any speakers or presiders who do not come to the GMC. (October)
28. Maintain close communication with the Director of Facilities prior to final site configuration.
29. Provide information to Director of Facilities, Program Chair, and GMC Board Chair final site configuration plans including individual room set-ups for all times during the conference.
30. Arrive early at the conference. Ensure that programs have been delivered. Set up speaker and presider check-in table. Ensure that speaker and presider check-in table is manned throughout the conference. Work with Director of Facilities to ensure that rooms are set up.
24. Provide an annual report to the Executive Director. (December)

PART II - DUTIES OF GMC BOARD MEMBERS

GCTM Treasurer:

All GMC Board Members shall:

1. Attend the entire conference.
 2. Conform to all deadlines for this position.
 3. Submit an electronic copy of all handouts for GMC Board meetings to the Director of Records by the date of the meeting.
 4. Submit the projected budget needs for your position to the GCTM Treasurer (Dec 1).
 5. Submit to the GCTM Treasurer, on Form T, an account of all expenses incurred, up to the budgeted amount. (as needed)
 6. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
 7. Transfer the records of this office to the successor and the Executive Director within ten days following the end of the term of office. (November)
 8. Mentor intern throughout the internship year, preparing him/her for the succession to the position.
 9. *As needed* to fulfill the duties specified in these policies, execute contracts on behalf of the GMC Board subject to approved budget limits.
-
10. Keep an accurate record of all receipts and expenditures related to the GMC. (all year)
 11. Deposit to the GCTM account, any monies received. (as needed)
 12. Request budget recommendations by November 1. Prepare and present a proposed budget to be submitted to the GMC Board of Directors in January, for the next fiscal year. With their concurrence, submit the proposed budget to the GCTM Executive Committee for approval in May.
 13. Prepare a financial statement for presentation at each meeting of the Board of Directors and an ending financial statement for each fiscal year. (ordinarily by the January meeting)

PART II - DUTIES OF GMC BOARD MEMBERS

14. Submit the financial records of the GMC to the evaluator(s) chosen by the GCTM Finance Committee. (November)
15. Furnish Form T to all GMC Directors and ex-officio members of the Board. (as needed)
16. Pay all expenses within the approved budget, which are properly submitted on Form A, Form T, or Form S. (as needed)
17. Pay all expenses not within the approved budget only with the written approval of the GMC Board Chair and only when properly submitted on Form T.
18. Receive from the Program Chair a combined package of program committee expenses and disburse approved expenses to individual committee members.
19. Secure GCTM Executive Committee approval of budgets at GCTM budget meeting in May.

PART II - DUTIES OF GMC BOARD MEMBERS

Director of Exhibits

All GMC Board Members shall:

1. Attend the entire conference.
2. Conform to all deadlines for this position.
3. Submit an electronic copy of all handouts for GMC Board meetings to the Director of Records by the date of the meeting.
4. Submit the projected budget needs for your position to the GCTM Treasurer (Dec 1).
5. Submit to the GCTM Treasurer, on Form T, an account of all expenses incurred, up to the budgeted amount. (as needed)
6. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
7. Transfer the records of this office to the successor and the Executive Director within ten days following the end of the term of office. (November)
8. Mentor intern throughout the internship year, preparing him/her for the succession to the position.
9. *As needed* to fulfill the duties specified in these policies, execute contracts on behalf of the GMC Board subject to approved budget limits.

10. Confer with Conference Board Chair as to the location of the exhibits. (January)

11. Invite prospective exhibitors for the GMC. The invitation shall include information on exhibition times, local housing facilities, location of the site, space available for each exhibitor, a solicitation for advertising in the GMC Program Book, etc. A copy of Form V shall be sent with each invitation. (November and February)

12. Communicate with exhibitors how to obtain a copy of the preliminary conference program by August or early September. (August)

13. Receive exhibitor registration and fees from each exhibitor. Forward fees to GCTM Treasurer. (complete by August)

PART II - DUTIES OF GMC BOARD MEMBERS

14. Director of Exhibits may form a committee to assist in carrying out duties required at the conference.
15. Provide nametags for all exhibitors, as needed. (October)
16. Request meal tickets for exhibitors from the Director of Registration. (October)
17. Arrange for collection and distribution of door prizes to be given at the GMC. (October)
18. Inform all exhibitors of the dates of the next GMC. (on site, October)
19. Supervise exhibits at the GMC site.
20. Submit to the Director of Facilities a copy of the vendor floor plan thirty (30) days prior to conference.

PART II - DUTIES OF GMC BOARD MEMBERS

21. Director of Registration

All GMC Board Members shall:

1. Attend the entire conference.
2. Conform to all deadlines for this position.
3. Submit an electronic copy of all handouts for GMC Board meetings to the Director of Records by the date of the meeting.
4. Submit the projected budget needs for your position to the GCTM Treasurer (Dec 1).
5. Submit to the GCTM Treasurer, on Form T, an account of all expenses incurred, up to the budgeted amount. (as needed)
6. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
7. Transfer the records of this office to the successor and the Executive Director within ten days following the end of the term of office. (November)
8. Mentor intern throughout the internship year, preparing him/her for the succession to the position.
9. *As needed* to fulfill the duties specified in these policies, execute contracts on behalf of the GMC Board subject to approved budget limits.

10. Following approval of fees by the Conference Board, send the conference registration form outline and other information for the GMC Program book to the Conference Coordinator and the Director of Special Events. (May)
11. Proof final draft of preliminary and final program before program is sent for printing. (June & September)
12. Enlist persons to help at the registration desk at the GMC. (September)
13. Keep accurate records of all transactions. (August-December)
14. Indicate for all registration forms received, the amount of payment, the date received, any overpayment or underpayment and the source of the payment if other than from the registrant (such as school board). (September-October)

PART II - DUTIES OF GMC BOARD MEMBERS

15. Confer with the GMC site concerning an estimate of the number of persons desiring housing and meals if such is appropriate. This estimate should be based on pre-registration figures. The first estimate should be given ten days (or an agreed upon time with the GMC site) prior to the GMC with several up-dates. (October)
16. Prepare, in advance, for each participant, a receipt, a nametag, and any required session, minicourse, and meal tickets. Indicate lodging requested and problems associated with the pre-registrant. (September – October)
17. Coordinate with the GMC Director of Facilities the physical layout of the registration table and signs. (at conference)
18. Be responsible for all registrations at the GMC. (at conference)
19. Arrange with GCTM Treasurer for enough money at the registration table for making change. (Usually about \$500.00, at conference)
20. Be responsible for being on the GMC site for the entire conference.
21. Provide receipt forms at the registration table for all on-site registrants who request them. (at conference)
22. Check with the GMC site contact person each day about cabins (rooms) being used, those being remade, etc. (at conference)
23. Verify accuracy of the conference bill with the Director of Special Events and the Board Chair, and then forward to the GCTM Treasurer by October 31 for payment.
24. Supply list of registrants' membership, both new and renewals, to the Membership Director by November 15 or as soon as available. Include all available information for each new membership or renewal.
25. Approve refunds to all pre-registrants who submit requests in writing prior to the beginning date of the GMC or to pre-registrants who do not attend the GMC because of illness or a death in the family. Send refund forms to GCTM Treasurer for payment. (November)

PART II - DUTIES OF GMC BOARD MEMBERS

26. Provide a written report of the conference to the GMC Board of Directors and keep a copy in the Director of Registration's files. The report should contain itemized attendance and receipts for the conference. It should also contain other information pertinent to making accurate predictions of actual expected attendance based upon pre-registration and past years' figures. (January)
27. Provide to GCTM Treasurer by October 31 a statement of the number of free registrations, meals and lodging provided at the previous GMC.
28. All monies received will be reported to the GCTM Treasurer according to the approved budget categories by October 31 (end of fiscal year).

PART II - DUTIES OF GMC BOARD MEMBERS

Director of Conference Promotions

All GMC Board Members shall:

1. Attend the entire conference.
2. Conform to all deadlines for this position.
3. Submit an electronic copy of all handouts for GMC Board meetings to the Director of Records by the date of the meeting.
4. Submit the projected budget needs for your position to the GCTM Treasurer (Dec 1).
5. Submit to the GCTM Treasurer, on Form T, an account of all expenses incurred, up to the budgeted amount. (as needed)
6. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
7. Transfer the records of this office to the successor and the Executive Director within ten days following the end of the term of office. (November)
8. Mentor intern throughout the internship year, preparing him/her for the succession to the position.
9. *As needed* to fulfill the duties specified in these policies, execute contracts on behalf of the GMC Board subject to approved budget limits.

10. Coordinate with regional representatives the promotional items given at the conference.
11. Obtain promotional item(s) to be given away during conference registration for all attendees.
12. Obtain t-shirt design for conference from Program Chair and be responsible for ordering t-shirts and selling them at the conference site.
13. Obtain GCTM promotional products for sale at the conference and be responsible for sale or distribution.

PART II - DUTIES OF GMC BOARD MEMBERS

Director of Records

All GMC Board Members shall:

1. Attend the entire conference.
 2. Conform to all deadlines for this position.
 3. Submit an electronic copy of all handouts for GMC Board meetings to the Director of Records by the date of the meeting.
 4. Submit the projected budget needs for your position to the GCTM Treasurer (Dec 1).
 5. Submit to the GCTM Treasurer, on Form T, an account of all expenses incurred, up to the budgeted amount. (as needed)
 6. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
 7. Transfer the records of this office to the successor and the Executive Director within ten days following the end of the term of office. (November)
 8. Mentor intern throughout the internship year, preparing him/her for the succession to the position.
 9. *As needed* to fulfill the duties specified in these policies, execute contracts on behalf of the GMC Board subject to approved budget limits.
-
10. Take minutes of the business meetings of the GMC Board. Within 30 business days send a copy of the minutes to every Board member, Board interns, the GCTM President, the GMC Program Chair, the GCTM Executive Director, and the Conference Coordinator.
 11. Maintain up-to-date rosters of the GMC Board of Directors, the GCTM President, the GMC Program Chair, the GCTM Executive Director and the Conference Coordinator. The roster will include the addresses and telephone numbers for home and work. The Director of Records will distribute such rosters to all persons listed thereon by November 10 and will distribute updated rosters as needed. The roster of the GCTM Executive Committee will be obtained from the GCTM Secretary and distributed to the board.
 12. Maintain a file of all minutes and rosters for the previous two years.
 13. Be responsible for correspondence as delegated by the Board Chair.

PART II - DUTIES OF GMC BOARD MEMBERS

Assistant Director of Registration

All GMC Board Members shall:

1. Attend the entire conference.
2. Conform to all deadlines for this position.
3. Submit an electronic copy of all handouts for GMC Board meetings to the Director of Records by the date of the meeting.
4. Submit the projected budget needs for your position to the GCTM Treasurer (Dec 1).
5. Submit to the GCTM Treasurer, on Form T, an account of all expenses incurred, up to the budgeted amount. (as needed)
6. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
7. Transfer the records of this office to the successor and the Executive Director within ten days following the end of the term of office. (November)
8. Mentor intern throughout the internship year, preparing him/her for the succession to the position.
9. *As needed* to fulfill the duties specified in these policies, execute contracts on behalf of the GMC Board subject to approved budget limits.

10. Become proficient in the day-to-day processing of pre-registrations and assist with the processing of pre-registrations.

11. Assist the Director of Registration during the conference.

12. Assume the Director of Registration duties in the event that the Director of Registration is unable to do so.

13. Be on site during the entire conference.

PART II - DUTIES OF GMC BOARD MEMBERS

Director of Special Events

All GMC Board Members shall:

1. Attend the entire conference.
 2. Conform to all deadlines for this position.
 3. Submit an electronic copy of all handouts for GMC Board meetings to the Director of Records by the date of the meeting.
 4. Submit the projected budget needs for your position to the GCTM Treasurer (Dec 1).
 5. Submit to the GCTM Treasurer, on Form T, an account of all expenses incurred, up to the budgeted amount. (as needed)
 6. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
 7. Transfer the records of this office to the successor and the Executive Director within ten days following the end of the term of office. (November)
 8. Mentor intern throughout the internship year, preparing him/her for the succession to the position.
 9. *As needed* to fulfill the duties specified in these policies, execute contracts on behalf of the GMC Board subject to approved budget limits.
-
10. Make arrangements for ancillary functions such as: meals, awards, recreation, services, and social activities.
 11. Submit a proposed set of activities, budget (December 1), and menus to the Board of Directors.
 12. Contact and contract for leadership of special events for Board approved activities at the conference.
 13. Arrange with the GCTM Treasurer for payments for approved activities.
 14. Verify accuracy of conference bills with director of registration.
 15. Prepare appropriate material announcing and scheduling special events and menus for the program book.

PART II - DUTIES OF GMC BOARD MEMBERS

16. Proof the final draft of the preliminary and final programs before the programs are sent for printing.
17. Secure appropriate assistance from the GCTM membership-at-large for the execution of special events activities.
18. Confirm final arrangements for all special events functions with the coordinators and providers of these events.
19. Check with the Director of Registration to see that the registration form included in the program book contains appropriate and accurate information relative to meals and other special events.

PART II - DUTIES OF GMC BOARD MEMBERS

Director of Facilities

All GMC Board Members shall:

1. Attend the entire conference.
2. Conform to all deadlines for this position.
3. Submit an electronic copy of all handouts for GMC Board meetings to the Director of Records by the date of the meeting.
4. Submit the projected budget needs for your position to the GCTM Treasurer (Dec 1).
5. Submit to the GCTM Treasurer, on Form T, an account of all expenses incurred, up to the budgeted amount. (as needed)
6. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
7. Transfer the records of this office to the successor and the Executive Director within ten days following the end of the term of office. (November)
8. Mentor intern throughout the internship year, preparing him/her for the succession to the position.
9. *As needed* to fulfill the duties specified in these policies, execute contracts on behalf of the GMC Board subject to approved budget limits.

10. Coordinate maintenance (cleanliness and repair) at the conference site and establish communications with site staff prior to the conference.

11. Submit to the GMC site, the Program Chair, the Conference Coordinator and the GMC Board Chair the final site configuration plans including individual room set-ups for all times during the conference.

12. See that the rooms for all sessions are arranged according to the GMC Program Chair's instructions. (At conference)

PART II - DUTIES OF GMC BOARD MEMBERS

13. Be responsible for obtaining and displaying including, but not limited to the ones listed below: (the signs are to preserved and stored).
 - a.) Georgia Mathematics Conference (with arrows) placed near the entrance(s) to the conference site. Note: Rock Eagle has agreed to assist in putting out the directional signs approaching the conference at the locations provided by the Director of Facilities.
 - b.) NCTM Materials for Sale placed appropriately for NCTM sales area.
 - c.) Appropriate signs as needed by the Director of Registration

14. Be responsible for seeing that needed equipment such as overheads, spare bulbs, extension cords, three-pronged adapters, acetate sheets, projector pens, etc., are available and stored securely at the conference site.

15. Assume the responsibility to see that the necessary tools and supplies are brought to the GMC, and maintain an inventory to be posted in the storage facility. This inventory should be updated annually and an electronic copy forwarded to the Director of Records.

PART II - DUTIES OF GMC BOARD MEMBERS

Director of Technology

All GMC Board Members shall:

1. Attend the entire conference.
 2. Conform to all deadlines for this position.
 3. Submit an electronic copy of all handouts for GMC Board meetings to the Director of Records by the date of the meeting.
 4. Submit the projected budget needs for your position to the GCTM Treasurer (Dec 1).
 5. Submit to the GCTM Treasurer, on Form T, an account of all expenses incurred, up to the budgeted amount. (as needed)
 6. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
 7. Transfer any records of this office to the successor and to the Executive Director within ten days following the end of the term of office. (November)
 8. Mentor intern throughout the internship year, preparing him/her for the succession to the position.
 9. To fulfill the duties specified in these policies, Board Members may execute contracts on behalf of the GMC Board subject to approved budget limits.
10. Participate in scheduling of sessions so that speakers with technology needs can better be accommodated.
 11. Collect presenter requests for handheld technology, hardware, software, etc.
 12. Communicate regularly with the Conference Coordinator and the Director of Facilities about technology requests.
 13. Communicate technology requests to relevant vendors and workshop loan programs and be responsible for the return of any borrowed technology after the conference.
 14. Provide adequate area for the conference CyberCafe for attendees to check email using their own personal computers.
 15. Ensure technology is provided at the conference to speakers who requested it.
 16. Assist speakers with technology problems that occur onsite , especially in the computer lab.