



Mathematics Council

The Alberta Teachers' Association
Handbook of Duties and Procedures

[2019]



The Alberta Teachers' Association

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MCATA HANDBOOK OF DUTIES AND PROCEDURES

1 COMMITTEES

1.1 Table Officer Committee

- 1.1.1** The table officer committee shall consist of -president, -two vice-presidents, -past president, -secretary, -treasurer, -ATA Provincial Executive Council Liaison (PEC) and -ATA staff advisor.
- 1.1.2** Shall attend table officer committee meetings, executive meetings and AGMs.
- 1.1.3** Shall act on matters referred by executive committee.
- 1.1.4** Shall take action in emergencies or when time is of the essence.
- 1.1.5** Shall make decisions on administrative matters.
- 1.1.6** Shall structure the agendas of executive committee meetings.
- 1.1.7** Shall advise the executive committee of any perceived emerging issues.
- 1.1.8** Shall coordinate long-range planning for the executive committee and the Mathematics Council.
- 1.1.9** Shall recommend to the executive committee procedures, projects and studies to be undertaken by the executive committee.
- 1.1.10** Shall review nominations for Friends of MCATA and recommend recipients to the executive committee.
- 1.1.11** Shall review nominations for and recommend recipients of the Alberta Mathematics Educators Awards and the Dr Arthur Jorgensen Chair Award to the executive committee.
- 1.1.12** Shall act as the editorial board of MCATA publications.
- 1.1.13** Shall review and make recommendations on revisions to the MCATA Constitution and Handbook of Duties and Procedures.
- 1.1.14** Shall expend from those budget lines as approved by motion at the AGM.
- 1.1.15** Shall review and make recommendations to the executive committee regarding each annual conference.
- 1.1.16** Shall make recommendations to the executive committee for the positions of directors, conference chairs and other positions as required.

1.2 Executive Committee

- 1.2.1** Shall, in accordance with the Constitution of MCATA and ATA policy, be responsible for the governance and conduct of the business of MCATA.
- 1.2.2** Shall attend all executive committee meetings and the Annual General Meeting (AGM).
- 1.2.3** Shall initiate and promote council activities and promote membership in council.
- 1.2.4** Shall appoint adhoc committees as required.
- 1.2.5** Shall notify the president if unable to attend any meeting ASAP.
- 1.2.6** Shall not speak on behalf of MCATA without prior authorization from the president and the Alberta Teachers' Association. (eg, Facebook, Twitter, blogs, etc.).
- 1.2.7** Shall be responsible for appointing directors, conference chairs and other positions as required.

1.3 Conference Committee

- 1.3.1** Shall be responsible for the planning and organization of the annual conference.
- 1.3.2** Shall report regularly to the vice-president of professional development on the preparation of the conference.
- 1.3.3** A conference committee shall be established by the conference chair.
- 1.3.4** Members of the Conference Committee shall be established by the Conference Chair(s).
- 1.3.5** The conference committee shall submit a conference budget for review to the table officers for approval by the executive committee.
- 1.3.6** The conference committee shall submit recommended registration fees for review by the table officers to be approved by the executive committee.
- 1.3.7** Conference expenses shall be approved and dispersed by the annual conference committee.

2 DUTIES OF THE TABLE OFFICERS

2.1 President

- 2.1.1** Shall be a voting member of the table officer and executive committee.
- 2.1.2** Shall act as the official representative of the council.
- 2.1.3** Shall take a leadership role in promoting membership.
- 2.1.4** Shall provide news releases, as necessary, regarding MCATA activities.
- 2.1.5** Shall be responsible for the effective functioning of the executive committee, standing and ad hoc committees and shall be a member, ex officio or otherwise, of all operating committees.
- 2.1.6** Shall set meeting dates, coordinate, and plan meetings of the table officer and executive committees.
- 2.1.7** Shall delegate the booking of facilities and arrangement of meals for executive committee meetings, table officer meetings, and the AGM.
- 2.1.8** Shall chair the executive committee meetings, table officer committee meetings and the AGM.
- 2.1.9** Shall prepare agendas for each meeting.
- 2.1.10** Shall arrange a meeting of previous, current, and newly elected members for the purpose of orientation and transfer of records.
- 2.1.11** Shall be one of the signing officers of the council.
- 2.1.12** Shall submit the annual report at the AGM.
- 2.1.13** Shall submit the annual report form of council activities to the ATA no later than August 31.
- 2.1.14** Shall write letters of recognition to the superiors of members of the executive.
- 2.1.15** Shall write thank you letters to principals, superintendents, and supervisors of members of the executive committee.
- 2.1.16** Shall be provided with an annual base membership of NCTM.
- 2.1.17** Shall be provided with a subscription to a journal published by NCTM.
- 2.1.18** Shall be responsible for the proper submission of resolutions to the ARA and the National Council of Teachers of Mathematics (NCTM).
- 2.1.19** Shall present an approved token of appreciation to MCATA executive members who are leaving the council and welcome new members.
- 2.1.20** Shall submit an annual report of program and activities and a copy of MCATA's current constitution to Barnett House.

2.2 Past President

- 2.2.1** Shall be a voting member of the table officer and executive committee.
- 2.2.2** Shall provide advice and orientation to other executive members.
- 2.2.3** Shall oversee all directors.
- 2.2.4** Shall chair the nominations committee for executive positions and shall act as the returning officer.
- 2.2.5** Shall chair the editorial board of MCATA Publications.
- 2.2.6** Shall undertake an annual review of MCATA Constitution and Handbook of Duties and Procedures and recommend changes, if required, to the executive committee by the last meeting of the MCATA year.

2.3 Vice-President—Professional Development

- 2.3.1** Shall be a voting member of the table officer and executive committee.
- 2.3.2** Shall, on a rotational basis, conduct meetings in the absence of the president.
- 2.3.3** Shall assist the president as required.
- 2.3.4** Shall assist the incoming vice presidents to become familiar with their duties.
- 2.3.5** Shall act as factoa for publications and professional development.
- 2.3.6** Shall oversee the professional development work of MCATA
- 2.3.7** Shall coordinate the selection of conference sites.
- 2.3.8** Shall ensure that an annual conference chair is in place.
- 2.3.9** Shall oversee the activities of the annual conference chair, the director of awards and grants, and the director of special projects.
- 2.3.10** Shall hold conference committee meetings as necessary.
- 2.3.11** Shall seek, develop, implement, and coordinate professional development activities for MCATA.
- 2.3.12** Shall coordinate the work of external representatives for MCATA.
- 2.3.13** Shall assist, where appropriate, presidents of regional councils.
- 2.3.14** Shall maintain a list of speakers and ideas for topics suitable for workshops, conferences and seminars.
- 2.3.15** Shall be a member of all conference committees.
- 2.3.16** Shall coordinate annual, symposia, mini and regional conferences as planned.
- 2.3.17** Shall be responsible for providing an annual report of programs and activities at the AGM.
- 2.3.18** Shall submit items for publication in the newsletter.

2.4 Vice-President—Publications

- 2.4.1** Shall be a voting member of the table officer and executive committee.
- 2.4.2** Shall, on a rotational basis, conduct meetings in the absence of the president.
- 2.4.3** Shall assist the president as required.
- 2.4.4** Shall assist the incoming vice presidents to become familiar with their duties.
- 2.4.5** Shall act as factoa for publications and professional development.
- 2.4.6** Shall be responsible for overseeing the publications work of MCATA.
- 2.4.7** Shall be responsible for communicating guidelines governing publications.
- 2.4.8** Shall be responsible for recruitment of and recommendation for appointment of editors.
- 2.4.9** Shall assist in the maintenance of an updated, relevant website.
- 2.4.10** Shall assist in the identification of and collection of materials for MCATA publications.
- 2.4.11** Shall be responsible for forwarding articles to the newsletter editor.
- 2.4.12** Shall, in consultation with the editorial board, establish editorial policy.
- 2.4.13** Shall, in consultation with the editorial board, be responsible for maintaining and communicating ATA standards for all MCATA publications.
- 2.4.14** Shall coordinate liaison with other stakeholder groups for exchange of materials and ideas.
- 2.4.15** Shall ensure reports on council activities are submitted for publication.
- 2.4.16** Shall be the NCTM Liaison
- 2.4.17** Shall receive communications from NCTM.
- 2.4.18** Shall promote membership in the NCTM by soliciting new memberships;
- 2.4.19** Shall prepare for the annual conference by ordering promotional materials from NCTM.
- 2.4.20** Shall support NCTM activities by announcing future meetings of NCTM, advertising the publications of the NCTM, and announcing other NCTM activities and projects.
- 2.4.21** Shall recommend speakers for NCTM meetings.
- 2.4.22** Shall complete the Affiliated Group Annual Report and Affiliated Group Officers Report for submission to NCTM.
- 2.4.23** Shall share NCTM publications with the executive committee.
- 2.4.24** Shall be responsible for writing an NCTM column for the newsletter.
- 2.4.25** Shall serve an active role on any joint NCTM/MCATA conferences.
- 2.4.26** Shall be provided with an annual base membership of NCTM.
- 2.4.27** Shall be provided with a one-year subscription to a journal published by NCTM

2.5 Secretary

- 2.5.1** Shall be a voting member of the table officer and executive committee.
- 2.5.2** Shall create, with the President, an agenda which will be shared in advance with table officer and executive committee meetings, and AGMs.
- 2.5.3** Shall send reminders for table officer and executive committee meetings.
- 2.5.4** Shall maintain minutes of table officer and executive committee meetings, and AGMs.
- 2.5.5** Shall provide a copy of the minutes to each member of the executive committee.
- 2.5.6** Shall share all official communication with the executive committee.
- 2.5.7** Shall attend to all correspondence of the executive committee as directed.
- 2.5.8** Shall provide the president with a copy of all correspondence.
- 2.5.9** Shall maintain a file of all correspondence.
- 2.5.10** Shall maintain a file of the names and addresses of members of the MCATA executive committee and regional executives.
- 2.5.11** Shall update the ATA administrative officer of changes in membership of the executive as they transpire.
- 2.5.12** Shall provide new Executive and Table Officers with copies of MCATA Constitution and Handbook of Duties and Procedures.
- 2.5.13** Shall revise and print a revised MCATA Constitution and Handbook of Duties and Procedures as required.
- 2.5.14** Shall arrange to have a supply of MCATA envelopes and letterhead on hand.
- 2.5.15** Shall arrange to bring the necessary secretarial supplies to all meetings.
- 2.5.16** Shall serve as the archivist of MCATA materials as outlined in the Manual for Specialist Councils.
- 2.5.17** Shall undertake to recognize life events of MCATA Executive with a card and small token. Recognition of service may be delegated on an individual basis.
- 2.5.18** Shall arrange for approved promotional items (pins, name tags, etc.).
- 2.5.19** Shall be one of signing officers of the council (motion).
- 2.5.20** Shall provide a 45 day notice of motion to the membership regarding constitution amendments.

2.6 Treasurer

- 2.6.1 Shall be a voting member of the table officer and executive committee.
- 2.6.2 Shall maintain an accurate record of the financial affairs of the council.
- 2.6.3 Shall be responsible for the proper accounting of all monies received and collected by council.
- 2.6.4 Shall make the necessary disbursements of the funds of council.
- 2.6.5 Shall present a Profit and Loss vs Budget Report and Balance Sheet at all executive committee and table officer meetings.
- 2.6.6 Shall present a projected budget summarizing the remainder of the current financial year for the purposes of decision making and feedback at all executive committee and table officer meetings.
- 2.6.7 Shall be responsible for providing executive members with information about the financial documents including any formulae.
- 2.6.8 Shall contact executive members for claims that need to be processed by June 30 (end of fiscal year).
- 2.6.9 Shall coordinate the preparation of a proposed budget for the current fiscal year, which shall be presented at the first executive committee meeting of the year.
- 2.6.10 Shall arrange for an audit by a Barnett House staff member at the end of each fiscal year (June 30).
- 2.6.11 Shall prepare the financial documents to go to the provincial organization for audit purposes by August 31 of each year.
- 2.6.12 Shall present, at the AGM, an audited financial statement for the previous fiscal year.
- 2.6.13 Shall present the proposed budget for the current fiscal year to the AGM for approval.
- 2.6.14 Shall be jointly responsible, with the Conference Chair(s), for the preparation and presentation of a conference budget to the executive committee at least six months in advance of the annual conference.
- 2.6.15 Shall arrange a float for the annual MCATA conference.
- 2.6.16 Shall be one of the signing officers of the council (motion).
- 2.6.17 Shall revise and maintain a *Treasurer* manual as required.
- 2.6.18 Shall be responsible for issuing receipts for memberships paid directly to the council and, if required, forward to Barnett House the names and addresses of these members.

2.7 ATA Staff Advisor

- 2.7.1** Shall be a voting member of the table officer and executive committee and shall attend table officer and executive committee meetings at no expense to the council.
- 2.7.2** Shall be the liaison between MCATA and the ATA.
- 2.7.3** Shall advise on council activities, operations, regulations and guidelines, financial affairs, recommendations and submissions to PEC and constitutional amendments.
- 2.7.4** Shall advise and assist with the efficient, accurate and business-like operation of the council.
- 2.7.5** Shall be one of the signing officers of the council.
- 2.7.6** Shall fulfill other duties as defined in the Manual for Specialist Councils.

2.8 Provincial Executive Council (PEC) Liaison

- 2.8.1** Shall be a voting member of the table officer and executive committee and shall attend table officer and executive committee meetings at no expense to the council.
- 2.8.2** Shall provide promotional and support services as defined in the Manual for Specialist Councils.
- 2.8.3** Shall report on relevant provincial executive council matters including matters of actions or decisions by the provincial body.
- 2.8.4** Shall present MCATA concerns and needs to PEC as needed.

3 DUTIES OF THE EXECUTIVE

3.1 Director of Special Projects

- 3.1.1** Shall be a voting member of the executive committee.
- 3.1.2** Shall oversee MCATA special projects submissions and follow-up paperwork.
- 3.1.3** Shall serve as symposium director.
- 3.1.4** Shall coordinate with vice-president of professional development and conference co-chairs to maintain continuity and flow of professional development.
- 3.1.5** Shall be responsible, with the Vice-President of Professional Development, for seeking MCATA executive committee professional development opportunities.
- 3.1.6** Shall develop, implement, and coordinate professional development activities for the MCATA executive committee.

3.2 Director of Awards and Grants

- 3.2.1** Shall be a voting member of the executive committee.
- 3.2.2** Shall be responsible for promotions of awards, contests and grants.
- 3.2.3** Shall receive and review eligibility of nominations for honorary/life memberships, Alberta Mathematics Educators Award and the Dr Arthur Jorgensen Chair Award (see Appendix A), and Friends of MCATA.
- 3.2.4** Shall advertise the MCATA awards and grants by advertising “basic” information in the MCATA Newsletters.
- 3.2.5** Shall be responsible for processing the MCATA grants.
- 3.2.6** Shall be responsible for all math contest correspondence, monitoring and support.
- 3.2.7** Shall present all eligible applications for all MCATA awards to the table officers for review and recommendation prior to the annual conference.
- 3.2.8** Shall submit the names of the recommended award recipient(s) for all MCATA awards to the executive committee for selection.
- 3.2.9** Shall arrange for appropriate recognition and acknowledgement of all MCATA awards recipient(s) in the program of the annual conference, newsletter, website.
- 3.2.10** Shall ensure grant and award information is communicated to appropriate media/institutions
- 3.2.11** Shall maintain a list of recipients of all awards.
- 3.2.12** Shall arrange for approved award MCATA items (plaques, tokens of appreciation, etc.).

3.3 Director of Publicity

- 3.3.1** Shall be a voting member of the executive committee.
- 3.3.2** Shall work with conference committee and executive to promote the annual conference, including the development of the conference and promotional materials and advertisements (posters, school mailings, liaise with school boards/local PD committees, ATA news, MCATA newsletter).
- 3.3.3** Shall act as the expert on CASL for MCATA.
- 3.3.4** Shall ensure that all publicity for MCATA is compliant with the requirements of CASL.
- 3.3.5** Shall work with Conference Chairs to develop the conference program.
- 3.3.6** In conjunction with the president, ATA staff advisor and consistent with ATA policy, the director of publicity will maintain the official MCATA Twitter account and Facebook page.
- 3.3.7** Shall work with executive to promote the symposia, including the development of symposia promotional materials and advertisements (posters, school mailings, liaise with school boards/local PD committees, ATA news, MCATA newsletter).
- 3.3.8** Shall work with the Director of Awards and Grants to promote the MCATA awards and grants.
- 3.3.9** Shall arrange for MCATA Table Promotional Material to be available at symposia, and other membership recruitment opportunities.
- 3.3.10** Shall be responsible for any additional MCATA displays as needed.

3.4 Director of Facilities

- 3.4.1** Shall be a voting member of the executive committee.
- 3.4.2** Liaise with professional providers and/or with Barnett House to arrange for appropriate conference facilities for MCATA events at least two years in advance of the conference.
- 3.4.3** Liaise with professional providers and/or with Barnett House to arrange for appropriate symposia facilities for MCATA events.
- 3.4.4** Liaise with the facility to arrange for the establishment of the menus, AV requirements and meeting rooms.
- 3.4.5** Liaise with president, professional development staff and ATA staff advisor to establish the contract with facilities to hold MCATA events.
- 3.4.6** Track contract deadlines (eg, attrition deadlines, meal numbers, etc.). In conjunction with the president assist the executive members with their lodging requirements for MCATA conferences and symposia.
- 3.4.7** Shall arrange for executive accommodations during the annual conference.

3.5 Director(s) at Large

- 3.5.1** Shall be a voting member of the executive committee.
- 3.5.2** Shall carry out duties which may be assigned from time to time by the executive committee and/or the table officer committee. Some examples might include:
 - assisting with logistical supports during conferences and symposia
 - supporting communications between MCATA and outside agencies
 - assisting with MCATA Table during conferences, symposium and new teacher days
 - support the soliciting of new articles for publications or award nominations
 - provide “objective” lens with regards to various Director tasks
 - Volunteer to present sessions at conferences and symposium
 - Introducing/thanking presenters

3.6 delta-K Editor

- 3.6.1** Shall be a voting member of the executive committee.
- 3.6.2** Shall be responsible for periodic publications within the guidelines established by MCATA and the ATA and in accordance with the ATA editor’s manual.
- 3.6.3** Shall set deadlines for the submission of articles to be considered for each issue.
- 3.6.4** Shall solicit, receive, select, and edit articles for publication.
- 3.6.5** Shall work with authors on revisions as necessary.
- 3.6.6** Shall make recommendations for the number of issues of delta-K in the current year.
- 3.6.7** Shall maintain liaison with other professional groups for exchange of ideas and materials.
- 3.6.8** Shall provide, when an article is published, two copies of the publication to the author of the article.
- 3.6.9** Shall submit to the treasurer an accurate account of expenses requiring reimbursement.
- 3.6.10** Shall maintain an up-to-date file of material to present to a successor.
- 3.6.11** Shall arrange for reprint permission and FOIP releases, as required.
- 3.6.12** Shall work with the Vice-President of Publications.

3.7 Newsletter Editor

- 3.7.1** Shall be a voting member of the executive committee.
- 3.7.2** Shall be responsible for periodic publications within the guidelines established by MCATA and the ATA and in accordance with the ATA editor's manual.
- 3.7.3** Shall set deadlines for the submission of articles to be considered for each issue.
- 3.7.4** Shall solicit, receive, select, and edit articles for publication.
- 3.7.5** Shall work with authors on revisions as necessary.
- 3.7.6** Shall maintain liaison with other professional groups for exchange of ideas and materials.
- 3.7.7** Shall provide, when an article is published, a copy of the publication to the author of the article.
- 3.7.8** Shall submit to the treasurer an accurate account of expenses requiring reimbursement.
- 3.7.9** Shall maintain an up-to-date file of material to present to a successor.
- 3.7.10** Shall arrange for reprint permission and FOIP releases, as required.
- 3.7.11** Shall work with the Vice-President of Publications.
- 3.7.12** Shall submit publications to Barnett House as per schedule.
- 3.7.13** Shall work with the executive committee to promote MCATA activities including, but not limited to, the annual conference, symposia. awards, grants, and election of table officers.
- 3.7.14** Shall be jointly responsible, together with the Director of Membership, for circulating the newsletter among MCATA members.
- 3.7.15** Shall include the Application Form for MCATA Executive and Nomination Form for MCATA Table Officers in newsletter.
- 3.7.16** Shall make recommendations for the number of issues of delta-K in the current year.

3.8 Web Technician

- 3.8.1** Shall be a voting member of the executive committee.
- 3.8.2** Shall develop and maintain the MCATA website in accordance with provincial ATA policy and current legislation.
- 3.8.3** Shall submit all links to the vice-president of publications for approval.
- 3.8.4** Shall be responsible for presenting online material.
- 3.8.5** Shall be responsible for placing information on website as instructed by Directors.
- 3.8.6** Shall be responsible for keeping available weblinks and online information current.
- 3.8.7** Shall ensure there is a link from the MCATA website to the ATA website regarding membership in MCATA.
- 3.8.8** Shall update and maintain MCATA forms on the website.

3.9 Dr Arthur Jorgensen Chair

- 3.9.1** Shall be a non-voting member of the executive committee.
- 3.9.2** Shall attend executive committee meetings.
- 3.9.3** Shall perform duties as assigned by the executive committee.
- 3.9.4** Shall offer liaison with the undergraduates of Alberta institutions.

4 EXTERNAL REPRESENTATIVES

4.1 Alberta Education Representative

- 4.1.1** Shall be a non-voting member of the executive committee.
- 4.1.2** Shall attend executive committee meetings as required.
- 4.1.3** Shall consult and advise on mathematics education and programs.
- 4.1.4** Shall be provided with a MCATA membership in accordance with the MCATA membership schedule cost.
- 4.1.5** Shall act as a resource person to the executive committee.
- 4.1.6** Shall keep executive informed of any new developments in Alberta Education.
- 4.1.7** Shall bring concerns from MCATA executive to Alberta Education.
- 4.1.8** Shall solicit Alberta Education speakers for MCATA annual conferences.
- 4.1.9** Shall alert MCATA executive to possible issues in math education.

4.2 Department of Mathematics Representative

- 4.2.1** Shall be a non-voting member of the executive committee.
- 4.2.2** May be appointed from a University, College, or Technical Institute
- 4.2.3** Shall attend executive committee meetings as required.
- 4.2.4** Shall consult and advise on mathematics education and programs.
- 4.2.5** Shall be provided with a MCATA membership in accordance with the MCATA membership schedule cost.
- 4.2.6** Shall act as a resource person to the executive committee.
- 4.2.7** Shall bring communications that facilitate an understanding of the concerns of mathematics departments in our province.
- 4.2.8** Shall be responsible for writing a column for the newsletter.
- 4.2.9** Shall consult and advise in the planning of the professional development opportunities.
- 4.2.10** Shall solicit articles for the delta-K.
- 4.2.11** Shall encourage university participation in the annual conference and symposia.
- 4.2.12** Shall alert MCATA executive to possible issues in math education.

4.3 Faculty of Education Representative

- 4.3.1** Shall be a non-voting member of the executive committee.
- 4.3.2** Shall attend executive committee meetings as required.
- 4.3.3** Shall consult and advise on mathematics education and programs.
- 4.3.4** Shall be provided with a MCATA membership in accordance with the MCATA membership schedule cost.
- 4.3.5** Shall act as a resource person to the executive committee.
- 4.3.6** Shall bring communications that facilitate an understanding of the concerns of university education departments in our province.
- 4.3.7** Shall be responsible for writing a column for the newsletter.
- 4.3.8** Shall consult and advise in the planning of professional development opportunities.
- 4.3.9** Shall solicit articles for the delta-K.
- 4.3.10** Shall encourage university participation in the annual conference and symposia.
- 4.3.11** Shall alert MCATA executive to possible issues in math education.

5 DUTIES ASSIGNED FOR CONFERENCES

5.1 Conference Chair(s)

- 5.1.1** Shall establish and oversee a committee to organize and operate the annual conference.
- 5.1.2** Shall be responsible for the overall planning and organization of the annual conference.
- 5.1.3** Shall be responsible, with the Director of Publicity, for the publicity of the annual conference.
- 5.1.4** Shall report regularly and update the vice-president of professional development on the preparation of the conference.
- 5.1.5** Shall be jointly responsible, with the treasurer, for the preparation and presentation of a conference budget to the executive committee at least six months in advance of the annual conference.
- 5.1.6** Shall hold conference committee meetings as necessary.
- 5.1.7** Shall select appropriate keynote speakers for the annual conference.
- 5.1.8** Shall select appropriate session speakers for the annual conference.
- 5.1.9** Shall be responsible for booking space for the AGM.
- 5.1.10** Shall work with the Director of Special Projects to plan a pre-conference symposium when appropriate.
- 5.1.11** Shall oversee the operation of the operation of the annual conference together with the conference committee.
- 5.1.12** Shall present a final conference report at a Table Officer meeting within 6 months of the conference.

5.2 Program Planner

- 5.2.1** Shall arrange for a speaker proposal form to be disseminated.
- 5.2.2** Shall receive speaker proposal forms.
- 5.2.3** Shall choose appropriate sessions for the conference as directed by the Conference Committee.
- 5.2.4** Shall be responsible for planning and scheduling the program of the annual conference.

5.3 Exhibitor Liaison

- 5.3.1** Shall arrange for MCATA exhibitor registration forms for exhibitors during the annual conference.
- 5.3.2** Shall be responsible for collecting MCATA exhibitor registration forms from exhibitors in preparation for the annual conference.
- 5.3.3** Shall oversee MCATA exhibitors during the annual conference.
- 5.3.4** Shall be responsible for, with the Treasurer, the collection of exhibitor fees.

5.4 Registrar

- 5.4.1 Shall create and design registration forms for Symposia.
- 5.4.2 Shall create and design registration forms for the annual conference.
- 5.4.3 Shall provide support and answer questions related to the events and assist delegates with any payment issues that may arise.
- 5.4.4 Shall design and prepare conference materials (i.e., name tags, meal tickets, etc.) as necessary.
- 5.4.5 Shall attend the events and oversee the registration desk (with assistance from executive committee).
- 5.4.6 Shall ensure there is written confirmation of registration to registrants as well as receipts confirming payment. (Electronic or email communication will suffice as written confirmation).
- 5.4.7 Shall update and maintain the delegate list and membership information for conference and symposia.
- 5.4.8 Shall provide the details of the new memberships that are paid for when delegates register for the Conference.
- 5.4.9 Shall provide reporting to Table Officers summarizing the activity of the registrar as required.
- 5.4.10 Shall provide other services which the Registrar and Conference Committee may agree on.
- 5.4.11 MCATA may choose to contract out all or part of the registrar duties.
- 5.4.12 When contracting out, consider the following:
 - 5.4.12.a. The costs involved (comparison shop).
 - 5.4.12.b. The rights of the council to make decisions must never be signed away.
 - 5.4.12.c. Contracts requiring full or partial prepayment, excluding deposits, should not be agreed to.
 - 5.4.12.d. Remember: everything is negotiable. The Association has many members and is a reputable organization that has a lot of buying power.
- 5.4.13 The Association staff must review contracts to ensure that the rights of the council and the Association are not prejudiced. For such assistance, contact your specialist council staff advisor.

5.5 Promotions Curator

- 5.5.1** Shall maintain the MCATA promotional table for conferences.
- 5.5.2** Shall arrange for MCATA Table Promotional Material to be available at conferences.
- 5.5.3** Shall be responsible for the operation of the MCATA promotional table at the conference.
- 5.5.4** Shall be responsible for any additional MCATA displays as needed at the conference.

5.6 Audio/Visual Coordinator

- 5.6.1** Shall explore various options for filling audio/visual needs for conferences.
- 5.6.2** Shall present options for filling audio/visual needs to the Conference Committee.
- 5.6.3** Shall be responsible for fulfilling the audio/visual needs of the conference.

5.7 Program Disseminator

- 5.7.1** Shall be responsible for entering and editing program information (ie., speaker biographies, session summaries, conference schedule) into the program.
- 5.7.2** Shall be responsible for disseminating the conference program to registrants.
- 5.7.3** Shall use various methods of program dissemination (ie., paper, poster, sched) as directed by the conference committee.

6 APPOINTMENTS

6.1 Table Officers

- 6.1.1** A president, two vice presidents (a president elect), a secretary and a treasurer (or a secretary-treasurer) who shall be elected every two years, and whose term begins and ends on the date of the MCATA Annual General Meetings. The president, one vice president and secretary will be elected on even calendar years and the other vice president and treasurer will be elected on odd calendar years.
- 6.1.2** In the event where a Table Officer position is vacated part way through the two year appointment, the Table Officers may appoint from the membership of MCATA, a member to complete the term at their discretion.

6.2 Past President

- 6.2.1** In the event where the Past-President position is vacated part way through the two year appointment, the Table Officers may appoint from the membership of MCATA, a member to complete the term at their discretion.
- 6.2.2** Past president will be selected from previous presidents or previous vice-presidents with the priority being to consider previous presidents.
- 6.2.3** The past president will maintain contact with directors on a regular basis (as least once a year) to ensure they are supported and mentored.

6.3 Directors

- 6.3.1** To be eligible for consideration to be a director, MCATA members need to submit an application form for MCATA Executive.
- 6.3.2** New directorship applications shall be favored to encourage participation in the executive committee.
- 6.3.3** Previous and current directors shall be encouraged to run for Table Officer positions.
- 6.3.4** The director at large position is a two-year appointment and preference will be given to MCATA members who have not previously served on executive or as table officers.
- 6.3.5** Shall be appointed by the executive committee and become a member of the executive committee.
- 6.3.6** Shall be voting members of the executive committee.
- 6.3.7** Shall be appointed for a period of two years. The term of office for directors will coincide with the election of table officers. Individuals fulfilling the role of director may be re-appointed bi-annually by table officers and in accordance with the following schedule:
 - a. Odd years: publicity, awards and grants, director at large
 - b. Even years: special projects, facilities, membership
- 6.3.8** Shall maintain regular communications with the past president.
- 6.3.9** Shall liaise with past president for support and mentorship.
- 6.3.10** In the event where a director position is vacated part way through the two year appointment, the Table Officers may appoint from the membership of MCATA, a member to complete the term at their discretion.

6.4 Editors and Web Technician

- 6.4.1** Shall be appointed by the executive committee.
- 6.4.2** Shall be voting members of the executive committee.

6.5 External Representatives

- 6.5.1** Shall be appointed by their respective institutions in consultation with table officers.

6.6 Annual Conference Chair(s)

- 6.6.1** Shall be selected from the voting members of the executive committee.
- 6.6.2** Shall be appointed by the executive committee at least two years prior to the annual conference that is being planned.
- 6.6.3** When possible, there will be two conference chairs. One will be appointed in even-numbered years and one will be appointed in odd-numbered years.
- 6.6.4** An annual conference chair shall serve as chair for two consecutive conferences.

6.7 ATA Staff Advisor

- 6.7.1** Shall be appointed by the ATA.

6.8 PEC Liaison

- 6.8.1** Shall be appointed by the ATA.

7 FINANCIALS

7.1 Budget Preparation and Presentation

- 7.1.1** Shall be conducted by the treasurer in accordance with the duties specified in the Handbook for Specialist Councils and the Handbook for Treasurers of Specialist Councils.

7.2 Executive Expenses

- 7.2.1** The MCATA council shall reimburse the executive members who attend MCATA events for travel, accommodations and out-of-pocket expenses according to the MCATA expense policy.
- 7.2.2** The MCATA council shall reimburse the executive members who attend ATA events and approved representation for travel, accommodation and out-of-pocket expenses according to the MCATA expense policy.
- 7.2.3** Expenses shall be submitted within 30 days of the event date. Denied reimbursement for submissions may be appealed to the table officers committee. The decision of the table officers is final.
- 7.2.4** Unless otherwise approved by the president, accommodation expenses shall be approved for one night only.
- 7.2.5** Notwithstanding, where there are emergent circumstances, accommodation expenses may be approved by the president and ATA staff officer.

7.3 Conference Expenses

- 7.3.1** Receipts are required for reimbursement of expenses.
- 7.3.2** Keynote speakers will be paid an honorarium and expenses as negotiated by the annual conference committee.
- 7.3.3** Session speakers shall be paid at a rate and in a manner determined by the annual conference committee and approved by the executive committee.
- 7.3.4** Executive committee members shall have the annual conference registration costs waived and shall be reimbursed for expenses in accordance with the current MCATA expense policy. One day sub costs to attend to the dealings of the annual conference will be covered as needed.
- 7.3.5** Round-table presenters at the annual conference shall be presented with a token of appreciation.
- 7.3.6** Annual conference advances for initial funding shall be approved at least two years prior to the date of the annual conference.

7.4 Symposia Expenses

- 7.4.1** The presenter(s) will be paid an honorarium and expenses as negotiated by the director of special projects.
- 7.4.2** Registration costs shall be covered for executive members.

7.5 Fees and Subscription Rates

- 7.5.1** Membership fees for MCATA council shall be: Regular—\$30 (active, associate and retired members of the ATA) Affiliate—\$35 Subscription—\$40 Students—No Cost (as student is defined by ATA bylaws)

7.6 Delegates

- 7.6.1** Delegates in AB must hold the highest level of membership available to them, either full or associate. This allows them to be a member of the council and have all the rights (ie. vote, hold office, attend the conference, etc.). They should purchase a membership and then pay the registration fee.
- 7.6.2** Delegates from outside of AB must hold the highest level of membership available to them in their province. We are not going to check, but we should be asking that question. If/when the answer is yes, they are then able to pay the subscription fee (whatever that amount is for the council), then pay the registration. They cannot purchase a membership in the council because this gives them the right to vote and hold office which is only open to full and association ATA members.
- 7.6.3** A registration fee at least double the registration fee for regular specialist council members must be applied to (a) persons who opted out of active ATA membership and (b) teachers in charter, federal and private schools, as well as superintendents and deputy superintendents who are not associate members of the ATA.

7.7 Mini Conferences

- 7.7.1** Subject to the approval of the table officers, each mini conference shall be financially supported to a maximum of \$300.

7.8 Acknowledgements

- 7.8.1** Executive members shall be presented with an approved token of appreciation when leaving the council.
- 7.8.2** \$10 per year of service to MCATA shall be the approximate value of approved tokens of appreciation. Recognition of service may be delegated on an individual basis.
- 7.8.3** Life events of MCATA Executive shall be recognized with a card and small token.

7.9 Web Technician

- 7.9.1** Shall be reimbursed for the costs associated with the server where the site resides and the url name.
- 7.9.2** Shall be reimbursed for personal internet usage needed to access the internet.

7.10 Other Professional Development Opportunities

- 7.10.1** Approved expenses incurred while attending the annual NCTM conference, other conferences, ATA specialist council seminars, and other approved activities shall be paid by the council, to a maximum of \$2000 CAD per delegate, exceptions subject to the approval of table officers.

7.11 Corporate Sponsorship

The Association has given approval for Corporate Sponsorship of specialist council conferences which adhere to the following guidelines:

- 7.11.1** Sponsorships recognize and respect the professional ethics, core values and policies of the Association;
- 7.11.2** Donations/endowments for professional development or pedagogical purposes should be consistent with public education values and acknowledgements should be made only in appropriate ways;
- 7.11.3** Sponsorship must be supportive of the teacher in enhancing student learning;
- 7.11.4** Sponsorships must not involve exclusive endorsement of any education program, resource or pedagogy; and
- 7.11.5** Total sponsorship for any one conference shall not exceed \$50,000 unless with prior approval of Table Officers.

Any question regarding corporate sponsorship should be directed towards the ATA staff advisor or Association staff responsible for specialist councils.

8 PUBLICATIONS

All MCATA publications shall be subject to the approval of the editorial board.

8.1 Editorial Board

- 8.1.1** The editorial board shall consist of the table officer committee and chaired by the past president.
- 8.1.2** The duties shall be to
 - a. define the role that each publication serves,
 - b. act as referees on submissions as required and
 - c. act as the authorizing body for the publication of monographs and special publications.

8.2 delta-K and Newsletters

- 8.2.1** The number of issues of delta-K and newsletters shall be determined annually by the executive committee.

8.3 Website

- 8.3.1** Shall promote MCATA activities, membership and resources.

8.4 Monographs

- 8.4.1** The council may publish monographs as determined by the executive committee.

8.5 Special Publications

- 8.5.1** The council shall publish special publications as determined from time to time by the executive committee.

8.6 Exchange

- 8.6.1** Publications shall be exchanged with other councils at the discretion of the executive committee.

9 PROFESSIONAL DEVELOPMENT

9.1 Annual Conference

- 9.1.1** MCATA is responsible for the organization and cost of an annual conference subject to the approval of table officers.
- 9.1.2** The annual conference shall be held in the fall of each academic year unless otherwise approved by PEC.
- 9.1.3** The location of the annual conference shall be selected by the executive committee on the advice of the Vice-President of Professional Development.
- 9.1.4** All surplus funds and final report resulting from a conference shall be turned over to MCATA council within six months of the conference.
- 9.1.5** The annual conference may be jointly sponsored with other organizations subject to approval by table officers and the ATA.
- 9.1.6** A table officer's committee meeting, executive committee meeting, or conference committee meeting may be held in conjunction with the annual conference on as needed basis.

9.2 Symposia

- 9.2.1** Subject to the approval of the executive committee, the director of special projects may initiate and coordinate the organization of symposia.
- 9.2.2** Attendance by executive committee members shall be voluntary.

9.3 Mini Conferences

- 9.3.1** Subject to the approval of the executive committee, the vice-president (professional development) may initiate and coordinate the organization of special conferences.

9.4 Other Professional Development Opportunities

- 9.4.1** The executive committee may select two voting members of the executive committee to be a representatives at the annual NCTM conference.
- 9.4.2** The executive committee may select voting members of the executive committee to be representatives at ATA specialist council seminars and other approved activities.
- 9.4.3** The executive committee may select voting members of the executive committee to be representatives at other conferences. These conferences may include but are not limited to the ATA Summer Conference, Beginner Teachers' Conference, the Annual Representative Assembly. the NCTM Canadian Leadership Conference, and the Alberta Mathematics Leader's Symposium.

10 MEETINGS

10.1 Executive Committee Meetings

- 10.1.1** There shall be at least one executive committee meeting each year.
- 10.1.2** When deemed appropriate, executive committee meetings may be conducted by conference calls.
- 10.1.3** Location of executive committee meetings shall be determined by the president.

10.2 Table Officer Committee Meetings

- 10.2.1** There shall be at least two table officers' meetings annually, which may be held in conjunction with the annual conference and/or executive meetings.
- 10.2.2** When deemed appropriate, table officers' meetings may be conducted by conference calls.
- 10.2.3** Location of table officers' meetings shall be determined by the president.

10.3 Annual General Meeting (AGM)

- 10.3.1** The Annual General Meeting shall be held in conjunction with the annual
- 10.3.2** The agenda will provide for proposed amendments to the constitution for which the required notice of motion has been given.

10.4 Conference Committee Meetings

- 10.4.1** There shall be at least one meeting annually which may be held in conjunction with executive meetings.

11 AWARDS

The awards will be presented at the MCATA Annual Conference in conjunction with the keynote address or some major gathering during the conference.

11.1 Alberta Mathematics Educator Awards

11.1.1 Three educators may be selected annually as recipients of the Alberta Mathematics Educator Awards, according to the criteria and process listed in the Appendix.

11.2 Dr. Arthur Jorgensen Award

11.2.1 One educator may be selected from students enrolled in an education program in an Alberta post-secondary institution, on the basis of demonstrated academic excellence and a clear commitment to mathematics education.

11.3 Friends of MCATA

11.3.1 At the final meeting of the MCATA executive in any school year, members of the executive may nominate individuals as a “Friend of MCATA” according to the criteria and process outlined in the Appendix.

11.4 Honorary/Life Membership

11.4.1 In accordance with the Constitution of MCATA, an honorary/life membership may be presented at the annual conference.

12 CONTESTS AND EXAMINATIONS

- 12.1** The contests and/or examinations referred to are provincially, regionally or locally organized mathematics contests approved by the executive committee.
- 12.2** Up to \$1000 shall be made available for the purchase of prizes (eg, cash awards, medals, plaques) for contests and/or examinations.
- 12.3** Jurisdictions and/or agencies requesting funding must
- a. file a request for consideration of funding, in writing, twelve weeks prior to the contest/examination to the Director of Awards and Grants;
 - b. submit a description of the contest/examination with the funding request which may be advertised in the MCATA newsletter;
 - c. grant written permission for MCATA to use the contest/examination documents for an information bank, and to publish such information as deemed appropriate in MCATA publications.
- 12.4** Upon completion of the contest/examination, a description of the contest/examination shall be forwarded to the Newsletter Editor for inclusion in the newsletter, prior to release of approved funds.
- 12.5** A copy of the contest/examination, answer key and a summary of the results shall be forwarded to the Director of Awards and Grants at the conclusion of the contest, prior to release of approved funds.
- 12.6** Where possible, a member of the MCATA executive committee shall be involved in awarding the sponsored prize. If a plaque is to be presented, the Director of Awards and Grants is responsible for providing the engraved plaque.

13 REGIONAL COUNCILS

- 13.1** The executive committee shall encourage the formation of regional councils.
- 13.2** Members of the Alberta Teachers' Association may request that MCATA establish a regional council.
- 13.3** Regional councils shall receive, on application, a grant of \$100 plus \$2 per member or as otherwise approved by the executive committee.
- 13.4** An application form signed by at least 15 MCATA members in the geographic area shall be completed and forwarded to the secretary of the MCATA Council, requesting permission to call an inaugural meeting for the purpose of establishing a regional council.

14 CHANGES TO THE MCATA HANDBOOK OF DUTIES AND PROCEDURES

- 14.1** Except where specified in the constitution, changes to duties and procedures may be affected by majority vote of the executive committee at an executive committee meeting.

15 APPENDICES

NOTE: The forms in these appendices will be amended as required.

- A. Dr Arthur Jorgensen Chair Award
- B. Alberta Mathematics Educator Awards
- C. Friends of MCATA
- D. MCATA Grants
- E. Nomination Form for MCATA Table Officers
- F. Application for MCATA Executive
- G. Speaker Proposal Form Example
- H. MCATA Expense Policy
- I. MCATA Executive Flowchart

Appendix A

Dr Arthur Jorgensen Chair Award (MCATA Student Teacher Award)

This award is presented by the Mathematics Council of the Alberta Teachers' Association (MCATA), to encourage students enrolled in education programs in postsecondary institutions throughout Alberta to pursue and commit to mathematics education.

The award consists of

- a one-year term on the MCATA executive, with expenses paid to attend executive meetings;
- a one-year membership in MCATA and NCTM;
- a one-year subscription to a journal published by NCTM; and
- an invitation to attend one MCATA conference with appropriate expenses (ie. accommodation, travel, and meals not included in the conference registration) paid, subject to the approval of the executive committee.

The recipient of this award must be enrolled in a degree program in a Faculty of Education in Alberta. The recipient will be selected on the basis of demonstrated academic excellence and a clear commitment to mathematics education in either

- specialization in Mathematics at the secondary level or
- a keen interest and desire to expand mathematics knowledge at the elementary level.

1. Applicants must apply by April 30 of the current year to Dr Arthur Jorgensen Chair Award c/o Director of Awards and Grants (check website for current name and address).
2. Applicants must submit a letter of reference from a faculty member in their school of education.
3. Applicants must complete MCATA application form and address each of the questions or statements found on the application form.
4. A selection committee of the Mathematics Council of the Alberta Teachers' Association will make the final choice of recipient for this award.



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Mathematics Council of the Alberta Teachers' Association

*Providing leadership to encourage the continuing enhancement
of teaching, learning and understanding mathematics.*

Application for Dr Arthur Jorgensen Chair Award (MCATA Student Teacher Award)

Please print legibly.

Name of Applicant _____

Address _____ Postal Code _____

Telephone Number _____ E-mail _____

Postsecondary Institution _____

Description of Program of Study _____

Current Grade Point Average _____

Previous Degree (If Applicable) _____

Are you currently a member of any mathematics organization? _____

If yes, which one? _____ Membership number _____

Signature _____ Date _____

ADDRESS EACH OF THE FOLLOWING QUESTIONS OR STATEMENTS on additional pages.

- Why did you choose to pursue mathematics education as a major area of study?
- How would you advocate and/or promote mathematics education with your students' school community?
- Identify and address current issues and concerns in mathematics education.
- How would you foster positive attitudes towards mathematics?

OUTLINE YOUR PROFESSIONAL DEVELOPMENT GROWTH PLAN.

Deadline for application is April 30 of the current year.

Appendix B

Alberta Mathematics Educator Awards

A maximum of three mathematics educator awards may be conferred annually in recognition of demonstrated leadership in mathematics education in Alberta. These awards will be presented to the recipients at the MCATA annual conference. The recipient will receive a commemorative plaque, certificate, and registration at the current annual conference. Award recipient names will be published in MCATA publications.

Awards may be conferred upon individuals in each of the following categories:

- Kindergarten–Grade 6 classroom teachers
- Grades 7–12 classroom teachers
- Those who have made exceptional contributions to professional development of teachers at the school, local, provincial, or national levels *and* who have demonstrated leadership in encouraging the continuing enhancement of teaching, learning, and understanding of mathematics in Alberta

No more than one award will be conferred in each category and the conferring of awards will be contingent upon there being deserving recipients in each category.

Nomination Procedure

Nominators must be current members of MCATA.

Nominations for the award must be forwarded to the selection committee. A complete nomination application includes the following:

- information about nominee (Part 1 on reverse side),
- information about nominator (Part 2 on reverse side) and
- three letters of support that reflect the criteria listed above

(see next page for selection criteria and considerations).

For more information, contact the Director of Awards and Grants (check website for current name and address).

Deadline for receipt of applications: August 1 of each year.

**Selection Criteria and Considerations for
ALBERTA MATHEMATICS EDUCATOR AWARDS**

1. Awards are given to those who have made exceptional contributions to the professional development of teachers at the school, local, provincial, or national levels and who have demonstrated leadership in encouraging the continuing enhancement of teaching, learning and understanding of mathematics.
2. Nominations for the awards will be judged by a selection committee composed of table officers of MCATA, chaired by the past president.
3. Nominators must be members of MCATA.
4. Table officers of MCATA may not be nominators.
5. Nominations may be forwarded to the selection committee by an individual member or group of members of MCATA.
6. A call for nominations shall appear in a spring issue of the MCATA newsletter and on the MCATA website.
7. The nomination form shall be approved by the executive committee.
8. Nominations shall be held for 18 months from the date of receipt.
9. The Alberta Mathematics Educator Awards shall be presented at the annual conference, and the recipients shall be appropriately recognized in the education community.
10. The treasurer is responsible for having the plaque for this award engraved.
11. Award winners will be given a complimentary registration for the annual conference at which the recipients are recognized, with appropriate expenses (i.e., accommodation, travel, and meals not included in the conference registration) paid, subject to the approval of the executive committee, as well as a one-year membership in MCATA.

Alberta Mathematics Educator Award Nomination Form

Part 1

Nominee's Name _____
Home Address _____
City and Postal Code _____
Business Address _____
City and Postal Code _____
Home Phone _____ School Phone _____
Home Email _____ School Email _____
Signature of Nominee _____ Date _____

Part 2

Nominator's Name _____
Home Address _____
City and Postal Code _____
Business Address _____
City and Postal Code _____
MCATA Membership No _____ Member Since _____
Home Phone _____ School Phone _____
Home Email _____ School Email _____
Signature of Nominator _____ Date _____

Part 3

A minimum of three letters of support. Please see application form for criteria, eligibility and nomination procedure.

Please forward to the Director of Awards and Grants.

Deadline for receipt of applications - August 1 of each year.

Appendix C



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Mathematics Council of the Alberta Teachers' Association

*Providing leadership to encourage the continuing enhancement
of teaching, learning and understanding mathematics.*

Friends of MCATA

Friends of MCATA formally recognizes those deserving individuals who have given MCATA faithful and dedicated service in various ways over the years, through the kind and generous sharing of their time, efforts and expertise. MCATA recognizes its debt of gratitude and extends to them our sincerest regards and our warmest thank you.

Recommendation for the recognition of individuals as Friends of MCATA shall be submitted by MCATA executive committee.

As a Friend of MCATA, one receives a certificate of acknowledgement, an MCATA pin and an acknowledgement in the program of each annual conference, in a newsletter and on the MCATA website.

At the September meeting, the table officers will approve the nominees as Friends of MCATA and will recommend to the executive committee for approval.

Appendix D



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Mathematics Council of the Alberta Teachers' Association

*Providing leadership to encourage the continuing enhancement
of teaching, learning and understanding mathematics.*

MCATA Grants

The MCATA Executive encourages members to organize professional development initiatives.

Criteria:

Grant applications from members of MCATA to a maximum of \$500 must be made in writing to the MCATA Director of Awards and Grants, who will submit the application to the MCATA executive for approval. MCATA executive's decisions regarding grant applications are final.

Grant applications must be received by December 1st or May 1st to be considered for the following six-month period.

Grant applications may be considered for mathematics education initiatives which support

- current learning and teaching practices;
- current priorities as outlined by or through Alberta Education, local school districts, MCATA, NCTM, ATA or other reputable education associations.

The merit of the institute/project will be judged on

- the nature of the project,
- the audience that will participate or benefit and
- diversity in regional development opportunities for teachers.

Grants are to be used for professional development, research directed toward mathematics education or other initiatives which will promote and enhance mathematics education in the province.

Grants are intended to be applied directly to costs incurred in facilitating professional development. These include defraying the costs of presenters and print and/or electronic materials required to facilitate the professional development activity.

Grants shall not be used for participant expenses, the purchase of equipment, capital expenditures or for financial honoraria. Honoraria in the form of tokens of appreciation (such as gift certificates) are acceptable. Special consideration will be given to first-time applicants.

On completion of the institute/project, a written summary must be sent to the MCATA Vice-President of Professional Development. Successful applicants must be willing to share their results and experiences via the Mathematics Council newsletter, mini conferences and/or annual conferences.

Applicants will be notified of the decision by February 15 (for the December 1 applications) and June 15 (for the May 1 applications).

MCATA GRANT APPLICATION FORM

Name of applicant _____

Are you a MCATA member?

MCATA membership number _____ Expiry date _____

School of Applicant _____

Address of School _____

Contact Number _____

Email Address _____

Date(s) that the initiative will take place _____

Expected number of participants _____

Provide a brief description of the project and the audience for which it is intended (eg, Grade 3 teachers of one school only, middle school teachers of the district, Grade 6 teachers of a region, etc.). The grant application must include a proposed budget.

Send this information to the director of awards and grants (check website for current name and address).



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Mathematics Council of the Alberta Teachers' Association

*Providing leadership to encourage the continuing enhancement
of teaching, learning and understanding mathematics.*

Nomination Form for MCATA Table Officers

Ensure an active executive council by nominating teachers who will take an active role in making the Mathematics Council benefit all mathematics teachers.

Nominations for the following offices for the 2019/20 year are now being accepted:

- Vice-president (Professional Development), Treasurer (odd year)
- President, Vice-president (Publications), Secretary (even year)

To nominate a candidate, complete the form below, and mail to Returning Officer, c/o MCATA ATA Staff Officer, 11010 142 Street NW, Edmonton, AB, T5N 2R1.

Nomination deadline is May 15, 20XX

If an election is necessary, it will be conducted at the AGM. A newsletter outlining the platform of each candidate will be sent out with ballots to all members before the AGM. If a candidate wishes to include their platform in the newsletter, it should be sent to Returning Officer, c/o MCATA ATA Staff Officer, 11010 142 Street NW, Edmonton, AB, T5N 2R1. Platforms should be a maximum of 500 words in length and shall be submitted by the nomination deadline.

The successful candidates will be notified during the AGM and the results posted on the MCATA website and printed in the next available newsletter.

Nomination Form for MCATA Table Officers

We, the undersigned members of MCATA, nominate

of (address) _____

on the _____ day of _____, _____

Alberta Education Certificate Number of Nominee _____

For the position of _____

Signatures and addresses of three nominators _____

Name _____ Alberta Education Certificate # _____

Address _____ Signature _____

Name _____ Alberta Education Certificate # _____

Address _____ Signature _____

Name _____ Alberta Education Certificate # _____

Address _____ Signature _____

I, _____ accept this nomination _____
(print name) (signature of nominee)

By completing this form, you are voluntarily providing your personal information and consenting to its collection, use and disclosure for all purposes connected with your participation as a member of this council.



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Mathematics Council of the Alberta Teachers' Association

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Application Form for MCATA Executive

Ensure an active executive council by volunteering to serve on the MCATA Executive.

Members of the Alberta Teachers' Association (ATA) as specified in ATA bylaws, are eligible for regular membership in this council. All such members shall be entitled to full privileges of Council membership including the rights to hold office.

By completing this form, you are voluntarily providing your personal information and consenting to its collection, use, and disclosure for all purposes connected with your participation as a member of this council.

Directors are appointed by the executive committee and become voting member of the executive committee.

Directors are appointed for a period of two years. The term of office for directors coincides with the election of table officers. The role of director is appointed bi-annually by table officers and in accordance with the following schedule:

Odd years: publicity, awards and grants, director at large

Even years: special projects, facilities, director at large

Directors maintain regular communications with the past president for support and mentorship.

In the event of a vacancy occurring in a director's position during the year, the executive may appoint from the membership of MCATA, a member to complete the term.

Applications are accepted on a continuous basis.

These are volunteer positions.

Application Form for MCATA Executive

I am interested in serving on the MCATA executive as a director.

Name: _____ Date: _____

Address: _____

Home Phone #: _____ Work Phone #: _____ Cell #: _____

of years as a MCATA member: _____

Do you have an Alberta Teaching Certificate? Yes _____ No _____

If you do have an Alberta Teaching Certificate, is it: Interim _____ Permanent: _____

Specific Executive Position (if known): _____

Strengths and Interests as they pertain to MCATA (brief description as needed):

Email application to the MCATA Secretary.

Appendix G



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Mathematics Council of the Alberta Teachers' Association

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Speaker Proposal Form Example

On _____ in _____, Alberta

the Alberta Math Council will host the Provincial Math Conference:

Title of Conference

Fill in the form below to submit a proposal for a break out session. More information will be asked if the proposal is accepted.

The Alberta Teachers' Association requires the information contained on this form in order to conduct the professional and business affairs of its membership and will collect, use and disclose the personal information about you accordingly. Data collected on this site may be stored on servers outside of Canada in jurisdictions with different personal information and privacy legislation. Information you provide may be accessed by foreign courts, law enforcement, national security authorities, and third parties. For inquiries, objections or concerns about how the Personal Information Protection Act applies to your personal information, please refer to our privacy policy on the Alberta Teachers' Association website. Please contact the Association at 780-447-9400 or 1-800-232-7208 and ask for the Privacy Officer for more inquiries about privacy concerns.

You will receive a response by _____.

Speaker Proposal Form Example

Name: _____

Email address: _____

Session proposal types:

This year we are asking for sessions that address 1 of the following 3 questions:

- 1) Session question #1?
- 2) Session question #2?
- 3) Session question #3?

All breakout sessions will be on _____ only and are _____ minutes in length.

Which question will your session address? _____

Title of the session: _____

Description of the session: _____

Check the intended audience for your session:

- Division 1 - Pre K - Grade 2
- Division 2 - Grade 3 - Grade 5
- Division 3 - Grade 6 - Grade 9
- Division 4 - Grade 10 - Grade 12

Describe any special requests you may have: _____

A copy of your responses will be emailed to the address you provided.

Appendix H MCATA Expense Policy

For all expenses directly related to MCATA business concerning executive expenses and conference expenses.

Receipts must include total amounts, applicable taxes, and descriptions of items or services.

Meals are a per meal allowance. MCATA meals that are provided, or meals provided by the hotel, other places, or organizations cannot be expensed.

Attach accommodation receipts with a \$0 balance owing.

One-night accommodation will be provided for those travelling to attend events when they are unable to either arrive at or return home from the event in the same day within reason.

Two nights' accommodation will be provided for those people travelling greater than 400 km.

Exceptions will be made for executives attending MCATA conferences, symposiums, workshops, and other MCATA sponsored events.

When accommodation expenses exceeding those that are sufficient or required have been opted for then the lowest rate available at the time of the expense will be expensed in lieu of the amount appearing on the receipt.

If opting for a private accommodation a receipt may be included for a gift up to \$50.

Babysitting may be expensed at a maximum cost of \$75 per day.

“Other Items” might include: printing, stationery, stamps, promotional items, administration, vehicle rental with fuel, etc.

Extenuating Circumstances for expense claims may apply (ie. weather, etc.) but must be approved by the President and ATA staff officer prior to a cheque being issued.

For the purposes of determining distance travelled, any mapping software will be considered sufficient.

When there is a question about determining reasonableness then the default is the mapping software.

In determining reasonableness when detours or alternative routes have been taken, calculate a direct route between locations using maps software or refer to the *Kilometrage Chart* provided to the Treasurer by the ATA.

Appeals: If a MCATA member disagrees with the reimbursement of a claim, they may, within 30 days of receipt of the claim, submit an appeal in writing to the Treasurer. The Treasurer will forward the appeal for adjudication to the next MCATA Table Officer's meeting. The decision of MCATA Table Officers will be considered final unless the MCATA member wishes to forward their appeal to the ATA for consideration.

MCATA Expense Claim Form

Note: Claims are due 30 days after the event or on the next June 30, whichever is sooner. Include all receipts when submitting the form.

Name: _____ Date: _____ Place: _____

Activity: _____ Signature: _____

Transportation

Mileage.

From: _____ To: _____ To: _____

Total Odometer Reading: _____ x \$0.53 km = _____

Airbus/Bus/Shuttle/Taxi/Parking: _____

Transportation Total: \$ _____

Accommodation

Attach receipts or refer to the MCATA Expense Policy.

Hotel/Private Accommodation

_____ night(s) x \$ _____ / night = \$ _____

Accommodation Total: \$ _____

Meals

No receipts required.

Breakfast: \$15 x _____

Lunch: \$20 x _____

Dinner: \$30 x _____ **Total Meals: \$** _____

Other Items

Attach all receipts, descriptions, explanations.

Treasurer's

Notes

Budget Category: _____

Signature	Date	Cheque #	Reimbursement Total
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_____	_____	_____	_____
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Appendix I

MCATA Executive Flowchart

