



Mathematics Council

The Alberta Teachers' Association

Handbook of Duties and Procedures

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Handbook of Duties and Procedures]



The Alberta Teachers' Association

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MCATA

Handbook of Duties and Procedures

1. DUTIES OF EXECUTIVE

1.1 Executive Committee

- 1.1.1 Shall, in accordance with the Constitution of MCATA and ATA policy, be responsible for the governance and conduct of the business of MCATA.
- 1.1.2 Shall attend all executive committee meetings and the Annual General Meeting (AGM).
- 1.1.3 Shall initiate and promote council activities and promote membership in council.
- 1.1.4 Shall appoint adhoc committees as required.
- 1.1.5 Shall notify the president if unable to attend any meeting ASAP.
- 1.1.6 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 Table Officer Committee

- 1.2.1 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.
- 1.2.2 Shall attend table officer committee meetings, executive meetings and AGMs.
- 1.2.3 Shall act on matters referred by executive committee.
- 1.2.4 Shall take action in emergencies or when time is of the essence.
- 1.2.5 Shall make decisions on administrative matters.
- 1.2.6 Shall structure the agendas of executive committee meetings.
- 1.2.7 Shall advise the executive committee of any perceived emerging issues.
- 1.2.8 Shall coordinate long-range planning for the executive committee and the Mathematics Council.
- 1.2.9 Shall recommend to the executive committee on procedures, projects and studies to be undertaken by the executive committee.
- 1.2.10 Shall review nominations for Friends of MCATA and recommend recipients to executive committee.
- 1.2.11 Shall review nominations for and select recipients of the Alberta Mathematics Educators Awards and the Dr Arthur Jorgensen Chair Award.
- 1.2.12 Shall act as the editorial board of MCATA publications.
- 1.2.13 Shall review and make recommendations on revisions to the MCATA Constitution and Handbook of Duties and Procedures.
- 1.2.14 Shall expend from those budget lines as approved by motion at the AGM.

- 1.2.15 Shall review and make recommendations to executive committee regarding each annual conference.
- 1.2.16 Shall be responsible, subject to the approval of the executive committee, for appointing directors, conference chairs and other positions as required.

1.3 President

- 1.3.1 Shall act as the official representative of the council.
- 1.3.2 Shall provide news releases, as necessary, regarding MCATA activities.
- 1.3.3 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.
- 1.3.4 Shall chair the executive, table officer committee meetings and the AGM and prepare agendas for each meeting.
- 1.3.5 Shall arrange a meeting of current and newly elected members for the purpose of orientation and transfer of records.
- 1.3.6 Shall be responsible for the proper submission of resolutions to the ARA and the National Council of Teachers of Mathematics (NCTM).
- 1.3.7 Shall be one of the signing officers of the council.
- 1.3.8 Shall submit the annual report at the AGM.
- 1.3.9 Shall write letters of recognition to the superiors of members of the executive.
- 1.3.10 Shall be provided with an annual base membership of NCTM.
- 1.3.11 Shall submit the annual report form of council activities to the ATA no later than August 31.
- 1.3.12 Shall present an approved token of appreciation to MCATA executive members who are leaving the council and welcome new members.

1.4 Vice-Presidents—Professional Development and Publications

- 1.4.1 Shall, on a rotational basis, conduct meetings in the absence of the president.
- 1.4.2 Shall assist the president as required.
- 1.4.3 Shall assist the incoming vice presidents to become familiar with their duties.
- 1.4.4 Shall act as factoa for publications and professional development.
- 1.4.5 Vice-president of professional development shall be elected/appointed in a year ending in an odd number.

1.4(a) Vice-President—Professional Development

- (i) Shall oversee the activities of the annual conference chair and director of awards and grants and director of special projects.
- (ii) Shall develop, implement and coordinate professional development activities.
- (iii) Shall ensure that the MCATA Conference Organizer's Manual and Specialist Council Conference Manual are updated and coordinated annually.
- (iv) Shall ensure that an annual conference chair is in place and shall assist, where appropriate, presidents of regional councils.
- (v) Shall maintain a list of speakers and ideas for topics suitable for workshops, conferences and seminars.
- (vi) Shall coordinate annual, symposia, mini and regional conferences as planned.

1.4(b) Vice-President—Publications

- (i) Shall be responsible for communicating guidelines governing publications.
- (ii) Shall be responsible for recruitment of and recommendation for appointment of editors.
- (iii) Shall assist in the maintenance of an updated, relevant website home page.
- (iv) Shall assist in the identification of and collection of materials for MCATA publications.
- (v) Shall, in consultation with the editorial board, establish editorial policy.
- (vi) Shall, in consultation with the editorial board, be responsible for maintaining and communicating ATA standards for all MCATA publications.
- (vii) Shall coordinate liaison with other stakeholder groups for exchange of materials and ideas.
- (viii) Shall ensure reports on council activities are submitted for publication.
- (ix) Shall be the NCTM liaison.

1.5 Past President

- 1.5.1 Shall provide advice and orientation to other executive members.
- 1.5.2 Shall oversee all directors.
- 1.5.3 Shall chair the nominations committee for executive positions and shall act as the returning officer.
- 1.5.5 Shall chair the editorial board of MCATA Publications.
- 1.5.6 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.

1.6 Secretary

- 1.6.1 Shall maintain minutes of table officer and executive committee meetings and AGMs.
- 1.6.2 Shall provide a copy of the minutes to each member of the executive committee.
- 1.6.3 Shall submit all official communication to the executive committee.
- 1.6.4 Shall attend to all correspondence of the executive committee as directed.
- 1.6.5 Shall provide the president with a copy of all correspondence.
- 1.6.6 Shall maintain a file of all correspondence.
- 1.6.7 Shall maintain a file of the names and addresses of members of the MCATA executive committee and regional executives.
- 1.6.8 Shall provide new members with copies of MCATA Constitution and Handbook of Duties and Procedures.
- 1.6.9 Shall revise and print a revised MCATA Constitution and Handbook of Duties and Procedures as required.
- 1.6.10 Shall arrange to have a supply of MCATA envelopes and letterhead on hand.
- 1.6.11 Shall arrange to bring the necessary secretarial supplies to all meetings.
- 1.6.12 Shall serve as the archivist of MCATA materials as outlined in the Manual for ATA Specialist Councils.
- 1.6.13 Shall arrange for approved promotional and award MCATA items (plaques, pins, tokens of appreciation, name tags, etc).

- 1.6.14 Shall arrange for appropriate recognition of the recipient(s) of all MCATA awards.
- 1.6.15 Shall book facilities and arrange for meals for meetings.
- 1.6.16 Shall be one of signing officers of the council (motion).
- 1.6.17 Shall maintain the MCATA display for conferences.
- 1.6.18 Shall collect the names for Friends of MCATA and provide these to table officers prior to the conference at the September table officer meeting and arrange for acknowledgement in the program of annual conference, newsletter, website (see Appendix B).

1.7 Treasurer

- 1.7.1 Shall maintain an accurate record of the financial affairs of the council.
- 1.7.2 Shall be responsible for the proper accounting of all monies received and collected by council.
- 1.7.3 Shall make the necessary disbursements of the funds of council.
- 1.7.4 Shall present a printed financial statement to all executive committee and table officer meetings.
- 1.7.5 Shall arrange for an audit at the end of each fiscal year (June 30).
- 1.7.6 Shall prepare the financial documents to go to the provincial organization for audit purposes by August 31 of each year.
- 1.7.7 Shall coordinate the preparation of a proposed budget for the following fiscal year, which shall be presented at the first executive committee meeting of the year.
- 1.7.8 Shall present to the AGM a printed financial statement for the previous fiscal year that incorporates both the council's general account and the council's provincial organization account.
- 1.7.9 Shall present the proposed budget for the current fiscal year to the AGM for approval.
- 1.7.10 Shall be one of the signing officers of the council (motion).

1.8 Directors

1.8.1 Membership Director

- a. Shall take a leadership role in promoting membership.
- b. Shall submit membership article to publications.
- c. Shall request an active membership list as needed and in compliance with Canada's Anti-Spam Legislation (CASL) or in accordance with other relevant legislation from Barnett House.
- d. Shall ensure there is a link from the MCATA website to the ATA website regarding membership in MCATA.
- e. Shall update and maintain a supply of the MCATA membership forms.
- f. Shall have the membership forms available for conferences, workshops, seminars, symposia, executive meetings, etc, whenever possible.

1.8.2 Special Projects Director

- a. Shall oversee MCATA special projects submissions and follow-up paper work.
- b. Shall serve as symposium director.
- c. Shall coordinate with vice-president of professional development and conference cochairs to maintain continuity and flow of professional development.

1.8.3 Awards and Grants Director

- a. Shall be responsible for promotions of awards, contests and grants.
- b. 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).
- c. Shall advertise the MCATA awards and grants by advertising “basic” information in the MCATA Newsletters.
- d. Shall be responsible for processing the MCATA grants according to criteria in Appendix C.
- e. Shall be responsible for all math contest correspondence, monitoring and support.
- f. Shall submit the names of the recipient(s) for all MCATA awards to the secretary and vice-president of publications.
- g. Shall maintain a list of recipients of all awards.

1.8.4 Director of Publicity

- a. Shall work with conference committee and executive to promote the annual conference, including the development of the conference and symposia promotional materials and advertisements (posters, school mailings, liaise with school boards/local PD committees, ATA news, MCATA newsletter).
- b. Shall act as the expert on CASL for MCATA.
- c. Shall ensure that all publicity for MCATA is compliant with the requirements of CASL.
- d. Shall work with Conference Chairs to develop the conference program.
- e. 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.

1.8.5 Director of Facilities

- a. 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.
- b. Liaise with professional providers and/or with Barnett House to arrange for appropriate symposia facilities for MCATA events.
- c. Liaise with the facility to arrange for the establishment of the menus, AV requirements and meeting rooms.
- d. Liaise with president, professional development staff and ATA staff advisor to establish the contract with facilities to hold MCATA events.
- e. Track contract deadlines (eg, attrition deadlines, meal numbers, etc.)
- f. In conjunction with the president assist the executive members with their lodging requirements for MCATA conferences and symposia.

1.8.6 Director at Large

- a. Shall carry out duties which may be assigned from time to time by the executive committee and/or the table officer committee.
- b. 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.

1.9 ATA Staff Advisor

- 1.9.1 Shall be a voting member of the table officer and executive committee at no expense to MCATA Council.
- 1.9.2 Shall be the liaison between MCATA and the ATA.
- 1.9.3 Shall advise on council activities, operations, regulations and guidelines, financial affairs, recommendations and submissions to PEC and constitutional amendments.
- 1.9.4 Shall advise and assist with the efficient, accurate and business-like operation of the council.
- 1.9.5 Shall be one of the signing officers of the council.
- 1.9.6 Shall fulfill other duties as defined in the Manual for Specialist Councils.

1.10 PEC Liaison Representative

- 1.10.1 Shall be a voting member and shall attend table officer and executive committee meetings at no expense to the council.
- 1.10.2 Shall provide promotional and support services as defined in the Manual for Specialist Councils.
- 1.10.3 Shall report on relevant provincial council matters.

1.11 NCTM Liaison

- 1.11.1 Shall be the vice-president of publications.
- 1.11.2 The duties shall be to
 - a. promote membership in the NCTM by soliciting new memberships;
 - b. support NCTM activities by announcing future meetings of NCTM, advertising the publications of the NCTM and announcing other NCTM activities and projects;
 - c. recommend speakers for NCTM meetings;
 - d. complete the *Affiliated Group Annual Report* and *Affiliated Group Officers Report* for submission to NCTM; and
 - e. share NCTM publications with the executive committee.

1.12 External Representatives

- 1.12.1 Shall be nonvoting members.
- 1.12.2 Shall attend executive committee meetings as required.
- 1.12.3 Shall consult and advise on mathematics education and programs.
- 1.12.4 Shall be provided with a MCATA membership in accordance with the MCATA membership schedule cost MCATA membership and ATA membership.
- 1.12.4 Shall act as a resource person to the executive committee.

1.13 Editors

- 1.13.1 Shall be responsible for periodic publications within the guidelines established by MCATA and the ATA and in accordance with the ATA editor's manual.
- 1.13.2 Shall maintain liaison with other professional groups for exchange of ideas and materials.
- 1.13.3 Shall provide, when an article is published, two copies of the publication to the author of the article.
- 1.13.4 Shall submit to the treasurer an accurate account of expenses requiring reimbursement.
- 1.13.5 Shall maintain an up-to-date file of material to present to a successor.
- 1.13.6 Shall arrange for reprint permission and FOIP releases, as required.

1.14 Conference Chair(s)

- 1.14.1 Shall establish and oversee a committee to organize and operate the annual conference.
- 1.14.2 Shall report to the vice-president of professional development on the preparation and results of the conference.
- 1.14.3 Shall be responsible for planning, organization and operation of the annual conference.
- 1.14.4 Shall be responsible for the preparation and presentation of a conference budget to the vice-president of professional development at least one year in advance of the annual conference.
- 1.14.5 Shall present a final conference report at a Table Officer meeting by April 1 of the year following the conference.
- 1.14.6 Shall submit changes, suggestions, etc, to the MCATA conference organizer's manual to the professional development director by April 1 of the year following the conference.
- 1.14.7 Shall revise and print a revised MCATA conference organizer's manual as required.

1.15 Dr Arthur Jorgenson Chair

- 1.15.1 Shall be a nonvoting member of the executive committee.
- 1.15.2 Shall perform duties as assigned by the executive committee.

1.16 Web Technician

- 1.16.1 Shall develop and maintain the MCATA website in accordance with provincial ATA policy and current legislation.
- 1.16.2 Shall submit all links to the vice-president of publications for approval.

2. APPOINTMENTS

2.1 Directors

- 2.1.1 To be eligible for consideration to be a director, MCATA members need to submit an application form for MCATA Executive. See Appendix E.

- 2.1.2 Shall be appointed by the table officers and become a member of the executive committee.
- 2.1.3 Shall be voting members of the executive committee.
- 2.1.4 Shall be appointed by table officers for a period of two years, at the May meeting. 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
- 2.1.5 Shall maintain regular communications with the past president.
- 2.1.6 Shall liaise with past president for support and mentorship.

2.2 Editors and Web Technician

- 2.2.1 Shall be appointed by table officers.
- 2.2.2 Shall be voting members of the executive committee.

2.3 Past President

- 2.3.1 In the event of a vacancy, table officers may appoint a member of MCATA council to the position of past president.
- 2.3.2 Past president will be selected from previous presidents or previous vice-presidents with the priority being to consider previous presidents.
- 2.3.3 The past president will maintain contact with directors on a regular basis (as least once a year) to ensure they are supported and mentored.

2.4 External Representatives

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

2.5 Annual Conference Chair(s)

- 2.5.1 Shall be appointed by the table officers at least two years prior to the annual conference that is being planned.
- 2.5.2 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.
- 2.5.3 The annual conference chair shall serve as chair for two consecutive conferences.

2.6 ATA Staff Advisor

- 2.6.1 Shall be appointed by the ATA.

2.7 PEC Liaison

- 2.7.1 Shall be appointed by the ATA.

3. BUDGETING PROCEDURES

3.1 Preparation and Presentation

3.1.1 Shall be conducted by the treasurer in accordance with the duties specified in the Manual for Specialist Councils.

3.2 Conference

3.2.1 The table officers may at the first meeting each year select one voting member of the executive committee to be a representative to the annual NCTM conference and to begin the process of selecting representative(s) for the annual NCTM conference. Final selection is subject to approval of table officers. Seventy-five per cent of approved expenses for each conference shall be paid by the council, to a maximum of \$2000 CAD, exceptions subject to the approval of table officers (see motion 98.09.118).

3.3 Executive Expenses

3.3.1 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.

3.3.2 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.

3.3.3 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.

3.4.3 Unless otherwise approved by the president, accommodation expenses shall be approved for one night only.

3.4.3(a) Notwithstanding 3.4.3, where there are emergent circumstances, accommodation expenses may be approved by the president and ATA staff officer

3.4 Fees and Subscription Rates

3.4.1 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)

4. PUBLICATIONS

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

4.1 Editorial Board

- 4.1.1 The editorial board shall consist of the table officer committee and chaired by the past president.
- 4.1.2 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.

4.2 delta-K and Newsletters

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

4.3 Website

- 4.3.1 Shall promote MCATA activities, membership and resources.

4.4 Monographs

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

4.5 Special Publications

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

4.6 Exchange

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

5. PROFESSIONAL DEVELOPMENT

5.1 Annual Conference

- 5.1.1 MCATA is responsible for the organization and cost of an annual conference.
- 5.1.2 The annual conference shall be held in the fall of each academic year unless otherwise approved by PEC.
- 5.1.3 The location of the annual conference shall be selected by the executive committee on the advice of the vice-president in charge of conferences.
- 5.1.4 The table officers shall appoint a conference chair, subject to the approval of the executive committee, for each conference.
- 5.1.5 A conference committee shall be established by the conference chair.
- 5.1.6 The conference committee shall submit a conference budget for approval by the executive committee.
- 5.1.7 Registration fees shall be approved by the table officers.
- 5.1.8 Conference expenses shall be approved and dispersed by the annual conference committee.
- 5.1.9 All surplus funds and final report resulting from a conference shall be turned over to MCATA council by April 1 following the annual conference.

- 5.1.10 The annual conference may be jointly sponsored with other organizations subject to approval by table officers and the ATA.
- 5.1.11 Shall issue receipts for memberships paid directly to the council and, if required, forward to Barnett House the names and addresses of these members.
- 5.1.12 Shall issue receipts for memberships sent to the ATA paid by cheques payable to council (ie, “holding of cheques”).

5.2 Mini Conferences

- 5.2.1 Subject to the approval of the executive committee, the vice-president (professional development) may initiate and coordinate the organization of special conferences.
- 5.2.2 Subject to the approval of the table officers, each miniconference shall be financially supported to a maximum of \$300.

5.3 Conference Expenses

- 5.3.1 Receipts are required for reimbursement of expenses.
- 5.3.2 Keynote speakers will be paid an honorarium and expenses as negotiated by the annual conference committee.
- 5.3.3 Session speakers shall be paid at a rate and in a manner determined by the annual conference committee and approved by the executive committee.
- 5.3.4 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 subcosts to attend to the dealings of the annual conference will be covered as needed.
- 5.3.5 Round-table presenters at the annual conference shall be presented with a token of appreciation.
- 5.3.6 Annual conference advances for initial funding shall be approved at least two years prior to the date of the annual conference.

6. SYMPOSIA

6.1 Planning and Organization

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

6.2 Expenses

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

7. MEETINGS

7.1 Executive Committee Meetings

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

7.2 Table Officer Committee Meetings

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

7.3 Annual General Meeting(AGM)

- 7.3.1 The Annual General Meeting shall be held in conjunction with the annual conference.

7.4 Conference Committee Meetings

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

8. REPRESENTATION

8.1 NCTM

- 8.1.1 Table officers may name one member of the executive committee as representative to the annual NCTM conference. Expenses shall be paid in accordance with article 3.3.1.

8.2 Other

- 8.2.1 The president, in consultation with table officers, shall determine appropriate representation to ATA specialist council seminars and other approved activities.

9. AWARDS

9.1 Alberta Mathematics Educator Awards

- 9.1.1 Two educators may be selected annually as recipients of the Alberta Mathematics Educator Awards, according to the criteria and process listed in Appendix A.
- 9.1.2 The awards will be presented at the MCATA Annual Conference in conjunction with the keynote address or some major gathering during the conference.

9.2 Dr. Arthur Jorgensen Award

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

9.3 Friends of MCATA

9.3.1 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 Appendix B.

9.4 Honorary/Life Membership

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

9.5 Contests and Examinations

9.5.1 The contests and/or examinations referred to are provincially, regionally or locally organized mathematics contests approved by the executive committee.

9.5.2 Up to \$1000 shall be made available for the purchase of prizes (eg, cash awards, medals, plaques) for contests and/or examinations.

9.5.3 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 MCATA treasurer;
- 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.

9.5.4 Upon completion of the contest/examination, a description of the contest/examination shall be forwarded to the MCATA treasurer for inclusion in the newsletter, prior to release of approved funds.

9.5.5 A copy of the contest/examination, answer key and a summary of the results shall be forwarded to the MCATA treasurer at the conclusion of the contest, prior to release of approved funds.

9.5.6 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 treasurer is responsible for providing the engraved plaque.

10. REGIONAL COUNCILS

10.1 The executive committee shall encourage the formation of regional councils.

10.2 Members of the Alberta Teachers’ Association may request that MCATA establish a regional council.

10.3 Regional councils shall receive, on application, a grant of \$100 plus \$2 per member or as otherwise approved by the executive committee.

- 10.4 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.

11. CHANGES TO THE MCATA HANDBOOK OF DUTIES AND PROCEDURES

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

12. APPENDICES

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

- A. Alberta Mathematics Educator Awards
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- I. MCATA Summary of Executive Duties



Mathematics Council of the Alberta Teachers' Association

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

Alberta Mathematics Educator Awards

A maximum of two 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

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 MCATA past president.
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, and a one-year membership in MCATA.



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Alberta Mathematics Educator Award Nomination Form

Part 1

Nominee's Name _____

Home Address _____

City and Postal Code _____

Business Address _____

City and Postal Code _____

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 _____

Signature of Nominator _____ Date _____

Part 3

A minimum of three letters of support. Please see reverse side for criteria, eligibility and nomination procedure. Please forward to the MCATA past president.

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



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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.



Mathematics Council of the Alberta Teachers' Association

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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 1 or May 1 to be considered for the following six month period.

Grant applications may be considered for mathematics education initiatives that 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 in charge of conferences. Successful applicants must be willing to share their results and experiences via the Mathematics Council newsletter, miniconferences 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 _____

MCATA membership number _____ Expiry date _____

Address of school _____

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).



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 2015/16 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 March 15, 20XX

If an election is necessary, it will be conducted by postal mail. A newsletter outlining the platform of each candidate will be sent out with ballots to all members on or about **April 15, 20XX**. 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.

DEADLINE FOR RETURN OF BALLOTS IS May 30, 20XX. The successful candidates will be notified on that same day and the results posted on the MCATA website and printed in the next available newsletter.

We, the undersigned members of MCATA,
nominate

_____ (name)

of _____ (address)

Alberta Education Certificate Number of Nominee _____ For the position of _____

Signatures and addresses of three nominators

Name _____ Alberta Education Certificate Number _____

Address _____

Name _____ Alberta Education Certificate Number _____

Address _____

Name _____ Alberta Education Certificate Number _____

Address _____

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.



**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 Mathematics Council Executive.
I am interested in serving on the MCATA executive as a **director**

MCATA Member: _____

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: _____ or Permanent: _____

Specific Executive Position (if known): _____

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

These are volunteer positions

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 and 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.

Email application to Donna Chanasyk (MCATA Secretary)
donnaic@telus.net



Mathematics Council of the Alberta Teachers' Association

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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 (as per article 3.4 of the MCATA handbook);
- a one-year membership in MCATA and NCTM; and
- an invitation to attend one MCATA conference with appropriate expenses (eg, substitute teacher, one night 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.



Mathematics Council
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**APPLICATION FORM 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 _____

Are you currently a member of any mathematics organization? _____

If yes, which one? _____ Membership number _____

Date _____ Signature _____

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?
- What are you prepared to offer MCATA as a member of the executive?
- What would you like MCATA to provide for you other than financial aspects?

OUTLINE YOUR PROFESSIONAL DEVELOPMENT GROWTH PLAN.

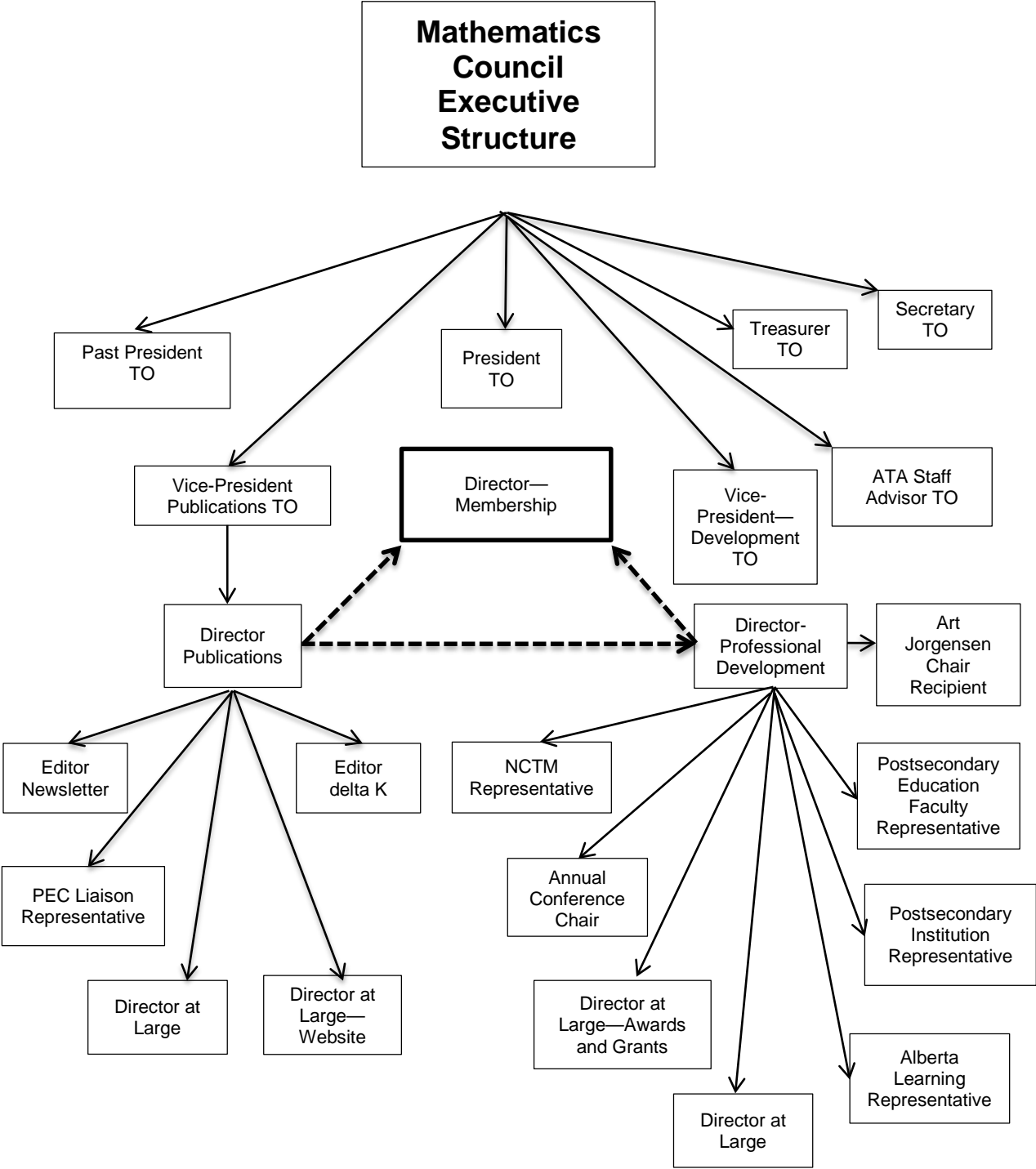
Deadline for application is April 30 of the current year.

MCATA Events Timeline

- August**
- Deadline for September newsletter submissions
 - Advertise for fall symposium
 - Advertise MCATA grants
 - Deadline for delta-K submissions for December issue
 - ATA Summer Conference
 - Specialist Council Annual Report due
 - Treasurer organize the paperwork and the Quick Books reports for the annual audit by a Barnett House staff member
- September**
- Table officers meeting—Alberta Mathematics Educator Awards—NCTM Canadian Leadership Conference delegate—NCTM Annual Conference Delegate
 - Executive meeting—budget for Annual General Meeting (AGM)
 - Newsletter mailed out
 - Educational Trust Conference grants of \$400 deadline
 - Treasurer record Excel planning document of budget for AGM including the formulae to provide feedback
 - ❖ Treasurer record budget in QuickBooks for Monthly Profit and Loss vs Budget Report
 - ❖ Treasurer prepare float for conference MCATA table (one roll of loonies, one roll of toonies and the rest as \$5 bills totaling \$200)
- October**
- Audited financial statement, a statement of assets and liabilities, an annual report of program and activities and a copy of MCATA’s current constitution submitted to Barnett House.
 - Alberta Mathematics Leader’s Symposium
 - Annual Conference
 - AGM—amendments to constitution
 - Awards presented at annual conference
 - Table officers and/or executive meeting at annual conference
 - Treasurer receive AGM Financial Report from Barnett House staff member
 - Treasurer prepare last year’s budget (blue) and proposed budget (pink) reports
- Oct/Nov**
- Elected executive position term of office begins
- November**
- NCTM Call for Resolutions
 - NCTM Memberships for MCATA president and NCTM representative
- December**
- Deadline for January newsletter submission
 - Nomination form for MCATA position in newsletter
 - Advertise awards in newsletter
 - Advertise MCATA grants
 - Advertise for spring symposium
 - Advertise for conference
 - Deadline for delta-K submissions for June issue

- January**
- Executive meeting—Thinker’s Conference—ARA delegate
 - Table officer meeting and conference committee meeting
 - Review director appointments/vacancies
 - Newsletter mailed out
 - Treasurer help plan conference budget on Excel
- February**
- Include the nomination form for MCATA positions in newsletter
 - Advertise the awards
 - Advertise MCATA grants in newsletter
 - Approval of grants and executive meeting by February 15
- March**
- Treasurer pay NCTM dues
- April**
- Mathematics Month
 - Annual conference report, financial statement
 - Nominations for MCATA positions deadline
 - Election ballots for MCATA positions mailed to MCATA members
 - Election ballots for MCATA positions deadline
 - Dr Arthur Jorgensen Chair Award deadline
 - Deadline for May newsletter submissions
 - Advertise for fall symposium in newsletter
 - Advertise for conference in newsletter
 - Special election newsletter mailed out if necessary
- May**
- Executive meeting—old and new executive—NCTM representative for the year—set meeting dates for the upcoming year—Notice of motion to the membership regarding constitution amendments—Proposed budget for next year—decide on number of issues of newsletters and delta-K for next year—Alberta Mathematics Leader’s Symposium
 - Newsletter mailed out
- June**
- Thank you letters to principals, superintendents, supervisors of members of the executive committee
 - Approval of grants at executive meeting by June 15
 - Treasurer contact executive members for claims that need to be processed by June 30 (end of fiscal year)
- August**
- Alberta Mathematics Educator Awards deadline

MCATA Executive Flowchart



Directors at large shall carry out duties which may be assigned from time to time by the executive committee and/or the table officers.

All "representative" members are nonvoting members of the MCATA Executive.

Mathematics Council Executive Summary of Duties

Past President Table Officer

President Table Officer

Vice-President—Publications Table Officer

- oversees the publications work of MCATA
- oversees publications area
- collects articles for newsletter from executive
- gives articles to newsletter editor
- gives articles and directions for website
- keeps vice-president informed
- takes direction from vice-president

Vice-President—Professional Development Table Officer

- oversees the professional development (PD) work of MCATA
- oversees conferences, past and future
- coordinates work of representatives in PD
- writes items for the newsletter
- seeks out new ways for MCATA to be involved in PD
- coordinates the selection of conference sites and chairs
- member of all conference committees

Director—Publications

Director—Professional Development

Director of Membership

Director of Publicity

Director of Facilities

Director of Special Projects

Webmaster

- works with vice-president of publications
- places information on website as given by director
- keeps information current

- updates links
- presents material creatively

Editor newsletter

- receives articles from the Executive
- edits articles and selects
- gets newsletter to Barnett House as per schedule

Editor delta-K

- solicits, collects, edits materials
- works with vice-president of publications

Secretary TO

- as per duties and procedures in the MCATA handbook

Treasurer TO

- as per duties and procedures in the MCATA handbook

Alberta Education Representative

- keeps executive informed of any new developments in Alberta Education
- brings concerns from MCATA executive to Alberta Education
- solicits Alberta Education speakers for our annual conference
- alerts MCATA executive to possible issues in math education

Postsecondary Institution Representative

- brings communications that facilitate an understanding of the concerns of university math departments in our province
- writes a Doing Math column for the newsletter
- takes an active role in the planning for both the annual conference and the symposia
- solicits articles for the delta-K
- encourages university participation in our annual conference and the symposium
- alerts MCATA executive to possible issues in math education

PEC Liaison Representative updates council on ATA

- promotes the Math Council to members
- facilitates communication with council on matters of actions or decisions by the provincial body
- understands council's concerns and needs and presents to PEC or supports us as needed

Postsecondary Education Faculty Representative

- brings communications that facilitate an understanding of the concerns of university education departments in our province
- writes a book review column for the newsletter
- takes an active role in the planning for both the annual conference and the symposia
- solicits articles for the delta-K
- encourages university participation in our annual conference and the symposia
- alerts MCATA executive to possible issues in math education

ATA Staff Advisor TO

- as per duties and procedures in the MCATA handbook

Annual Conference Chair

- forms conference committees for upcoming conference
- updates MCATA on all aspects of the conference
- holds meetings as necessary to provide for upcoming conference
- oversees the work of the program, publicity and financial components of the conference together with the program chair, selects keynote speakers
- designs the conference timetable
- books space for the AGM, executive meeting and mathematics symposium
- prepares the conference report following the conference

NCTM Representative

- receives communication from NCTM
- passes on information to council at meetings
- orders materials for annual conferences
- writes an NCTM column for the newsletter
- updates membership with regard to new NCTM materials and upcoming conferences
- provides the NCTM information regarding our affiliate activities
- serves an active role on any joint NCTM/MCATA conferences

Dr Arthur Jorgensen Chair Recipient

- attends meetings
- offers liaison with the undergraduates of Alberta institutions
- works with website technician on web presentation

Director of Awards and Grants

- ensures grant and award information is communicated to appropriate executive members and other media/institutions
- collects applications to grants and awards

- passes applications on to the table officers or committee for selection
- Math Educator Award, Art Jorgensen Chair Award, Friends of MCATA, contests
- updates database of award recipients

Director at Large

- takes on duties as assigned by executive/table officers
- shall carry out duties which may be assigned from time to time by the Executive committee and/or the table officers

*All “representative” members and Dr Arthur Jorgensen Chair are nonvoting members of the MCATA Executive

