



# **CPAM Job Descriptions & Newsletter Publication Guidelines**

**Council of Presidential Awardees in Mathematics**

**August 24, 2019**

# CPAM Job Descriptions & Newsletter Publication Guidelines

*This document contains all CPAM job descriptions and newsletter publication guidelines.  
Individual entries can be updated as needed and dated accordingly.*

*Denise I. Griffiths  
September 7, 2014*

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*Last update and review August 24, 2019*

## **Duties of CPAM President**

1. Oversee the operation of CPAM through regular contact with Board members, listserv, response to member requests, interfacing with internal committees, and with external groups and individuals.
2. In order to maintain affiliate status with NCTM and NCSM, the President must be a member in good standing with NCTM and NCSM. The NCTM membership dues are to be paid by the President. The NCSM membership dues may be paid by CPAM.
3. Set agendas for and chair Board meetings: one held during the NCTM Annual Meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
4. Monitor the progress of the “to do” lists prepared by the Secretary at each Board meeting. Monitor the duties on the job descriptions for the Board and Committee Chairs.
5. Work with the Board to plan the Annual CPAM Business Meeting at the NCTM Annual Convention.
6. Invite the featured speaker for the CPAM Leadership Seminar for a K-12 presentation.
7. Work with President-Elect or Past President to assure that events at the NCTM Annual Convention (CPAM Leadership Seminar, CPAM Reception, Annual Breakfast, Business Meeting, Board Meeting) are arranged and coordinated.
8. Write President’s column for each issue of the newsletter.
9. Write an article on Land’s End logo attire for the December issue of the newsletter.
10. Assist with editing the newsletters and meeting minutes.
11. Write a letter of welcome to the new Presidential Awardees in Mathematics.
12. Prepare a packet of materials to be mailed to Washington, D.C. for the new awardees. This packet may include: a letter of welcome from the CPAM President, a letter of welcome from the grade level representatives, an information letter about the listserv, a mentor certificate and other items deemed appropriate by the Board, such as the newsletter .
13. Maintain communication with SEPA and APAST.
14. Send an annual thank you letter or e-mail to the supervisor of each current and outgoing Board member, pending submission of supervisor contact information, acknowledging their volunteer work. This includes newly-elected Board members, acknowledging their upcoming service. Letters will be sent after the April Board meeting.

*Continued next page*

## **Duties of CPAM President** *(continued)*

15. Write and send thank you letters to administrators for letting CPAM members attend the NCTM Annual Meeting.
16. Call for and communicate with volunteers to host CPAM socials at NCTM Regional Conferences.
17. Appoint the chairs, with Board approval, for the Nominations and Elections Committee and for the Scholarship Committee. Collect committee reports. See that members are appointed to these two committees.
18. Review appointed positions on the Board.
19. Arrange for ordering and payment of CPAM pins for new awardees.
20. Send a thank you note on behalf of CPAM to the appropriate company if the pins are donated.
21. Participate in the Awards Week in Washington, D.C. if invited.
22. Attend the State Coordinators for Presidential Awards for Excellence in Mathematics and Science Teaching National Meeting if invited.
23. Write a thank you letter to use with his/her supervisor to members who give a CPAM presentation during the NCTM Annual Meeting.
24. See that student certificates of excellence and mentor certificates are updated as needed and are available online.
25. Keep updated electronic files of duties and activities to pass on to the next President.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Sue Eddins, 1998  
Updated 1999, 2001, 2014, 2019

## **Duties of CPAM President-Elect / Past President**

1. Make arrangements for the summer Board meeting as directed by the President.
2. Contact publishers/sponsors and arrange CPAM socials at the NCTM Annual Meeting.
3. Arrange the location and order food for the CPAM Leadership Seminar, Annual Breakfast, Business Meeting and Board Meeting at the NCTM Annual Meeting.
4. Contact vendors regarding CPAM socials at the NCTM Annual Meeting.
5. Article in the March issue of the newsletter on the NCTM Annual Meeting with special attention to CPAM related activities, such as the CPAM Leadership Seminar, CPAM Reception, CPAM Annual Breakfast and Meeting.
6. Prepare the *Take This Sheet* and the breakfast/reception registration form for the March newsletter.
7. Send thank you letters on behalf of CPAM to organizations for the various socials and other gifts at the NCTM Annual Meeting that are provided for CPAM members .
8. Prepare a thank you list with names and addresses for CPAM members to send thank you notes for the events at NCTM including the CPAM Leadership Seminar, evening social and breakfast. This list should be posted on the listserv promptly after the CPAM events at NCTM and included in the June newsletter.
9. Assist with editing the newsletters and meeting minutes.
10. Assist the President as requested in other duties.
11. Attend two Board meetings: one held during the NCTM Annual Meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
12. Keep updated electronic files of duties and activities to pass on to the next President-Elect or Past President.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Sue Eddins, 1998  
Updated 2001, 2014, 2019

## **Duties of CPAM Secretary**

1. Take minutes of annual business meeting; send the draft form to all members of the Board and solicit corrections and changes. Send the final copy of the minutes to the Board. Send highlights of the minutes to the June newsletter.
2. Take minutes of Board meetings. Send the draft form to all members of the Board and request additions and corrections by a given date. Send highlights of the minutes for publication in the September newsletter for the summer Board meeting and the June newsletter for the spring Board meeting.
3. Prepare a “to do” list at each Board meeting. Share it with all Board members immediately following the meeting.
4. Prepare the CPAM Board and Committee Chairs Contact Information sheet after the April Board meeting. Keep the “revised date” on the form.
5. Update the CPAM stationery file after the April Board meeting to reflect the change in officers and send to the Board.
6. Incorporate appropriate changes or revisions to the Constitution and inform the membership.
7. Keep an accurate file of all of the correspondence, mailing inserts, notices, etc., sent to the membership.
8. Attend two Board meetings: one held during the NCTM Annual Meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
9. Keep updated electronic files of duties and activities to pass on to the next to pass on to the next Secretary.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Mary Lou Derwent, Reverie Suzuki and Denise Griffiths, 1995  
Updated 1997, 1998, 1999, 2001, 2014, 2019

## **Duties of CPAM Treasurer**

1. Maintain accurate books listing credits and debits with an accurate balance. The accounts are housed in two accounts. One account is for general expenses. Dues and contributions go into this account. The second account is for the Denise I. Griffiths Scholarship Fund. As this scholarship fund accumulates, the money is transferred to the Baltimore Community Foundation (BCF) who manages the scholarship dispersal. At the discretion of the Treasurer, there can be just one bank account with careful records tracking the scholarship donations.
2. Receive dues payments and scholarship donations. Confirm these in the database. Deposit funds to the appropriate accounts.
3. Pay all bills.
4. Prepare financial reports for Board meetings and for the annual meeting.
5. Prepare a copy of the yearly treasurer's report for the fall newsletter.
6. Receive annual breakfast reservations and payments. Make name tags for attendees.
7. Collect RSVPs for people attending the CPAM reception at NCTM.
8. Arrange for a review of the books at the time of transfer to the next treasurer.
9. Transfer all funds to the new treasurer by July 1, the start of the new fiscal year.
10. Keep the extra pins from each year and sell them as needed for \$6.00.
11. Write an article on the extra pins for the September newsletter.
12. Arrange for ordering and payment of name badges for new officers.
13. Attend two Board meetings: one held during the NCTM Annual Meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
14. Keep updated electronic files of duties and activities to pass on to the next Treasurer.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Susan Craig, 1998  
Updated 2001, 2002, 2014, 2019

## **Duties of CPAM Elementary (K - 4) School Representative**

1. Send letter of congratulations and "Welcome to CPAM" to all new Elementary Presidential Awardees. This is to be done jointly with the Middle School Representative. The signatures of the Elementary School Representative and the Middle School Representative shall be on the letter to the Elementary Presidential Awardees.
2. Advise the Board in areas regarding the elementary school level.
3. Attend two Board meetings: one held during the NCTM Annual Meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
4. Collaborate with the other grade level representatives to provide professional development opportunities for CPAM members (e.g., book chats or a session at NCTM).
5. Contribute to the listserv and social media outlets at least once a month and identify yourself as the CPAM Elementary School Representative.
6. Submit articles for each issue of the CPAM newsletter.
7. Keep updated electronic files of duties and activities to pass on to the next Elementary School Representative.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Mary Lou Derwent and Mary Modene, 1998  
Updated 1999, 2001, 2014, 2019



## **Duties of CPAM Middle School (5 - 8) Representative**

1. Send letter of congratulations and "Welcome to CPAM" to all new Elementary and Secondary Presidential Awardees. This is to be done jointly with the Elementary School Representative and the Secondary School Representative. The signatures of the Middle School Representative and the Elementary School Representative shall be on the letter to the Elementary Presidential Awardees. The signatures of the Middle School Representative and the Secondary School Representative shall be on the letter to the Secondary Presidential Awardees.
2. Advise the Board in areas regarding the middle school level.
3. Attend two Board meetings: one held during the NCTM Annual Meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
4. Collaborate with the other grade level representatives to provide professional development opportunities for CPAM members (e.g., book chats or a session at NCTM).
5. Contribute to the listserv and social media outlets at least once a month and identify yourself as the CPAM Middle School Representative.
6. Submit articles for each issue of the CPAM newsletter.
7. Keep updated electronic files of duties and activities to pass on to the next Middle School Representative.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Mary Lou Derwent and Jo Ann Schuette, 1998  
Updated 1999, 2001, 2014, 2019

## **Duties of CPAM Secondary (9 – 12) School Representative**

1. Send letter of congratulations and "Welcome to CPAM" to all new Secondary Presidential Awardees. This is to be done jointly with the Middle School Representative. The signatures of the Secondary School Representative and the Middle School Representative shall be on the letter to the Secondary Presidential Awardees.
2. Advise the Board in areas regarding the secondary school level.
3. Attend two Board meetings: one held during the NCTM Annual Meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
4. Collaborate with the other grade level representatives to provide professional development opportunities for CPAM members (e.g., book chats or a session at NCTM).
5. Contribute to the listserv and social media outlets at least once a month and identify yourself as the CPAM Secondary School Representative.
6. Submit articles for each issue of the CPAM newsletter.
7. Keep updated electronic files of duties and activities to pass on to the next Secondary School Representative.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Mary Lou Derwent and Jill Moser, 1998  
Updated 1999, 2001, 2014, 2019

## **Duties of CPAM NCTM Representative**

1. Serve as a liaison among NCTM, NCSM and CPAM, and coordinate with other affiliate groups at large.
2. In order to maintain affiliate status with NCTM and NCSM, the NCTM Representative must be a member in good standing with NCTM and NCSM. The NCTM membership dues are to be paid by the NCTM Representative. The NCSM membership dues may be paid by CPAM.
3. Attend the Delegate Caucuses and the Delegate Assembly held during the NCTM Annual Meeting, represent the views of CPAM, and vote accordingly on resolutions and issues brought before the delegates. When possible, have a second CPAM Board member attend the Delegate Caucuses and the NCTM Delegate Assembly.
4. Submit NCTM resolutions for the Delegate Assembly after Board approval.
5. Report on issues discussed by the Delegate Caucuses and Assemblies to the Board and the CPAM membership, and solicit input for further discussions and directions. This should be done orally at the annual CPAM breakfast and Board meeting during the NCTM Annual Meeting as well as in a written report in the June Newsletter.
6. Update the Board on NCTM policies, activities and procedures.
7. Follow the criteria for an affiliate to be “in good standing” with NCTM so that CPAM maintains its good standing status. Forward the NCTM dues notice to the Treasurer in a timely manner. Update the affiliate officer list with NCTM after the April election.
8. Attend two Board meetings: one held during the NCTM Annual meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
9. Submit articles with appropriate NCTM information for each issue of the CPAM newsletter.
10. Keep updated electronic files of duties and activities to pass on to the next NCTM Representative.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Julianna Csongor, 1999  
Updated 2001, 2014, 2019

## **Duties of CPAM Database Manager**

1. Maintain an accurate listing of current members, those lapsed over time, and those non-renewed for the current year. This involves recording all renewals including any updated information as well as recording scholarship donations.
2. Add new awardees as they are named to both the CPAM database and supply list to the Web Master.
3. E-mail receipts for dues and scholarship contributions. The IRS requires a written acknowledgement for donations of \$250 or more. The acknowledgement must contain the amount of the donation, the date of the contribution, a description and value of goods the organization provides in return or a statement that no goods or services were provided.
4. Provide Dues Notice forms to the Newsletter Editor for inclusion in the June and September newsletters.
5. Send an updated Dues Notice form to the Web Master for posting on the CPAM website by June 1.
6. Prepare a list of deceased Presidential Awardees for the September newsletter.
7. Prepare a list of scholarship donors for the Newsletter Editor for the September issue.
8. Prepare the CPAM Directory as new awardees are announced and send the file to the Web Master to be put on the website with access for members only.
9. Provide files for mailing labels as requested. The standard preparation is:
  - Paid up members and non-paid up from the two previous years and VIP's for the September issue. Membership expiration dates should appear on the mailing labels.
  - Members who request paper copy and VIP list for December and June issues.
  - Paid up members and VIP's for the March issue.
10. Forward all monies to the Treasurer in a timely manner.
11. Attend two Board meetings: one held during the NCTM Annual Meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
12. Keep updated electronic files of duties and activities to pass on to the next Database Manager.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Don Scheuer, 2001  
Updated 2014, 2019

## **Duties of CPAM Newsletter Editor**

1. Publish four issues of CPAM's newsletter, CPAM Notes®. The newsletter is published in September, December, March, and June.
2. Send timely reminders to the entire Board, committee chairs and columnists indicating individual responsibilities and the newsletter deadline.
3. Write the Plan Ahead column for future national and regional conferences for each issue of the newsletter.
4. Maintain up-to-date publication guidelines for the newsletter.
5. Attend two Board meetings: one held during the NCTM Annual Meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
6. Keep updated electronic files of duties and activities to pass on to the next Newsletter Editor.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Denise I. Griffiths and Kathy Miles, 2014  
Updated 2019

## **Duties of CPAM Listserv and Web Master**

1. Maintain and update an active listserv of awardees.
2. Maintain and update the website in a timely manner with information (dues notice, scholarship application, list of officers, student certificate, etc.) that is helpful to the membership. Check links and add information as deemed appropriate.
3. Invite new awardees as they are named to join the CPAM listserv and update the Web page link to the NSF site. Provide a letter with directions for joining the CPAM listserv to be given to the new awardees during their Awards Week in Washington, D.C.
4. Write an article for the September newsletter on how to subscribe to the listserv and how to use the listserv.
5. Periodically refresh and review the overall look of the website.
6. Attend two Board meetings: one held during the NCTM Annual Meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
7. Monitor the listserv and stay up-to-date on the latest software and virus protection information to ensure a smooth operation.
8. Keep updated electronic files of duties and activities along with an archive of listserv requests and mail errors to pass on to the next Listserv and Web Master.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Pam Newberry, 2002  
Updated 2014, 2019

## Duties of CPAM Nominations and Elections Committee Chair

1. Work with the President to make certain that a full Nominations and Elections Committee is in place by mid-August.
2. Solicit nominations for office. According to the CPAM Constitution, nominations are due by **December 10<sup>th</sup>**. The Nominations and Elections Committee should prepare a slate of not more than two candidates for each office.
3. Prepare a “Call for Nominations” article for the September newsletter including the offices up for election, overview of duties, and names of the members of the Nominations and Elections Committee.
4. Send periodic reminders to the listserv seeking nominations for office.
5. Confirm that updated job descriptions are available online at the CPAM Web site. All members of the Nominations and Elections Committee should have copies of the job descriptions and can send them to potential candidates.
6. Confirm with the Database Manager that candidates are current CPAM members.
7. Provide candidate profiles to the newsletter editor by **January 25**. The CPAM Bylaws require that the candidate information must be provided to the membership **at least thirty days prior to the annual meeting**.
8. Arrange for the election. The election is currently carried out with online voting. Ask the Database Manager to send current e-mail addresses to the person conducting the online election.
9. Remind members on the election procedures through the newsletter(s) (December / March issues) and with announcements on the listserv. In each reminder, encourage members with e-mail address changes to notify the Database Manager. Only CPAM members with accurate e-mail addresses on file will receive notification about the online voting.
10. Notify the CPAM President and all of the candidates about the results of the election at least a week prior to the CPAM Business Meeting held in conjunction with the NCTM Annual Meeting. Send complete contact information for new officers to the President.
11. Prepare an article on the results of the election for the June newsletter.
12. Prepare reports for the two CPAM Board Meetings: one held during the NCTM Annual Meeting and one held in the summer.
13. Keep updated electronic files of duties and activities to pass on to the next Nominations and Elections Committee Chair.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Denise I. Griffiths, 2014  
Updated 2019

## Duties of CPAM Scholarship Committee Chair

1. Revise the Scholarship Application on an annual basis. Send the files in PDF form and Word form to the Web Master for posting on the Web site. Send the Word file to the newsletter editor for the September and December newsletters.
2. Work with the President to make certain that a full Scholarship Committee is in place. The Scholarship Committee is composed of eight members on a four year rotation with two members going off and two members coming on each year.
3. Maintain contact with the Baltimore Community Foundation (BCF).
  - a. Know what form (usually Conflict of Interest) BCF requires from each member of the Scholarship Committee.
  - b. Be aware of the fund status with BCF. Know how much money is endowed and how much money is available for granting scholarships.
  - c. The current contact for BCF is  
Jennifer Farrell  
Donor Services Officer  
Baltimore Community Foundation  
2 E. Read Street, 9<sup>th</sup> Floor  
Baltimore, MD 21202  
Phone: 410-332-4172, ext. 145  
Fax: 410-837-4701  
jfarrell@bcf.org  
www.bcf.org
4. Solicit applications for the scholarship via the September and December newsletters and with timely reminders on the CPAM listserv. Confirm with the Database Manager that the awardees nominating scholarship applicants are current CPAM members.
5. Send copies of the guidelines, copies of the scholarship applications and other appropriate forms to members of the Scholarship Committee.
6. Chair the judging process via a conference call. Committee members should read all of the scholarship applications and submit their top three choices to the Scholarship Chair prior to the conference call. Rank order at least three applications in case the first or second choice receives a full scholarship or changes majors.

The phone number for the conference call is 888-387-8686 (toll-free for US, Canada, Caribbean). To open and run the conference call, you need your moderator information, conference ID 6741806 and PIN 8873. To start a conference call,

- Dial the local/international or toll-free number.
  - Enter your conference ID and press #.
  - Enter \*, your PIN and press #.
7. Notify all the scholarship applicants as to the results of the scholarship selection.

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## **Duties of CPAM Scholarship Committee Chair** *(continued)*

8. Prepare an announcement on the scholarship recipient for the annual CPAM Business Meeting.
9. Prepare four newsletter articles:
  - a. **September** — Send the Scholarship Application (criteria and application form) to the newsletter. Write an accompanying article about the scholarship. This article should list all awardees and request scholarship contributions. Write about what the current scholarship recipients did over the summer.
  - b. **December** — Send the Scholarship Application (criteria and application form) to the newsletter. Write an accompanying article about the scholarship.
  - c. **March** — Write about what the current scholarship recipients are doing in college. (Look for any tutoring, assisting teachers, or math related activity.)
  - d. **June** — Write an article on the recently announced scholarship recipient. Include a photograph of the student.
10. Send timely reminders to scholarship recipients to submit required information to BCF.
11. Prepare reports for the two CPAM Board Meetings: one held during the NCTM Annual Meeting and one held in the summer. In addition to the reports, provide an updated CPAM Scholarship Chart for each Board meeting with a running total of scholarship money awarded by CPAM and the information chart on each scholarship recipient.
12. Award the Margie Raub Hunt Materials Grant when a scholarship recipient graduates from college and starts his/her first semester of teaching.
13. Keep updated electronic files of duties and activities to pass on to the next Scholarship Committee Chair.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Margie Raub Hunt, 2010  
Updated 2014, 2019

## Duties of CPAM Advisor

CPAM Advisor is an ex-officio position on the Board held by Denise I. Griffiths. Denise started the CPAM newsletter in 1984 and was instrumental in founding CPAM. Her husband, John E. Griffiths, incorporated CPAM in the state of Delaware, filed the 501(c)(3) application for CPAM and has handled CPAM's tax filings with the IRS. If Denise is no longer able to serve as the CPAM Advisor, then some of the tasks below should be re-assigned as noted.

1. File CPAM's appropriate tax form (Form 990-N or Form 990-EZ) with the IRS. (Treasurer)
2. Pay the Annual Delaware Franchise Tax and file the accompanying report. The fee and report are annual requirements since CPAM is incorporated in Delaware. (Treasurer)
3. Review the financial reports for the Treasurer. Serve as the alternate signature on all CPAM financial accounts.
4. Maintain a historical listing of CPAM officers. (Secretary)
5. Provide feedback and background information to the Board.
6. Assist with editing the newsletters and meeting minutes.
7. Order plaques for the outgoing officers. (President)
8. Maintain the *CPAM Job Descriptions & Newsletter Publication Guidelines*. Share the updated file each year with the Nominations & Election Committee Chair after the summer Board meeting and with the Web Master for posting on CPAM's website. (Secretary)
9. Order awardee gifts for new awardees. (President)
10. Handle the advertising and registration for the CPAM Leadership Seminar. Maintain the seminar financial history and compile the seminar evaluations. Provide a follow-up article to the seminar in the June issue of the newsletter.
11. Serve on the CPAM Scholarship Committee.
12. Attend two Board meetings: one held during the NCTM Annual Meeting and one held in the summer. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
13. Provide a history article for the December issue of the newsletter.
14. Provide a ribbons and t-shirt article for the March issue of the newsletter.

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### **Duties of CPAM Advisor** *(continued)*

15. Provide an article and news release on the student certificate for the March issue of the newsletter.
16. Keep updated electronic files of duties and activities to pass on to the appropriate Board member.

***Newsletter deadlines are August 15, November 1, February 1 and May 1.***

Prepared by Denise I. Griffiths, 2014  
Updated 2019

## **Newsletter Publication Guidelines**

The Newsletter Editor e-mails timely reminders to Board members, committee chairs and any columnists for articles for each of the four issues.

### **SEPTEMBER - Issue 1 (goal to arrive by September 15)**

**Deadline: August 15**

#### **Distribution:**

- US mail to awardees who are current members or who have been members in either of the last 2 years
- US mail to the VIP list

#### **Contents to include:**

- President's Column (President)
- Awardees in Action (Awardees in Action columnist)
- NCTM news (NCTM Representative)
- Articles by Elementary School, Middle School, and High School Representatives
- Highlights of summer CPAM Board Meeting (Secretary)
- Treasurer's report (Treasurer)
- List of contributors to the Denise I. Griffiths Scholarship Fund (Database Manager)
- List of deceased Presidential Awardees (Database Manager)
- Call for nominations (Nominations and Elections Committee Chair)
- Article on CPAM listserv and website (Web Master)
- Information on future national and regional conferences in *Plan Ahead* Column (Editor)
- Article on Denise I. Griffiths Scholarship Application (Scholarship Committee Chair)
- Save the date article for the CPAM Leadership Seminar (Seminar Coordinator)
- Article on pins (Treasurer).
- Banner to follow CPAM on social media (Facebook, Twitter.)
- Reminder to report change of e-mail and mailing address to the Database Manager.

#### **Inserts:**

- Second dues notice to non-members (Database Manager)
- Scholarship Application with scholarship info side up – Word file (Scholarship Committee Chair)

### **DECEMBER - Issue 2 (goal to arrive by December 1)**

**Deadline: November 1**

#### **Distribution:**

- E-mailed to members. US mail to members who specify a paper copy.
- US mail to the VIP list

#### **Contents to include:**

- President's Column (President)
- Awardees in Action (Awardees in Action columnist)
- NCTM news (NCTM Representative)
- Articles by Elementary School, Middle School, and High School Representatives
- CPAM logo attire order information (President)

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## **Newsletter Publication Guidelines** *(continued)*

### **Contents to include:** *(continued for December issue)*

- CPAM Facts and History article (CPAM Advisor)
- CPAM Leadership Seminar article and registration insert (Seminar Coordinator)
- Article and scholarship application form (Scholarship Committee Chair)
- Information on CPAM related activities at upcoming NCTM Annual Meeting (CPAM Leadership Seminar, CPAM Reception, Annual Breakfast and Business Meeting (President or President-Elect/Past President)
- Information on future national and regional conferences in *Plan Ahead* Column (Editor)
- Banner to follow CPAM on social media (Facebook, Twitter.)
- Reminder to report change of e-mail and mailing address to the Database Manager.

### **Inserts:**

- CPAM Leadership Seminar information & registration form - back-to-back with info side up, yellow paper (Seminar Coordinator)
- Scholarship Application with scholarship info side up – Word file (Scholarship Committee Chair)

## **MARCH – Issue 3 (goal to arrive by March 1)**

**Deadline: February 1**

### **Distribution:**

- US mail to members
- US mail to the VIP list

### **Contents to include:**

- Profiles of candidates in approved format for appropriate offices - **due January 25** (Nominations & Elections Committee Chair)
- President's Column (President)
- NCTM news (NCTM Representative)
- Articles by Elementary School, Middle School, and High School Representatives
- Article on NCTM Annual Meeting with special attention to CPAM related activities, such as the CPAM Leadership Seminar, CPAM Reception, CPAM Annual Breakfast and Business Meeting (President-Elect/Past President)
- Voting information and invitation to vote (Nominations & Elections Committee Chair)
- Awardees in Action (Awardees in Action columnist)
- Scholarship article from (Scholarship Committee Chair)
- Information on future national and regional conferences in *Plan Ahead* Column (Editor)
- Information on CPAM Leadership Seminar information with registration insert (Seminar Coordinator)
- Registration form for CPAM activities at NCTM (President-Elect or Past President)
- Take This Sheet to . . . (President-Elect/Past President)
- Save the date article for the October CPAM Leadership Seminar (Seminar Coordinator)
- Banner to follow CPAM on social media (Facebook, Twitter.)
- Reminder to report change of e-mail and mailing address to the Database Manager.

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## Newsletter Publication Guidelines *(continued)*

### Inserts (March):

- CPAM Leadership Seminar information & registration form (back-to-back with info side up, yellow, Seminar Coordinator)
- Breakfast and reception registration form (President-Elect/Past President)
- Take This Sheet to . . . (President-Elect/Past President)

### **JUNE – Issue 4 (goal to arrive by June 1)**

**Deadline: May 1**

### **Distribution:**

- E-mailed to all awardees. US mail to members who specify a paper copy.
- US mail to the VIP list

### **Contents to include:**

- President's Column (President)
- Awardees in Action (Awardees in Action columnist)
- Report on Delegate Assembly (NCTM Representative)
- Articles by Elementary School, Middle School, and High School Representatives
- Highlights of CPAM Annual Business Meeting (Secretary)
- Highlights of CPAM Board Meeting (Secretary)
- CPAM scholarship recipient article by Scholarship Committee Chair (Scholarship Committee Chair)
- Article on April CPAM Leadership Seminar at NCTM (Seminar Coordinator)
- *Thank You* list with addresses to people and companies for support at NCTM functions (President-Elect/Past President)
- Information on future national and regional conferences in *Plan Ahead* Column (Editor)
- Dues notice (Database Manager)
- CPAM is Your Organization (President )
- October CPAM Leadership Seminar article and registration insert (Seminar Coordinator)
- Banner to follow CPAM on social media (Facebook, Twitter.)
- Reminder to report change of e-mail and mailing address to the Database Manager.

### **Inserts:**

- Dues Notice (Database Manager)
- CPAM is Your Organization (President), green sheet
- October CPAM Leadership Seminar information & registration form (back-to-back with info side up, yellow, Seminar Coordinator)

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## **Newsletter Publication Guidelines** *(continued)*

### **PRODUCTION STEPS FOR ALL ISSUES**

- Prepare newsletter, both e-mail and print versions.
- E-mail newsletter to President, President-Elect/Past President and CPAM Advisor for editing
  - Obtain mail and e-mail information from the Database Manager
  - Make editing changes.
- E-mail PUB file of newsletter to printer, inspect sample issue, and authorize printing with inserts as appropriate.
  - Make mailing labels and attach to newsletters, affix stamps, and mail.
  - Send e-mail version (PDF) to Web Master for e-mailing except for the March issue.

Prepared by Denise I. Griffiths, 1993  
Updated Julianna Csongor – 2006, Kathy Miles – 2014  
Updated 2019