

## **Alaska Science Teachers Association Executive Committee Job Descriptions**

Revised April 2003

### **President (2 years)**

- Plan, attend and preside over all meetings and audio conferences. When unable to do so, will designate someone to preside.
- Represent ASTA in all official and public relations capacities.
- Maintain contact with AK Dept. of Education liaisons and NSTA, which includes sending ASTA information to NSTA publications.
- Develop and promote programs and recognitions in keeping with the goals of the organization.

### **President-Elect (1 year-elected in even number years)**

- Attend all meetings and audio conferences.
- Responsible for ensuring the production and distribution of the ASTA newsletter 4 times a year.
- Conduct the annual election of officers.
- Assist the President by serving on committees and in other capacities.
- The President-Elect will become the President after the one year term is completed.

### **Immediate Past President (1 year)**

- Attend all meetings and audio conferences.
- Responsible for ensuring the production and distribution of the ASTA newsletter 4 times a year.
- Conduct the annual election of officers.
- Assist the President by serving on committees and in other capacities.

### **Secretary (2 years-elected in even numbered years)**

- Attend all meetings and audio conferences. If unable to attend, the secretary must find a designee to take minutes.
- Record minutes of all meetings and distribute to Executive Committee.
- Collect membership forms and maintain current membership list.
- Prepare sets of membership mailing labels as needed.
- Assist the President-Elect in newsletter mailings if necessary.
- Maintain a scrapbook of ASTA programs, recognitions, newsletters, minutes.

### **Treasurer (2 years-elected in odd numbered years)**

- Attend all meetings and audio conferences.
- Keep all financial records of the Association by:
  - record and deposit all membership and other income checks
  - record and make payment checks as needed
  - keep all receipts
  - balance the books and have a treasurer's report at meetings
- Maintain and report all tax records as needed.
- financial records to coordinate Presidential Awardee program as per NSTA and NSF guidelines

### **Regional and At-Large Representatives (2 years)**

- Northern, South central, Southeast, and one of the at-large reps to be elected in even years.
- Interior, Southwest, and one of the at-large reps to be elected in odd years.

- Attend all meetings and audio conferences.
- Prepare regional reports if you are one of the 5 regional representatives for the ASTA newsletter.
- Encourage new membership in region, regional activities, and networking and support among regional members

**Presidential Awardee for Excellence in Science Teaching Representative (appointed by Executive Committee)**

- Will coordinate the Presidential Awards program for Alaska with supervision by NSTA and NSF.
- Will report to the Executive Committee any news about the program that is necessary.
- Will coordinate a recognition ceremony for the State finalists and awardees on an annual basis.
- In conjunction with ASTA treasurer, will maintain financial records to coordinate Presidential Awardee program as per NSTA and NSF guidelines