

PROCEDURES HANDBOOK OF THE ROCKY MOUNTAIN SECTION OF THE MATHEMATICAL ASSOCIATION OF AMERICA

Section I - Duties of Section Representative to MAA Congress and Section Officers - *see also the Section By-laws, Article III.*

For information on individual section officers' MAA Connect administration responsibilities, see [Section VIII](#) of this Handbook.

Additional information/resources for section officers are also located at www.maa.org/Sections/officer-info.html and <https://www.maa.org/programs-and-communities/member-communities/maa-sections/section-resources>.

Chairperson (two-year term, usually this office is filled by the preceding year's Chairperson-Elect)

1. Provide leadership for Section; much of the section business can be conducted by phone or e-mail.
2. Receive and answer mail from national MAA.
3. Contribute a Chairperson's report for each newsletter.
4. Arrange and preside at all Executive Committee Meetings. In recent years, the only in-person Executive Committee Meeting is held on the Thursday evening preceding Annual Spring meeting.
5. Preside at all section Business Meetings. Traditionally, the section business meeting has been the first event on Saturday of the annual spring section meeting.
6. Represent the Section at the Section Officers' Meeting held in conjunction with MathFest and the Joint Mathematics Meetings, or designate a replacement. The Section receives \$250 from national, if it had an official representative (other than the Section Representative of the MAA Congress) at the MathFest Section Officers; Meeting in the previous year, to be used as partial travel reimbursement to its official representative. (See <https://www.maa.org/community/maa-sections/policies-and-forms/expense-reimbursement>.)
7. Serves as ex-officio member of all standing committees
8. Coordinate with Program Chairperson to arrange for invited speaker(s) from national MAA speaker list. See Section Meeting Organization Handbook for details.
9. In each year during which the Officers of the Section include a Chairperson Elect, appoint a member for a two-year term to the Teaching Award Committee.
10. Appoint a member (each year) to the Nominating Committee.
11. Appoint Section NEXt Coordinator / Committee; see [Section IV](#) of this handbook for appointment dates.

Chairperson-Elect (one-year term)

1. Watch and learn.
2. Attend all Executive Committee Meetings.
3. Assist Chairperson in leading the section as needed
4. Assume the duties of the Vice-Chairperson if the Vice-Chairperson is absent or incapacitated.
5. Serve on the Program Committee.
6. Serve on the Section Grants Activities Committee.
7. Chair the Teaching Award Committees.

Past Chairperson (one-year term)

1. Follow-up on programs begun during his or her term as Chairperson.
2. Assist Chairperson in leading the section as needed
3. Assume the duties of the Vice-Chairperson if the Vice-Chairperson is absent or incapacitated.
4. Attend all Executive Committee Meetings.
5. Act in place of Chairperson if neither the Chairperson nor the Vice-Chairperson can fulfill his/her position.
6. Serve on the Program Committee.
7. Serve on the Section Grants Activities Committee.
8. Chair the Teaching Award Committees.

Vice - Chairperson (two-year term, ending in even numbered years)

1. Act as contact with two – year and community colleges.
2. Attend all Executive Committee Meetings.
3. Assume the duties of the Chairperson if the Chairperson is absent or incapacitated.
4. Serve on Program Committee and arrange for programs for two –year and community college faculty.
5. In each year during which the Officers of the Section include a Past-Chairperson, appoint a member for a two-year term to the Teaching Award Committee. This individual must be associated with a two-year school.
6. Appoints the Student Activities Coordinator; see [Section IV](#) of this handbook for appointment dates.

Section Representative to MAA Congress (three-year term)

1. Attend Summer Meetings of the MAA Congress, held the day before the start of at MathFest. This involves a study of a lengthy agenda prior to the meetings; the meeting itself is normally an all-day affair (roughly 8 – 5). As the section’s representative gets good insight into the internal workings of the MAA, this can be a very rewarding experience.
 - a. The national office provides limited travel reimbursement (up to \$600 in 2019); typically, transportation and the costs of being at MathFest a day early are included.
 - b. Per a policy approved by the Executive Committee in December 2019, the section also allows the section representative to apply for supplemental funding for the required participation at MathFest, in an amount up to the registration fee for MathFest. This application should be submitted after travel at the annual deadline for Section Activity Grant proposals (currently November 1). The application must be accompanied by a receipt for a travel expense (excluding per diem) and a statement that the section representative does not have grant or departmental support that could be used for this expense. The Executive Committee (without the section representative) will, as part of the decisions on section activity grants, decide annually on such support.
(There is also a meeting of the Congress at JMM, but attendance is not required, and no travel reimbursement is provided.)
2. Participate in online discussion with other representatives of the Congress as needed.
3. Represent national MAA to Section, and present a short informational session about the national activities at the Spring Section meeting. (Then national office provides a PowerPoint presentation for this).
4. Bridge communication between section constituents and the board of directors.
5. Represent the Section with national, and work to promote the interests of the Section as a member of the MAA Congress.
6. Assist national MAA and the Section to develop strategic goals that showcase its strong leadership not just within the mathematical community but also in the public eye.
7. Appoint individuals to serve in the following positions: Section Book Sales Coordinator, Higher Education Representative to CCTM Governing Board. See [Section IV](#) of this handbook for appointment dates.
8. Prepares a report for each newsletter.
9. Attend Executive Committee meetings.
10. Serve on the Section Grants Activities Committee.
11. Assist the Chair of the Nominating Committee with procedures for electronic assisted by Section Representative to the MAA Congress shall conduct electronic voting procedures for officer elections, per the procedures in Article VI, Item 2(b) of the Section By-Laws.

Secretary / Treasurer (three-year term)

See also the detailed “Approximate Timeline for Secretary/Treasurer Duties” below (continued on page 4).

1. Ensure that all officers aware of their duties.
2. Assist other officers in the performance of their duties.
3. Responsible for Section funds and preparation of reports.
4. Responsible for annually updating this Procedures Handbook (following the Annual Business meeting).
5. Responsible for preparing and distributing minutes of all Section and Executive Committee meetings.
6. Appoints individuals to serve in the following positions: Section Award Coordinator, Newsletter Editor, Website Editor. See [Section IV](#) of this handbook for appointment dates.
7. Serves as ex-officio member of all standing committees.
8. Assist Program Chairperson with call-for-papers and other mailings.
9. Serves as Archivist and Public Information Officer for Section.
10. Serves on Program Committee ex-officio.
11. Handle details not assigned to other officers.

Approximate Timeline for Secretary/Treasurer Duties

Late Fall/Early Winter (October - January)

- *Every three years:* Assist **Nominating Committee Chairperson** with election process for Section Representative to MAA Congress (in the past, this process had to be completed by December)
- **Spring newsletter** – current submission deadline January 15
 - Send **request to section chairs and liaisons** for “News from Schools” items, **by December 10!**
 - Prepare and submit **business items** from exec committee to newsletter editor
 - **Assist Program Chairperson** with preparation of updated meeting announcements
 - **Assist Nominating Committee Chairperson** with preparation of necessary announcements
 - **Assist Awards Coordinator** with preparation of necessary announcements
- **Prepare Annual financial report** - due to national January 31; report form available at <https://www.maa.org/programs-and-communities/member-communities/maa-sections/deadlines-and-forms>

Late Winter/early Spring (February - early March)

- Coordinate with **Book Sales Coordinator** to ensure request is submitted to AMS at least 2 months before meeting
- Coordinate with **Nominating Committee Chairperson** re: biographies/statements of nominees for final mailing
- **Special mailings** - *request names and addresses from national*
 - **New member email:** includes information on discounted “first-time” meeting registration (if this is being offered that year) and information on other section program
 - **Long-term member email:** sent to 25-year and 50-year members, informing them certificate will be presented at Banquet; include form for complimentary meeting registration
- Coordinate with Program Chairperson re: **preparation of final meeting information** (see Section Meeting Organization Handbook)
- **Review positions listed in [Section IV](#) of this Handbook**, to determine which are in need of a new appointment or renewal; contact the various individuals involved to **ensure these appointments/renewals are made at/before the Annual meeting.**

Approximate Timeline for Secretary/Treasurer Duties - continued

Mid Spring (late March - April)

- **Update Section Procedures Handbook** – provide copy to all officers at spring meeting for their review. Coordinate with Section Chairperson re: **meeting agendas** (executive, business and banquet)
- Coordinate with Section Chairperson re: **liaison meeting agenda** (if there will be such a meeting at Annual Meeting)
- Coordinate with **Nominating Committee Chairperson** re: election at business meeting
- **Section Annual Report and Section Meeting Report due to national** – both due June 30
Typically, the Program Chairperson completes the Meeting Report. National provides an [information checklist](#) for these. Reporting forms are available at <https://www.maa.org/programs-and-communities/member-communities/maa-sections/deadlines-and-forms>.

Late Spring (May - early June)

- Prepare and distribute **minutes of Executive Committee Meeting**
- Prepare **minutes of Business Meeting**, forward to newsletter editor for fall newsletter.
- Prepare and send **acknowledgment letters to all Voluntary Dues Contributors**
- **Submit officer and meeting update forms** to national (national will send the forms to the secretary prior to spring meeting)
- **Update this Procedures Handbook** (especially [Section VII](#)) to reflect any changes or new motions/agreements made within the previous year.

Early Summer (late June - July)

- Coordinate with Section Chairperson re: **committee appointments**
- Coordinate with Section Chairperson and Program Chairperson re: **national speakers for spring meeting**
- Coordinate with Section Officers and representatives re: **section representative at MathFest**
- *Every five years* (those ending in 00/05): Coordinate with Section Chairperson and Program Chairperson re: **Polya speaker for spring meeting**
- *Every five years* (those ending in 02/07): Coordinate with Section Chairperson and Program Chairperson re: **MAA Editor speaker for spring meeting**
- *Every five years* (those ending in 02/07): Coordinate with Chairperson of Award Selection Committee re: **Certificate of Meritorious Service** selection process; nomination is due to national on October 31.

Late Summer\Early Fall (August - September)

- **Fall newsletter** – current submission deadline = September 15
 - Send **request to section chairs and liaisons** for “News from Schools” items, **by August 10!**
 - Prepare and submit **business items** from Executive Committee to Newsletter Editor
 - Assist Program Chairperson with preparation of **preliminary meeting announcements**
 - Assist Nominating Committee Chairperson with preparation of **nominating committee announcement**
- Prepare **“department chair/liason mailing”**, to include information on section programs and next meeting

As needed throughout year

- **Coordinate with Website Editor** re: announcements and other updates to be posted
- **Email updates and other communication** with department chairs, liaisons, officers, etc.
- Maintain and update **database for department chairs and liaisons**

Section II - Financial Information

Our Taxpayer Identifying Number is 83-6006620. This is an IRS issued number, May 18, 1992, to:

Mathematical Association of America Inc.-Rocky Mountain Section
Math Department, Ft Lewis College
Durango, CO 81301

as a tax-exempt organization. Hence, the number should continue to be used in the future for any interest-earning account of the Section. To change this address in Colorado call (as of 5/18/92) 825-7041 local Denver, or 1-800-829-1040 in the rest of Colorado. Or write to: Department of the Treasury, Internal Revenue Service, Ogden, UT 84201.

Section III - Standing Committees

The Standing Committees of the Section are listed below; information about their responsibilities can be found in the indicated article of the Section By-Laws. Per By-Laws Article I, Item 5, the Chairperson and the Secretary-Treasurer serve as ex-officio members of all standing committees.

- **Executive Committee – See Section By-laws, Article I, Item 6**
Membership: Officers of the Section, Section Representative to the MAA Congress, and the Program Chairperson(s) of the next annual meeting.
- **Program Committee – See Section By-Laws, Article VI, Item 1**
Membership: Program Chairperson(s) and all section officers ex-officio.
- **Nominating Committee - See Section By-Laws, Article VI, Item 2**
Membership: Three persons, not including ex-officio members, each appointed for a three-year term on a rotating basis, one appointed each year starting in 2015. Each member will serve as Chairperson during his or her second year of office.
- **Burton W. Jones Teaching Award Committee ; Early Career Teaching Award Committee**
See Section By-Laws, Article VI, Item 3
Membership: These two committees share three standing members: Chairperson-Elect or Past Chairperson and two other member of the section appointed to a three year term by the Section Chairperson (and Vice Chairperson respectively; see the By-Laws for information concerning timing of the appointment. The fourth member of each committee is the previous year's recipient of the Burton W. Jones Teaching Award and the previous year recipient of the Early Career Teaching Award respectively. The Chairperson-Elect/Past Chairperson serves as chairperson of both committees.
- **Section Activity Grant Award Committee Article VI, Item 4**
Membership: Chairperson-Elect or Past Chairperson, plus two members of the section who are not members of the Executive Committee. One of these members is selected by the Section Representative to MAA Congress and the other by the Section Chairperson. The Chairperson-Elect/Past Chairperson serves as chairperson of the committee.

Section IV - Ad Hoc Committees, Section Coordinators and Other Appointed Positions

Per Article III, Item 6, of the Section By-Laws, the Executive Committee may appoint individuals or ad hoc committees as needed to assist with specific section programs and tasks, or as the members of the Rocky Mountain Section present at any properly called meeting may direct. All appointees must be members of the Association throughout their term. The following is a complete list of all such appointments currently in place. These appointments are renewable; terms are for three year except where otherwise noted.

Position Title	Appointing Authority	Term Ending Dates (through 2033)
Book Sales Coordinator <i>See pages 7-8 of this Handbook for details of the responsibilities of this individual.</i>	Section Representative to MAA Congress	2021 ; 2024 ; 2027 ; 2030 ; 2033
Higher Education Representative on CCTM Governing Board <i>See page 8 of this Handbook for details of the responsibilities of this individual.</i>	Section Representative to MAA Congress	NOTE: This is a two-year term, ending in odd-numbered years.
Newsletter Editor <i>See page 9 of this Handbook for details of the responsibilities of this individual.</i>	Secretary/Treasurer	2022 ; 2025 ; 2028 ; 2031 ; 2034
Program Chairperson <i>See the separate guideline documents on Section Meeting Organization for details of the duties to be fulfilled by this individual, and associated timelines. These documents are available under the "Meeting Organization" tab in the left-side menu of the section website.</i>	Host Institution for that year's Annual Meeting	NOTE: This is a one-year term only. It is essential that this appointment be made at least one year prior to the date of the Annual Meeting in question.
Section Awards Coordinator <i>See pages 10 - 11 of this Handbook for details of the responsibilities of this individual.</i>	Secretary/Treasurer	2020 ; 2023 ; 2026 ; 2029 ; 2032
Section NExT Representatives <i>See pages 11 - 12 of this Handbook for details of the responsibilities of these individuals.</i>	Chairperson	2022 ; 2025 ; 2028 ; 2031 ; 2034
Student Activities Coordinator <i>See page 13 of this Handbook for details of the responsibilities of this individual.</i>	Vice-Chairperson	2020 ; 2023 ; 2026 ; 2029 ; 2032
Website Editor <i>See page 14 of this Handbook for details of the responsibilities of this individual.</i>	Secretary/Treasurer	2021 ; 2024 ; 2027 ; 2030 ; 2033

Book Sales Coordinator Duties

The MAA Press has been dedicated to quality exposition since its founding in 1925. Since 2018, MAA Press books have been published and distributed by the AMS. Through this arrangement, MAA members now receive discounts on both MAA Press titles and AMS titles. In addition to providing a service to section members, an MAA/AMS Book Exhibit at annual section meetings also provides a service to the Association (through the generation of revenue to the national MAA, and by promoting the Association's image within the profession as the quality of its publications become more widely known), and enhances the atmosphere and professionalism of the meeting itself.

Specific duties of the Book Sales Coordinator related to Section Meeting are to:

1. Contact AMS Press to request book exhibit materials; this should be done at least 2 months in advance. See <https://www.maa.org/programs-and-communities/member-communities/maa-sections/policies-and-procedures> for the name and email address of the current AMS contact person.

In addition to a small selection of recent AMS and MAA Press titles for display at the meeting, AMS sends a supply of "Titles on Display" order forms, with a price list for those titles. Meeting participants can either mail the paper order form to AMS, or place an online order after the meeting using the meeting discount code. (On-site orders are not taken, and on-site purchases are not allowed.) The meeting discount is good on most titles in the AMS Bookstore (not just those on display at the meeting). Anyone is able to use this discount code (not just meeting participants); typically, it is valid for about 2 weeks. The current discount rates are 40% off list for AMS & MAA members, 25% off list for all others; AMS members also get free shipping (but no one else does).

2. Coordinate with host institution / program chair for on-site arrangements, to include:
 - a. Tables and display space at the meeting. These arrangements vary from year to year, depending on local logistics. Ideally, sufficient table space is available to display the books received from AMS. As desired, additional older titles from the Section Display Inventory can also be displayed (provided the prices on these titles are updated to reflect current AMS list price!).
 - b. Request for on-site volunteers to assist at the meeting, as needed. For instance, if the book sales coordinator has other responsibilities at the meeting, then someone to keep an eye on the books is needed. This is typically done by students from the host institution.
 - c. Arrangements for printed marketing materials about book sales to be included in participant folders, if any are planned.

It is helpful to the meeting organizers for a first contact to be made with the host institution about these matters 2-3 months in advance, with follow-up closer to the actual meeting date on arrangement details.

3. Coordinate with the Section Web Master to post book sales information (including the Meeting Discount Code) on the website.
4. Post announcements to the Rocky Mountain Section community (both before and/or after the meeting) with book sales information (including the Meeting Discount Code).
5. Coordinate with Section Chair and Secretary/Treasurer re: door prize awards at the Banquet. See item 6 below for more details.

Additional duties of the Book Sales Coordinator are to:

6. Coordinate with organizer of Pikes Peak Regional Undergraduate Mathematics Conference (PPRUMC) re: books from the Section Display Inventory to be awarded as door prizes at annual PPRUMC. Typically, this includes 3-4 titles selected of interest to undergraduates, to be selected by the Book Sales Coordinator). PPRUMC takes place on the last Saturday in February, and is hosted by four different institutions in the Pikes Peak area; contact information for the current host appears in the Fall Newsletter.

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Book Sales Coordinator Duties (continued)

7. Maintain records for the “Section Display Inventory,” and oversee storage/distribution of items in that inventory.
 - a. **About the Existing Inventory:** The Section is allowed to keep all books sent to us by the AMS, and to use them as the Book Sales Coordinator (in consultation with the Executive Committee) deems appropriate. There is currently also a large number of titles in the display inventory that was built up prior to the current book publication arrangement with AMS, but which are now of limited use for display purposes. In addition to books, this inventory includes the leftover canvas bags/water bottles/coffee mugs that were purchased for the 100th Anniversary Meeting.
 - b. **Distribution Considerations.**
 - i. A number of inventory titles are currently used each year as door prizes at the banquet and at PPRUMC. The number and titles to be used for this purpose is at the discretion of the coordinator.
 - ii. In the past, student volunteers who assisted with Book Sales at the meeting have also sometimes received a book as a thank you. A standard policy for determining whether the inventory should be used to provide these or other “volunteers” with a book or other reward should be developed. Another option might be to donate some or all of the books from the display to the host institution’s library.
 - iii. Some sections use their display inventory to hold a silent auction, which provides some revenue to the section while putting books in the hands of folks who would like them. This has not yet been tried in our section, but the possibility of doing this at a future meeting is being investigated.

Higher Education Representative on CCTM Governing Board Duties

The CCTM (<https://www.cctmath.org>) is a professional organization that provides networking, advocacy, and support for mathematics teachers across the state of Colorado. The primary purpose of the position of Higher Education Representative to the CCTM Board is to ensure that the expertise of the higher education mathematics community in Colorado is available in support of the CCTM's work, and that the perspective of that community is represented on the Board. Accordingly, the individual serving in this position must have a strong interest in both K-12 mathematics education and K-12 teacher preparation. Ideally, this person is also directly involved with the mathematical preparation of prospective teachers as a member of a mathematics department. In addition to being an MAA member, they must also be (or be willing to become) a member of the CCTM at their own expense. (*In 2020, the CCTM membership fee was \$35.*)

Specific duties of the CCTM Higher Education Representative are to:

1. Serve as a member of the CCTM Board. This is a working board that holds regular Saturday meetings (typically held in the Denver metro area) lasting several hours throughout the year. Additionally, CCTM Board members are expected to participate in and help facilitate the Annual CCTM Meeting (currently held in early August).
2. Foster a working relationship between the Section and the CCTM in support of the organizations’ shared interest in providing regional leadership in the promotion of systemic change in mathematics education. This could include, for instance, identifying possible collaborations between the two groups (e.g., panel discussions at section meetings, joint meetings, CMERL) and enlisting the participation of interested members from the two organizations to plan and implement those activities.
3. Communicate information of interest about each group to the other. This includes, for instance, preparing biannual CCTM reports for the Section Newsletter.

Newsletter Editor Duties

The Section Newsletter is a bi-annual publication which is transmitted as a pdf) to all section members and posted (in html) on the section webpage. Past newsletters posted on the section website are indicative of the regular reports and standard features that appear in each edition.

Specific duties of the editor associated with each edition are to:

1. Request reports and announcements from all section officers, section coordinators and other individuals involved in regularly offered activities int the section (e.g., PPRUMC).
2. Coordinate with the secretary/treasurer for an email requesting news from individual schools in the section to go out to department chairs and liaison.
3. Produce a draft version of the newsletter (in Word) and edit as needed for typographical errors. A pdf copy of this draft should be made available for review by section officers as soon as possible (and preferably within 1 week of the edition’s submission deadline). As needed, the revised draft should be sent to section officers for a final review/proofing before being finalized.
4. Send both the Word and pdf documents for the finalized newsletter to the website editor, who is responsible for converting the newsletter to html for posting on the website.
5. Post a message to the Rocky Mountain Section community (with the pdf version as an attachment) via MAA Connect (<https://www.maa.org/programs-and-communities/member-communities/maa-connect>); tag the pdf document to increase its searchability and to help members find it easily.

Production Timeline Notes

- A. In order to give people sufficient time to respond, the **requests described in Items 1 and 2** should be sent out **no later than August 10 for each Fall edition and December 10 for each Spring edition.**
- B. Current **submission deadlines September 15** for the **Fall Edition** and are **January 15** for the **Spring Edition.**
- C. **Target dates** for transmission of the **finalized newsletter** as specified in **Item 4** are **September 30 for each Fall edition and January 31 for each Spring edition.**
- D. Target dates for **announcement of newsletter availability** as specified in **Item 5** are **October 14 for each Fall edition and February 15 for each Spring edition.** An even earlier release for the Spring Newsletter can be helpful with regard to providing members with timely information about the Annual Meeting and students conferences that take place in early Spring.

Production Deadline Summary

Who	What	Fall Edition	Spring Edition
Newsletter Editor	Request submissions <i>[Duties List, Items 1 and 2]</i>	August 10	December 10
Secretary/Treasurer	Contact chairs and liaisons to request “News from School” items <i>[Duties List, Item 2]</i>	August 10	December 10
Newsletter Editor	Submission Deadline	September 15	January 15
Newsletter Editor	Circulate draft newsletter for review <i>[Duties List, Item 3]</i>	September 22	January 22
Newsletter Editor	Transmit finalized pdf version of newsletter to Website Editor <i>[Duties List, Item 4]</i>	September 30	January 31
Website Editor	Post pdf version of newsletter	October 1	February 1
Website Editor	Produce and post html version	October 7	February 7
Newsletter Editor	Review html version of newsletter; send corrections to website editor	October 10	February 10
Website Editor	Modify html version as needed	October 13	February 13
Newsletter Editor	Announce newsletter to section membership via MAA Connect <i>[Duties List, Item 5]</i>	October 14	February 14

Section Awards Coordinator Duties

The Awards Coordinator serves to assist the Secretary/Treasurer on managing the nomination process and the proper distribution of the teaching awards. The two teaching awards for the section are: Burton W. Jones Distinguished Teaching Award (DTA) and the Early Career Teaching Award (ECTA).

Specific duties of the Awards Coordinator are to:

1. Assist with recruiting nominations for the DTA and ECTA
2. Contact the people regarding the renewal of their nomination from the previous year.
3. Receive and acknowledge receipt of one-page nomination forms (due December 15)
 - a. Verify that the people that are being nominated are eligible.
 - i. DTA eligibility requirements:
 1. be a member of the MAA
 2. be a college or university teacher assigned at least half time during the academic year to the teaching of a mathematical science in a public or private college or university (from two-year college teaching through teaching at the Ph.D. level) in the United States or Canada. Those on approved leave (sabbatical or other) during the academic year in which they are nominated qualify if they fulfilled the requirements in the previous year.
 3. have at least five years teaching experience in a mathematical science
 - ii. ECTA eligibility requirements:¹
 1. Be a member of the MAA
 2. Hold a doctorate or master's degree
 3. Be college or university teachers who have held a full-time faculty appointment in a college department of mathematical sciences in the Rocky Mountain Section for at least two, but not more than seven, years since receiving the doctorate. A nominee who has just started the eighth year of teaching at the time of the application is still eligible for the award. If a nominee has held their degree for more than seven years then the nominator must indicate on the nomination form the times that the nominee was not teaching. Common exceptions to the seven-year limit are maternity, paternity, family, or medical leaves. Sabbaticals and postdoctoral fellowships are exceptions only if they involved no teaching and the application does not include accomplishments made during these times.
4. Receive and acknowledge receipt of full nomination packets (due January 15).

The nomination review process requires that nomination packets be formulated into a single pdf file. It is helpful to process the submitted information so that each nomination packet be formatted in the same order and everything is assembled into a single file. Any page limits and other restrictions should be consistently enforced.
5. Provide all necessary materials to the Chairperson of the Section Awards Committee and to the Secretary/Treasurer. In addition, the awards coordinator should provide guidance to the Chairperson of the Section Awards Committee on how to guide committee deliberations. The section has historically employed rubrics to assist with evaluating candidates, but there is no obligation that the committee use the rubrics.

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¹ Updated in 2020 to allow individuals holding master's degrees to receive the section award.

Section Awards Coordinator Duties (continued)

Once the Awards Committee deliberates, the chairperson of the committee will share the recommendation to the Executive Committee. Once the Executive Committee has selected the winners for each award, the names are shared with Secretary/Treasurer and the Awards Coordinator.

- a. The Chairperson of the Awards Committee will inform the nominators and the people that were selected for each award.
- b. The Awards Coordinator will arrange for the order and purchase of the plaques for each award. The Secretary/Treasurer will reimburse expenses on the plaques.
- c. The Awards Coordinator will arrange for the plaques to be at the next section meeting so they can be presented to the award winners. If an award winner cannot attend the section meeting then the Awards Coordinator will work to mail the award to the awardee.
- d. The Chairperson of the Awards Committee will invite the nominator and the awardee to the banquet of the section meeting and the section will pay the banquet fees for both the nominator and the nominee.
- e. The Chairperson of the Awards Committee will be responsible for the summary in the newsletter to announce the award winners in the subsequent fall newsletter.

The award winners automatically become the section nominees for the national awards. The Awards Coordinator will facilitate the section nomination process and help the nominators polish the nomination for the national program. The two national programs are the Deborah and Franklin Tepper Haimo Award and the Henry Alder Award. *(Please note the Alder award specifically mandates a PhD degree holder and so a section winner that holds a master's or some other form of doctorate is not eligible for the Alder Award).* Currently, the Alder award has a deadline of October 1 and the Haimo award has a deadline of March 1.

Section NeXT Representatives Duties

Section NeXT is a regional version of the national program Project NeXT (New Experiences in Teaching), a professional development program for recent-Ph.D.s who are starting their college or university teaching career, aimed at addressing all aspects of the academic career and providing fellows with mentors and resources to help navigate these careers. As such, the goals of the Section NeXT - RM are in line with those of Project NeXT, but with an additional emphasis on getting new faculty members in the region involved in our Section throughout their careers.

Specific duties of the Section NeXT representatives are as follows:

- In the spring of even years, choose a cohort of 5-10 Section NeXT fellows, who are expected to commit to two Section meetings.
- Plan a workshop for the cohort at the even-year Rocky Mountain MAA Sectional Meeting. Also, break the cohort into smaller groups with common interests (based on their application materials) to create Professional Learning Communities (PLCs) for the following year.
- For the next year, guide the PLCs as they plan a session for the odd-year RM MAA Sectional related to the topic of their PLC.

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Section NeXT Representatives Duties (continued)

Estimated Schedule for Even-Year Workshops

Since the Section meeting usually consists of optional workshops Friday morning, usual meeting Friday afternoon and Saturday mornings, and a banquet on Friday, the following template may be used for the schedule for the even-year Section NExT workshop:

- On Friday, the workshop will begin with lunch before the usual meeting begins, which will include an icebreaker discussion and a panel discussion. The fellows will attend the usual meeting on Friday afternoon, including the reception and banquet on Friday evening.
- On Saturday, the fellows will attend the usual meeting in the morning. We will then have a lunch for the fellows with a discussion. The lunch will be followed by a talk by an established member of the Section and further discussions and workshops. The program will end with a discussion on Professional Learning Communities (PLCs). The fellows will then break into their PLCs and choose a topic related to the profession to investigate through the following year.

Estimated Logistical Timeline for 2-year Cohorts

- Oct, odd year: Apply for funding from the Section to provide lunches during the workshop and potentially honorariums for workshop speakers. Begin planning main speakers, general schedule for the meeting in April.
- Nov, odd year: Begin advertising - email chairs in the section, newsletter advertisement, update website information (working with section webmaster as needed). Make adjustments to application process, if necessary.
- Dec, odd year: Open applications for new cohort of Section NExTers.

- late Feb/early March, even year: Close applications
- March, even year: Make acceptance decisions; use application materials to break the cohort into sub-groups, forming PLCs on topics of mutual interest. Finalize schedule, speakers, panelists, etc.
- April, even year: Section NExT workshop at Rocky Mountain Sectional Meeting.
- April - Nov, even year: The current cohort of Section NExTers keep in close contact with their PLC and meet at least 2-3 times in person or via web conference to study their chosen topic and plan their sessions at the next MAA Rocky Mountain Sectional meeting. The Section NExT representatives keep in contact with the PLCs to help guide their planning.
- Nov, even year: The PLCs submit their logistical plans to the Section NExT representatives (space requirements, amount of time for session, etc), who submit them to the organizers of the conference.

- March, odd year: PLCs finalize their speaker/panelist arrangements.
- April, odd year: Rocky Mountain Sectional meeting, featuring sessions by current cohort of Section NExTers.

Student Activities Coordinator Duties (given as a timeline)

September

- A newsletter announcement will be due the middle of this month. Announce interesting things about last spring's section meeting in this announcement.

November (approximately)

- Contact the meeting organizers for the spring section meeting, announcing a willingness to schedule student talks, a request for a time slot for Jeopardy (it needs about 1.25 hours, and you'll want 15 minutes in the room before the session to prep), and a request for a time slot for the student lunch.

January

- A newsletter announcement will be due mid-January. Coordinate with the organizers of the section meeting and invite students to participate in student activities at the conference.
- Ask the section treasurer to order MAA books as prizes for Jeopardy (while the discount from JMM is still in effect). Also order copies of Flatland from Dover (\$2-3 each) for all Jeopardy participants. Traditionally, we've given MAA books for the top two teams in Jeopardy, and there are up to 5 students on a team.

March

- Finalize details for student lunch and also finalize talk schedules for student sessions at the section meeting.
- Find moderators for the student sessions. (An easy target is the faculty advisors of those students, since they usually come to their students' talks.)
- Ask other faculty members for Jeopardy questions.
- Once they send you questions, put into template and put into Powerpoint template. (We have a volunteer at CSU-Pueblo has expressed a willingness to continue with the technology piece of this—he doesn't attend the conference but has put together the Powerpoint for several years.) Update the existing detailed continuity document about Jeopardy as needed.

At the section meeting:

- Have a Jeopardy sign-up list available at the registration table, along with a flyer advertising it to post in several locations.
- Run the student lunch (if you choose to continue this). Budget is \$150 and is funded by the Rocky Mountain Section.
- Run Jeopardy (or get someone else to run Jeopardy).
- Ensure that there are moderators for student sessions.

NOTE: Beginning in 2019, there is also a History of Mathematics Student Poster Contest held at the section meeting. However, all publicity and logistics related to that contest are handled by representative of HOM SIGMAA (currently Janet Barnett).

Website Editor Duties

The purposes of the Section Website (<http://sections.maa.org/rockymt/>) are to:

- Promote an interest in the activities of the Rocky Mountain Section.
- Keep members and visitors informed about section activities
- Provide contact information for those wishing to communicate with section officers and committee members.
- If it judged safe and practical, make the website available for activities such as registration and payment for section meetings, nominating candidates for awards, etc.

NOTE: Online candidate nomination was tried in 2015, but the third party hosting the data appeared to have lost some messages. Online registration and payment were provided via the section website for the spring 2017 meeting at CSU-Pueblo, but it was necessary to utilize the services of a third-party vendor to arrange for a secure server for payment purposes. Since that time, host institutions have made their own in-house arrangements for online registration and payment, without assistance from the webmaster. The server which hosts MAA section websites appears to have been recently upgraded; an investigation is needed to determine whether security is now improved. If so, this could lead to financial savings for the section and time savings for host institutions.

Specific duties of the Website Editor are as follows.

1. As soon as they become available, post messages, including dates and contact information, about:
 - upcoming section meetings, including dates and contact information;
 - other upcoming events sponsored by the section (such as PPRUMC).
2. The section Newsletter is compiled twice a year, by the Newsletter Editor, once in the spring and once in the fall. The Newsletter Editor will send the Webmaster a PDF copy of each newsletter, which can be posted immediately on the website. The Webmaster will also translate the Newsletter to HTML format and post on the website. See page xx of this Handbook for timeline information.
3. Post information about winners of the Early Career and Burton W. Jones Distinguished Teaching Awards, as soon as this information is announced (at the Section Meeting). If possible, post other information (such as national awards given to section members).
4. Post information as requested by the Section Chair, Secretary, other section officers, coordinators and committee chairs.
5. Keep the Officers List (Officers.php) up to date with names, affiliations, contact information, and expiration of terms
6. Keep the Section Mission Statement, Financial Information, Section By-Laws, Section Procedures Handbook, and Meeting Organizational Materials, up to date. (Most of these documents change only rarely).

Section V - MAA ROCKY MOUNTAIN SECTION MISSION STATEMENT (Approved 4/22/95)

MISSION: *To promote excellence in mathematics education, especially at the collegiate level.*

MISSION RELATED GOALS

<p>1. To foster scholarship, professional development, and professional cooperation among the various constituencies of the mathematical community within the region.</p>	<p>a) Foster professional exchange and development through presentations at Section Meetings. b) Foster sharing of expertise through short courses and workshops at Section Meetings. c) Disseminate information on professional development opportunities through Section Newsletter. d) Promote dialogue between the Section and the National office through network of Department Representatives.</p>
<p>2. To foster the implementation and study of recent research recommendations for the teaching, learning and assessment of collegiate mathematics.</p>	<p>a) Foster dissemination of recommendations through the network of Department Representatives. b) Foster dissemination of recommendations through bulletin boards, such as MAA GOPHER. c) Foster discussion of recommendations and implementation issues through presentations at Section Meetings. d) Disseminate information of professional development opportunities through Section Newsletter.</p>
<p>3. To support the implementation of effective mathematics preparation programs of prospective teachers at all levels.</p>	<p>a) Maintain Teacher Preparation Electronic Network. b) Promote participation in Project NEXT teaching mentoring program for new doctorates.</p>
<p>4. To enhance the interests, talents and achievements of all individuals in mathematics, especially of members of underrepresented groups.</p>	<p>a) Foster network of professional mathematicians to serve as mentors. b) Maintain Undergraduate Lecture Series to provide career and graduate school information. c) Foster student participation in Mathematics Competitions, including public recognition of top scores. d) Foster student participation in annual meetings. e) Promote participation in Pre-College Intervention Programs, under guidance of SUMMA. f) Provide public recognition of accomplishments of individual section members, including recognition of 25 year members at Spring Meeting.</p>
<p>5. To provide recognition of the importance of mathematics, mathematical research and quality mathematics teaching, and promote public understanding of the same.</p>	<p>a) Sponsor and publicize Distinguished Teaching Award. b) Promote participation in Mathematics Awareness Week. c) Maintain Colorado Mathematics Education Resource List with CCTM and COLOMATYC.</p>
<p>6. To provide regional leadership in the promotion of systemic change in mathematics education, and in the enhancement of public understanding about the needs and importance of mathematical research and education.</p>	<p>a) Develop and sustain working relationships with other professional math education organizations (such as state affiliates of the Mathematical Association of Two Year Colleges and the National Council of Teachers of Mathematics). b) Maintain Colorado Mathematics Education Resource List with CCTM and COLOMATYC. c) Participate in Statewide Systemic Initiatives within the region.</p>

Section VI – Other Section Sponsored Activities

- **Colorado Mathematics Education Resource List (CMERL)**, in cooperation with CCTM.
Coordinator: VACANT
Purpose : Provides access to experts in Colorado who are willing to speak, lead workshops, and respond to media inquiries.

- **Section Activities Grants Program Design** (approved 4/22/95)

Objective: To assist Section members fund projects in support of Section Mission.

Selection Process:

1. Applications will be solicited and reviewed once or twice yearly.
2. Each application will be reviewed by two (non-officers) members of the Section.
3. Based on reviewer's reports, Executive Committee will award grants.
4. The Chairperson-elect, Past-Chairperson, and Section Representative to National Congress will form a Section Grants Activities Committee to facilitate the selection and review process. This committee will also be responsible for overseeing the raising of monies to support the Section Activities Grants.

Application Process:

1. Project director must be a member of MAA.
2. Grants will not exceed \$500 per project: matching funds from host institution preferred, but not required.
3. Project must be clearly tied to one or more of the Rocky Mountain Section Mission Goals.
4. Application materials will include the following materials:
 - a) Description of project (no more than one page)
 - b) Statement of how project supports Mission Goals (no more than one page)
 - c) Estimate budget
 - d) Description of additional funds available, if any
 - e) Vitae of project director(s)
5. If funded, a report on the project will be filed with the Project Director upon completion (no more than one page) and a report will be made at the next meeting of the Section.

Funding Mechanism Proposal:

Goal: To raise and maintain a Section Grants Fund to support as many as six \$500 annual awards.

Eventual Annual Funds Required: \$ 3000 plus costs Possible Sources of Funds:

- 1) Supplementary Dues designated specifically for the support of Section Activities Grants program.
Dues would be collected by the section on a voluntary basis.
- 2) Corporate Contributions to be phased in once the fund has been set up.

- **Student Recognition Grant Program** (approved 4/26/2003)

The establishment of a Student Recognition Grant Program was approved by the section membership at the 2003 Annual Business Meeting. In support of this program, the Section will set aside \$500 every calendar year. From these monies, the Section will make grants for the purpose of recognizing superior achievement in mathematics on the part of (1) students enrolled in post-secondary institutions within the geographic region served by the Section and (2) high school students whose school districts, or other appropriate political subdivisions, substantially intersect the geographic region served by the Section.

Proposals for such grants must

1. originate from a member of the Rocky Mountain Section of the Mathematical Association of America on behalf of an agency, institution, or organization whose stated purposes are consistent with recognizing or encouraging superior academic achievement at the high school level;
2. be in the hands of the Secretary of the Rocky Mountain Section no later than April 2 of the year in which the proposed recognition is to be made;
3. include the criteria under which superior achievement in mathematics is to be recognized, together with the time and the manner of such recognition;
4. report, insofar as possible at the time of the proposal, other potential sources of support together with proposals or requests made or intended; and
5. be limited to a maximum amount of \$250.

The Executive Committee will review all proposals for grants under this policy and will make such grants as, in its sole judgment, it deems proper. In keeping with the section mission, funding priority will be given to grants that include recognition of undergraduate students. Funding decisions will be announced no later than the Annual Business Meeting of the Section.

Section VII - History of other motions approved by Section Membership and Executive Committee agreements²

Motion to endorse NCTM Standards (approved April 13, 1991)

The Rocky Mountain Section of the MAA endorses the NCTM standards since these do specify content.

Motion to expand Executive Committee to include NCTM representation³ (approved April 16, 1994)

The Rocky Mountain Section of the MAA shall expand the Executive Committee to include one member of the NCTM from each of Wyoming, Colorado, and the part of South Dakota which lies in the section. These NCTM members are to be nominated by their respective state boards. At any meeting of the Executive Committee, only the member of the NCTM representing the state in which the section is being held that academic year shall have a vote.

² This section of the Procedures Handbook has not been regularly updated over the years, and thus may not include a complete archive of all section motions and agreements.

³ This motion was never enacted.

Agreement – Support of Colorado Awards Ceremony

At the 1996 (Executive Committee?) meeting, it was agreed to support the Colorado Governor's recognition of outstanding mathematics students by contributing financially to the reception.

Motion to Rename the Distinguished Teaching Award (passed April 18, 1998)

Burton W. Jones was a lifelong advocate of excellence in teaching at all levels and a strong supporter of the MAA, its members and programs. In honor of his memory a motion passed at the 1998 Spring meeting of our section to name the Distinguished Teaching Award for him. Hence, it will be the Burton W. Jones Distinguished Teaching Award. The recipient will receive \$50.

To endow a fund to support this award, members of the Association, as well as others who wish to remember Burton Jones or to recognize teaching, are encouraged to donate to the "Jones Teaching Award Fund" (c/o Rocky Mountain MAA).

Motion to Establish a Committee on Professional Linkages⁴ (passed April 18, 1998).

A Committee on Professional Linkages consisting of not more than six members will be formed to address issues of collaboration and coordination with other professional organizations in our region. Membership will include:

- MAA Rocky Mountain Section Chair, or his or her designee (as a representative of 4-year colleges)
- MAA Rocky Mountain Section Vice-Chairperson or his or her designee (as a representative of 2-year colleges)
- The NCTM Delegate of each of the NCTM affiliates in our region (as representatives of K-12 education)

Members of the Committee on Professional Linkages will be included in and informed of any business transacted by the Executive Committee, including the Annual Meeting of the Executive Committee.

The Committee on Professional Linkages will be responsible for the proposal and review of recommendations concerning collaborative efforts, joint meetings, or other activities which address professional linkages in keeping with the Section Mission Statement. {1998-99 members include Al Skillman, John Brown, and from the CCTM, Eileen Rogers (Colorado Springs School District 11) < [Eileen J. Rogers@cssd11.usa.net](mailto:Eileen.J.Rogers@cssd11.usa.net)>}

⁴ This committee never became functional, and thus has been excluded from the duties lists of the Section Chair and Section Vice-Chair.

Motion to Support the American Association of University Professors' (AAUP) statement on academic freedom (passed April 14, 2007)

The section agreed to support the AAUP's statement on academic freedom at the 2007 section meeting held at CSU-Pueblo., and to post a link to the statement on its webpage, along with the following information.

The American Association of University Professors was formed early in the twentieth century, as a response in part to the 1900 incident in which noted economist Edward Ross lost his job at Stanford University because of his views on immigrant labor and railroad monopolies. Within Colorado's history, conflicts involving academic freedom include a 1920 request by Governor Clarence Morley calling for the dismissal of all Catholics and Jews from the University of Colorado faculty and staff, and the 1951 dismissal of two non-tenured University of Colorado instructors during the McCarthy era. More recent controversies can also be cited.

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities, and requires certain protections. In 1940, following a series of joint conferences begun in 1934, representatives of the American Association of University Professors and of the Association of American Colleges (now the Association of American Colleges and Universities) agreed upon a restatement of principles set forth in the 1925 Conference Statement on Academic Freedom and Tenure. This restatement is known to the profession as the 1940 Statement of Principles on Academic Freedom and Tenure.

The 1940 statement has become a recognized standard within the profession and by scholars on academic freedom; it begins as follows:

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to ensure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

The full statement is available at www.aaup.org/AAUP/pubsres/policydocs/1940statement.htm

Mathematical organizations that have endorsed to date the statement include:

- Mathematical Association of America 1965*
- American Mathematical Society 1967*
- New York State Mathematics Association of Two-Year Colleges 1972*
- Association for Women in Mathematics 1997*

Agreement – Amount of DTA Award

The executive committee agreed the recipient of the DTA will be awarded \$100e instead of \$50.00. This will go into effect during spring 2008.

Motion to hold PPRUMC funds on account with RMS (passed April 9, 2016)

As a means to enhance the long-term financial stability of PPRUMC, a motion was approved a financial arrangement that would establish a mechanism independent of the host institution for processing institutional/business sponsorships and private donations to PPRUMC. Under this arrangement, the PPRUMC Steering Committee is responsible for conference fund-raising by seeking donations from a variety of sources. The donations themselves are made payable to the Rocky Mountain Section, and clearly designated to support only costs associated with PPRUMC. Because of the status of the MAA-RMS as a non-profit organization, all private donations to PPRUMC are tax deductible. Any unspent funds on deposit with RMS following each year’s PPRUMC will roll forward for use when it is needed in the future. In the event that PPRUMC should discontinue operation, any funds remaining on deposit will be released into the general operating budget of the Rocky Mountain Section. The national MAA was consulted concerning this arrangement in advance, and advised that the section could accept donations to support PPRUMC and would not encounter any serious issues with the IRS. A line item\note will be included in the RMS budget report to indicate the total funds held on account for PPRUMC. [The PPRUMC Steering Committee is responsible to appoint one of its members](#) to serve as a liaison between the two groups, and to assist the RMS treasurer with PPRUMC accounting issues. A motion to support PPRUMC in this manner and an expression of the membership’s willingness to support other student conferences in a similar manner was unanimously approved at the Spring 2016 Annual Meeting.

Agreement - Supplemental travel funding for Section Representative on MAA Congress

The Section Representative on MAA Congress may apply for supplemental funding for the required participation at MathFest, in an amount up to the registration fee for MathFest. This application should be submitted after travel at the annual deadline for Section Activity Grant proposals (currently November 1). The application must be accompanied by a receipt for a travel expense (excluding per diem) and a statement that the section representative does not have grant or departmental support that could be used for this expense. The Executive Committee (without the section representative) will, as part of the decisions on section activity grants, decide annually on such support. (Adopted by Executive Committee in December 2019)

Section VIII - Section Officer Guidelines for MAA Connect⁵

(Copied from the January 2020 version of the following document provided by National:

<https://docs.google.com/document/d/1B82rjmIBA8HCruwOme3VNIRvRhMW3eY3kNE7f3nEHJU/edit#heading=h.iyngwu4dl2k2>)

MAA Section Officers take on many roles as leaders of their geographic community. The goal of MAA Connect is to help build our communities through discussion and shared interests. This is especially important for Section Officers as they often need to communicate with their constituents about various upcoming activities and reminders, including but not limited to:

- Newsletter contributions
- Newsletter distribution
- Officer elections
- Section meetings
- Other events/meeting in the geographic region
- Updates about section news

Many of these communications will be simple discussion threads that allow members to ask questions to the leadership and hear from other colleagues. However, there are a few different roles that the leadership team can divide among the officers.

Community Admin, Community Moderator

Community Admin

This role will be reserved for the Chair, or another designated officer in the group. The community admin has the privilege to edit the homepage for the community, send formal announcements to the group (requires HTML background), and restrict or remove members who are not adhering to the terms and conditions. This role will coordinate with the Communities Coordinator on all higher level operations, including scheduling posts among the community and planting discussions.

Community Moderator

This role will be assigned to all section officers. You will be able to approve or reject posts from your members to your section. This role will eventually only be needed for “restricted” users as the communities will not always be moderated. Moderators should be on the lookout for “spam” posts such as requests to be removed from the group, incomplete messages, commercial advertising, or any offensive messages. [Click to for instructions on approving or rejecting a post.](#)

Library Manager

This role is very critical to the organization of your community’s library. Each community has a library that is set up as a folder structure. Whenever someone attaches a document to their post, it automatically is put in your General Library folder.

The manager will have the permissions to add folders, and tag items with certain words to make them more searchable. This role would ideally check in once a week to update their library and make sure everything is properly placed. The structure is very similar to storing files on your computer, but additional training can be provided.

⁵ MAA Connect was launched in January 2020 as the means by which sections will contact their members moving forward. (As of January 2020, however, national’s procedures for contacting section members via email had not yet been fully phased out.) RMS Community discussion threads on MAA Connect will go to every member of the section in a daily digest format until they opt out.

This role would typically be covered by the section Secretary, but any officer can take this role on. If you are having trouble or need assistance with your role as the Library manager, please [request an appointment here](#).

Discussion Posts

We want to encourage activity from the majority of MAA Members since this platform is meant to be a community. This means outside of the general announcements, there should be 2 questions posted each week to help keep conversation going. One way to do this is to have officers post “seed questions”. These are questions that anyone can respond to, and officers purposefully post to get engagement.

What is a seed question?

Seed questions are questions that are planted in the community to increase user/member engagement. They allow for planned content and structure in the community, either at the launch of the community or during times of lower engagement.

Types of questions:

Make sure you have a healthy mix of different types of seed questions (ie: open, closed, specific, and hypothetical).

- Open-ended
 - “What do you think about...?”
- Low barrier to entry
 - “Do you prefer [x] or [y]?”
- Specific
 - “How much do you spend on...?”
- Personal
 - “Hi everyone! I’m new to this field and wanted to get your advice about...?”

Occasionally, we will send along questions that each section will post to their membership. Our general rule will be to post at least 2 discussions a week, these can be by any member. 1 post by each Tuesday, and the second post by each Thursday.

How to’s

Approve a post:

1. Go to the community
2. Click on “Settings” located to the right of the community name
3. Find subheading “Moderation” and click this link
4. You will see each post that is waiting to be approved, you should preview the post for appropriateness and then approve or reject.
 - a. If you reject you should always give a reason and let the individual know they can post again once they’ve updated or changed their post.