



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

**Council of Presidential Awardees in Mathematics**

**June 27, 2021**

**Revised November 13, 2021**

# CPAM Job Descriptions & Newsletter Publication Guidelines

*This document contains all CPAM job descriptions and newsletter publication guidelines along with reference material in the Appendix. Individual entries can be updated as needed and dated accordingly.*

*Denise I. Griffiths  
Originally compiled September 7, 2014*

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*Last update and review - June 27, 2021*

## **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 all Board meetings including the one held during the NCTM Annual Meeting, the summer meeting and any monthly meetings via Zoom. 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 Meeting. Prepare the *CPAM Is Your Organization!* form to be distributed at the Annual CPAM Business Meeting.
6. Invite the featured speaker for the CPAM Leadership Seminar for a K-12 presentation.
7. Work with President-Elect or Past President to ensure that events at the NCTM Annual Meeting (CPAM Leadership Seminar, CPAM Reception, Annual Breakfast, Business Meeting and Board Meeting) are arranged and coordinated.
8. Communicate regularly with the Nominations and Election Committee. Post candidate profiles on a Google Drive to facilitate the online election process. Post notices as needed on the President’s Update e-mails soliciting nominations for offices and explaining the election process.
9. Appoint the chairs, with Board approval, for the Nominations and Election Committee and for the Scholarship Committee. Collect committee reports. See that members are appointed to these two committees in a timely fashion.
10. Review appointed positions on the Board – Database Manager, Newsletter Editor and Web Master.
11. Write President’s column for each issue of the newsletter. Prepare periodic President’s Update e-mails.
12. Write an article for the August issue of the newsletter welcoming the new officers and thanking the officers who are leaving the board.
13. Write an article on Lands’ End logo attire for the November issue of the newsletter.
14. Assist with editing the newsletters and meeting minutes.

*Continued next page*

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

15. Write a letter of welcome to the new Presidential Awardees in Mathematics.
16. Prepare a packet of materials 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.
17. Maintain communication with SEPA and APAST.
18. 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 fall Board meeting.
19. Write and send thank you letters to administrators for letting CPAM members attend the NCTM Annual Meeting.
20. Call for and communicate with volunteers to host CPAM socials at NCTM Regional Conferences.
21. Arrange for ordering and payment of CPAM pins for new awardees. Allow sufficient time for the arrival of the pins.
22. Send a thank you note on behalf of CPAM to the appropriate company if the pins are donated.
23. Participate in the Awards Week in Washington, D.C., if invited.
24. Attend the State Coordinators for Presidential Awards for Excellence in Mathematics and Science Teaching national meeting if invited.
25. Write a thank you letter to use with his/her supervisor to members who give a CPAM presentation during the NCTM Annual Meeting.
26. See that student certificates of excellence and mentor certificates are updated as needed and are available online.
27. Keep updated electronic files of duties and activities to pass on to the next President.

### ***Newsletter deadlines are July 1, October 1, January 15 and April 1.***

Articles are to be written in single space Cambria 10 font with no added formatting (like spaces between paragraphs). All articles will be submitted with headlines and writer's name with correct format for identifying member, e.g., Kathy Miles, MD '93 Sec. For the apostrophe before the year, do not use a half-quote. Use the apostrophe available under **Insert**.

Prepared by Sue Eddins, 1998  
Updated 1999, 2001, 2014, 2019, 2021

## 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. These plans should be completed by June 30<sup>th</sup> by the outgoing Past President. The incoming President-Elect will monitor these arrangements as of July 1.
3. Arrange the location and order food for the CPAM Leadership Seminar, Annual Breakfast, Business Meeting and Board Meeting at the NCTM Annual Meeting. These plans should be completed by June 30<sup>th</sup> by the outgoing Past President. The incoming President-Elect will monitor these arrangements as of July 1.
4. Write an article for the August 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. The newsletter article will be completed by June 30<sup>th</sup> by the outgoing Past President.
5. Prepare the *Take This Sheet* and the breakfast/reception registration forms for the August newsletter. These forms will be prepared by June 30<sup>th</sup> by the outgoing Past President.
6. 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.
7. 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. The outgoing Past President will prepare this list and give it to the incoming President-Elect. This list should be available during the events, posted on the listserv promptly after the CPAM events at NCTM and included in the November newsletter.
8. Assist with editing the newsletters and meeting minutes.
9. Assist the President as requested in other duties.
10. Attend all Board meetings including the one held during the NCTM Annual Meeting, the summer meeting and any monthly meetings via Zoom. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
11. Keep updated electronic files of duties and activities to pass on to the next President-Elect or Past President.

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Prepared by Sue Eddins, 1998  
Updated 2001, 2014, 2019, 2021

## Duties of CPAM Secretary

1. Take minutes of the annual business meeting. Post the approved final minutes in Dropbox. Prepare highlights of the annual business meeting minutes for the November newsletter.
2. Take minutes of the Board meetings at the NCTM Annual Meeting and the summer meeting. Post the approved final minutes in Dropbox. Prepare highlights of the Board meeting minutes at the NCTM Annual Meeting for the November newsletter. Prepare highlights of the summer Board meeting minutes for the August newsletter.
3. Take minutes of all monthly Board meetings. Post the approved final minutes in Dropbox.
4. Prepare a “to do” list at each Board meeting. Share it with all Board members immediately following the meeting.
5. Prepare the CPAM Board and Committee Chairs Contact Information sheet after the June Board meeting and send to the Board. Keep the “revised date” on the form.
6. Update the CPAM stationery file after the June Board meeting to reflect the change in officers and send to the Board.
7. Incorporate appropriate changes or revisions to the Constitution and inform the membership.
8. Keep an accurate file of all of the correspondence, mailing inserts, notices, etc., sent to the membership.
9. Attend all Board meetings including the one held during NCTM Annual Meeting, the summer meeting and any monthly meetings via Zoom. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
10. Keep updated electronic files of duties and activities to pass on to the next to pass on to the next Secretary.

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Articles are to be written in single space Cambria 10 font with no added formatting (like spaces between paragraphs). All articles will be submitted with headlines and writer’s name with correct format for identifying member, e.g., Kathy Miles, MD '93 Sec. For the apostrophe before the year, do not use a half-quote. Use the apostrophe available under **Insert**.

Prepared by Mary Lou Derwent, Reverie Suzuki and Denise I. Griffiths, 1995  
Updated 1997, 1998, 1999, 2001, 2014, 2019, 2021

## 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) which 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 including NCTM and NCSM affiliate dues. Notify the NCTM Representative when the NCTM and NCSM dues are paid.
4. Prepare financial reports for Board meetings and for the annual business meeting.
5. Prepare a copy of the June 30<sup>th</sup> treasurer's report for the November newsletter.
6. Receive annual breakfast reservations and payments. Make name tags for attendees.
7. Collect RSVPs for people attending the CPAM reception/dinner at NCTM.
8. Arrange for a review of the financial records at the time of transfer to the next treasurer.
9. Transfer the bulk of the funds to the new treasurer by July 1, the start of the new fiscal year. Transfer the remaining balance of funds when all outstanding bills have been paid but no later than September 30<sup>th</sup>.
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 August newsletter.
12. Arrange for ordering and payment of name badges for new officers.
13. Attend all Board meetings including the one held during NCTM Annual Meeting, the summer meeting and any monthly meetings via Zoom. 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.

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## **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 should be on the letter to the Elementary Presidential Awardees.
2. Advise the Board in areas regarding the elementary school level.
3. Collaborate with the other grade level representatives to provide professional development opportunities for CPAM members (e.g., book chats or a session at NCTM).
4. Contribute to the listserv and social media outlets at least once a month and identify yourself as the CPAM Elementary School Representative.
5. Submit articles for each issue of the CPAM newsletter.
6. Attend all Board meetings including the one held during NCTM Annual Meeting, the summer meeting and any monthly meetings via Zoom. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
7. Keep updated electronic files of duties and activities to pass on to the next Elementary School Representative.

*Newsletter deadlines are July 1, October 1, **January 15** and April 1.*

Articles are to be written in single space Cambria 10 font with no added formatting (like spaces between paragraphs). All articles will be submitted with headlines and writer's name with correct format for identifying member, e.g., Kathy Miles, MD '93 Sec. For the apostrophe before the year, do not use a half-quote. Use the apostrophe available under **Insert**.

Prepared by Mary Lou Derwent and Mary Modene, 1998  
Updated 1999, 2001, 2014, 2019, 2021

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

*Newsletter deadlines are July 1, October 1, **January 15** and April 1.*

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Prepared by Mary Lou Derwent and Jo Ann Schuette, 1998  
Updated 1999, 2001, 2014, 2019, 2021

## **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 should be on the letter to the Secondary Presidential Awardees.
2. Advise the Board in areas regarding the secondary school level.
3. Collaborate with the other grade level representatives to provide professional development opportunities for CPAM members (e.g., book chats or a session at NCTM).
4. Contribute to the listserv and social media outlets at least once a month and identify yourself as the CPAM Secondary School Representative.
5. Submit articles for each issue of the CPAM newsletter.
6. Attend all Board meetings including the one held during NCTM Annual Meeting, the summer meeting and any monthly meetings via Zoom. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
7. Keep updated electronic files of duties and activities to pass on to the next Secondary School Representative.

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Prepared by Mary Lou Derwent and Jill Moser, 1998  
Updated 1999, 2001, 2014, 2019, 2021

## **Duties of CPAM NCTM Representative**

1. Serve as a liaison among NCTM, NCSM and CPAM and coordinate with other affiliate groups at large.
2. Work with the Treasurer to see that the NCTM and NCSM affiliate dues are paid in a timely fashion. NCTM affiliate dues should be paid in early April and the NCSM affiliate dues should be paid in early August.
3. 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 November 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 May/June election.
8. Submit articles with appropriate NCTM information for each issue of the CPAM newsletter.
9. Attend all Board meetings including the one held during NCTM Annual Meeting, the summer meeting and any monthly meetings via Zoom. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
10. Keep updated electronic files of duties and activities to pass on to the next NCTM Representative.

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Prepared by Julianna Csongor, 1999  
Updated 2001, 2014, 2019, 2021

## **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. CPAM membership runs from July 1<sup>st</sup> through June 30<sup>th</sup> regardless of when dues are paid.
2. Maintain an accurate list of deceased CPAM members. Submit the deceased names to the PAEMST website for inclusion on the national list of deceased awardees.
3. Add new awardees as they are named to both the CPAM database and supply list to the Web Master.
4. 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.
5. Provide Dues Notice forms to the Newsletter Editor for inclusion in the May and August newsletters. Membership articles should be included in both newsletters.
6. Send an updated Dues Notice form to the Web Master for posting on the CPAM website by May 1.
7. Prepare a membership report for the August newsletter with a list of deceased Presidential Awardees from the previous year.
8. Prepare a list of scholarship donors for the Newsletter Editor for the August issue.
9. Prepare the CPAM Directory as new awardees are announced and make the CPAM Directory available upon request only to current members.
10. Provide files for mailing labels as requested. The standard preparation is:
  - Paid up members and non-paid up from the two previous membership years and the VIP list for the August issue. Membership expiration dates should appear on the mailing labels.
  - Members who request a paper copy and VIP list for November and March issues.
  - Paid up members and VIP list for the May issue.
11. Forward all monies to the Treasurer in a timely manner.
12. Provide e-mail addresses for current members to the Nominations and Election Committee for the May/June election.
13. Work with the Web Master to track down bounced e-mail addresses from e-mailed newsletters.

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## **Duties of CPAM Database Manager** *(continued)*

14. Send out e-mailed reminders to members from the last two membership years who have not renewed their memberships by October 15<sup>th</sup>.
15. Attend all Board meetings including the one held during NCTM Annual Meeting, the summer meeting and any monthly meetings via Zoom. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
16. Keep updated electronic files of duties and activities to pass on to the next Database Manager.

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Prepared by Don Scheuer, 2001  
Updated 2014, 2019, 2021

## **Duties of CPAM Newsletter Editor**

1. Publish four issues of CPAM's newsletter, CPAM Notes<sup>®</sup>. The newsletter is published in August, November, March, and May.
2. Send timely reminders to the entire Board, committee chairs and columnists indicating individual responsibilities and the newsletter deadline.
3. Write the editor's column for each newsletter.
4. Work with the Database Manager and the Web Master for the distribution of the e-mailed issues of the newsletters.
5. Maintain up-to-date publication guidelines for the newsletter.
6. Attend all Board meetings including the one held during NCTM Annual Meeting, the summer meeting and any monthly meetings via Zoom. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
7. Keep updated electronic files of duties and activities to pass on to the next Newsletter Editor.

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Prepared by Denise I. Griffiths and Kathy Miles, 2014  
Updated 2019, 2021

## 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 August 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. Send out e-mailed editions of the newsletter.
7. Work with the Database Manager to track down bounced e-mail addresses from e-mailed newsletters.
8. Work with the Advisor to ensure that CPAM's domain name is properly registered with Network Solutions.
9. Monitor the listserv and stay up-to-date on the latest software and virus protection information to ensure a smooth operation.
10. Attend all Board meetings including the one held during NCTM Annual Meeting, the summer meeting and any monthly meetings via Zoom. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
11. 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.

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Prepared by Pam Newberry, 2002  
Updated 2014, 2019, 2021

## **Duties of CPAM Nominations and Election Committee Chair**

1. Work with the President to make certain that a full Nominations and Election Committee is in place before the end of June. The Chair of the Nominations and Election Committee should report monthly to the President on the status of the nominations process.
2. Solicit nominations for office. Prepare a “Call for Nominations” article for the August newsletter including the offices up for election, overview of duties, and names of the members of the Nominations and Election Committee. A second “Call for Nominations” article should appear in the November newsletter.
3. Send periodic reminders to the listserv seeking nominations for office. Work with the President to promote nominations through the President’s Update e-mails.
4. The Nominations and Election Committee should prepare a slate of not more than two candidates for each office. Candidates should be notified of the date for the summer Board meeting. The CPAM Board should review and approve the ballot.
5. Confirm that updated job descriptions are available online at the CPAM website. All members of the Nominations and Election 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 in the appropriate format to the Newsletter Editor by **April 1**.
8. Arrange for the election. The election is currently carried out with online voting. Ask the Database Manager to send current member e-mail addresses to the online voting administrator for the online election. The timing of the online election must be agreed upon by the President, the Newsletter Editor, the Nominations and Election Chair and the online voting administrator.
9. The President will arrange for the posting of the candidate profiles to a Google Drive so that the online voting administrator can reference the posting of the profiles both online and in the May issue of the newsletter.
10. Explain the election procedures through the newsletter(s) (March/May issues), with announcements on the listserv and through the President’s Update e-mails. 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.
11. Newly elected officers begin their term of office on July 1 following the election through June 30<sup>th</sup> two years later.

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## **Duties of CPAM Nominations and Election Committee Chair** *(continued)*

12. Notify the CPAM President and all of the candidates about the results of the election. The CPAM President will announce the new officers on the listserv. Send complete contact information for new officers to the President and the Secretary.
13. Prepare reports for the two CPAM Board Meetings: one held during the NCTM Annual Meeting and one held in the summer.
14. Keep updated electronic files of duties and activities to pass on to the next Nominations and Election Committee Chair.

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Prepared by Denise I. Griffiths, 2014  
Updated 2019, 2021

## 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 website. Send the Word file to the Newsletter Editor for the August and November 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 contacts for BCF are  
Nanyamka Halas 410-332-4172 ext 147 *OR*  
Alexis Miller 410-332-4172 ext. 145 or 847-400-4342 (cell phone)  
Donor Services Officer  
Baltimore Community Foundation  
11 East Mount Royal Avenue, 2<sup>nd</sup> Floor  
Baltimore, MD 21202  
Fax: 410-837-4701  
nhalas@bcf.org *OR* amiller@bcf.org  
www.bcf.org
4. Solicit applications for the scholarship via the August and November 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 or Zoom session. Committee members should read all of the scholarship applications and submit their top three choices to the Scholarship Chair prior to the conference call or Zoom session. 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. **August** — Send the Scholarship Application (criteria and application form) to the newsletter. Write an accompanying article about the scholarship. This article should list all scholarship recipients and request scholarship contributions. Write about what the current scholarship recipients did over the summer.
  - b. **November** — 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. **May** — 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 July 1, October 1, January 15 and April 1.***

Articles are to be written in single space Cambria 10 font with no added formatting (like spaces between paragraphs). All articles will be submitted with headlines and writer's name with correct format for identifying member, e.g., Kathy Miles, MD '93 Sec. For the apostrophe before the year, do not use a half-quote. Use the apostrophe available under **Insert**.

Prepared by Margie Raub Hunt, 2010  
Updated 2014, 2019, 2021

## 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. Work with the Web Master to ensure that CPAM's domain name is properly registered with Network Solutions. (Web Master)
10. Order awardee gifts for new awardees. (President)
11. 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.
12. Serve on the CPAM Scholarship Committee.
13. Provide a history article for the November issue of the newsletter.
14. Provide a ribbons and t-shirt article for the August issue of the newsletter.
15. Provide an article and news release on the student certificate for the March issue of the newsletter.

*Continued next page*

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

16. Attend all Board meetings including the one held during NCTM Annual Meeting, the summer meeting and any monthly meetings via Zoom. Submit travel expenses for the summer meeting to the Treasurer within 30 days of the Board meeting.
17. Keep updated electronic files of duties and activities to pass on to the appropriate Board member.

*Newsletter deadlines are July 1, October 1, **January 15** and April 1.*

Articles are to be written in single space Cambria 10 font with no added formatting (like spaces between paragraphs). All articles will be submitted with headlines and writer's name with correct format for identifying member, e.g., Kathy Miles, MD '93 Sec. For the apostrophe before the year, do not use a half-quote. Use the apostrophe available under **Insert**.

Prepared by Denise I. Griffiths, 2014  
Updated 2019, 2021

## **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.

### **AUGUST - Issue 1 (goal to arrive by August 10)**

**Deadline: July 1**

#### **Distribution:**

- US mail to awardees who are current members or who have been members in either of the last 2 membership 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 (Grade level representatives)
- Highlights of summer CPAM Board Meeting (Secretary)
- Dues article (Database Manager)
- Membership report with deceased members from current year (Database Manager)
- Article on CPAM listserv and website (Web Master)
- New officers announced and outgoing officers thanked (President)
- Call for nominations (Nominations and Election Committee Chair)
- Article on CPAM Leadership Seminar with registration insert (Seminar Coordinator)
- Article on the Presidential Award ribbons and t-shirts (Advisor)
- Article on CPAM events at NCTM Annual Meeting and appropriate registration forms (President-Elect/Past President)
- Take This Sheet to . . . (President-Elect/Past President)
- Article on Denise I. Griffiths Scholarship Application (Scholarship Committee Chair)
- Article on pins (Treasurer)
- List of contributors to the Denise I. Griffiths Scholarship Fund (Database Manager)
- Newsletter Editor's column (Newsletter Editor)
- Banner to follow CPAM on social media (Facebook, Twitter) as space permits for the front page. Otherwise include in another section of the newsletter.
- 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)
- CPAM Leadership Seminar registration form with info side up on yellow paper (Seminar Coordinator)
- Breakfast and reception registration form (President-Elect/Past President)
- Take This Sheet to . . . (President-Elect/Past President)

## **NOVEMBER - Issue 2 (goal to arrive by November 15)**

**Deadline: October 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 (Grade level representatives)
- Treasurer's June 30<sup>th</sup> report (Treasurer)
- Highlights of CPAM Annual Business Meeting (Secretary)
- Highlights of CPAM Board Meeting (Secretary)
- CPAM Is Your Organization! (President)
- CPAM logo attire order information (President)
- CPAM Facts and History article (Advisor)
- *Thank You* list with addresses to people and companies for support at NCTM functions (President-Elect/Past President)
- Article on CPAM Leadership Seminar (Seminar Coordinator)
- Report on Delegate Assembly (NCTM Representative)
- Article and scholarship application form (Scholarship Committee Chair)
- Call for nominations (Nominations and Election Committee Chair)
- Newsletter Editor's column (Newsletter Editor)
- Banner to follow CPAM on social media (Facebook, Twitter) as space permits for the front page. Otherwise include in another section of the newsletter.
- Reminder to report change of e-mail and mailing address to the Database Manager

### **Inserts:**

- Scholarship Application with scholarship info side up – Word file (Scholarship Committee Chair)
- CPAM Is Your Organization! form (President)

## **FEBRUARY – Issue 3 (goal to arrive by February 15)**

**Deadline: January 15**

### **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 (Grade level representatives)
- Scholarship article (Scholarship Committee Chair)
- Save the date article for the CPAM Leadership Seminar (Seminar Coordinator)
- Article on the student certificate and news release (Advisor)
- Newsletter Editor’s column (Newsletter Editor)
- Banner to follow CPAM on social media (Facebook, Twitter) as space permits for the front page. Otherwise include in another section of the newsletter.
- Reminder to report change of e-mail and mailing address to the Database Manager

### **Inserts (February):**

- No inserts

## **May – Issue 4 (goal to arrive by May 15)**

**Deadline: April 1**

### **Distribution:**

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

### **Contents to include:**

- President's Column (President)
- Awardees in Action (Awardees in Action columnist)
- Articles by Elementary School, Middle School and High School Representatives (Grade level representatives)
- NCTM news (NCTM Representative)
- Article on CPAM Leadership Seminar with registration insert (Seminar Coordinator)
- CPAM scholarship recipient article by Scholarship Committee Chair (Scholarship Committee Chair)
- Voting information and invitation to vote. (Nominations & Election Chair)
- Profiles of candidates in approved format for appropriate offices (Nominations & Election Committee Chair)
- Article on renewing membership and dues notice (Database Manager)
- Newsletter Editor's column (Newsletter Editor)
- Banner to follow CPAM on social media (Facebook, Twitter) as space permits for the front page. Otherwise include in another section of the newsletter.
- Reminder to report change of e-mail and mailing address to the Database Manager

### **Inserts:**

- Dues Notice (Database Manager)
- CPAM Leadership Seminar registration form with info side up on yellow paper (Seminar Coordinator)

## **PRODUCTION STEPS FOR ALL ISSUES**

- All inserts should have corresponding articles to support them.
- Prepare newsletter, both e-mail and print versions.
- E-mail newsletter to President, President-Elect/Past President and Advisor for editing.
- Obtain mail and e-mail information from the Database Manager.
- Make editing changes.
- E-mail PUB file or PDF of newsletter as requested by the 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 for the November and March issues.
- Articles are to be written in single space Cambria 10 font with no added formatting (like spaces between paragraphs). All articles will be submitted with headlines and writer's name with correct format for identifying members, e.g., Kathy Miles, MD '93 Sec. For the apostrophe before the year, do not use a half-quote. Use the apostrophe available under **Insert**.

Prepared by Denise I. Griffiths, 1993  
Updated Julianna Csongor – 2006, Kathy Miles – 2014  
Updated 2019, 2021

## **Appendix**

1. CPAM's financial status and Employer ID Number
2. CPAM Constitution and Bylaws
3. CPAM Mission Statement
4. CPAM Planning Weekend Report – Development of Mission Statement

## **CPAM Financial Status and Employer ID Number**

CPAM is a nonprofit and tax exempt organization under Section 501(c)(3) of the Internal Revenue Code.

CPAM's employer identification number is 51-0303712.

Whenever a CPAM officer signs a contract on behalf of the organization, include CPAM along with your position on the Board,  
e.g., *Your Name, CPAM President.*

# **COUNCIL OF PRESIDENTIAL AWARDEES IN MATHEMATICS, Inc. CONSTITUTION**

## Article I . . . Name and Affiliation

### Section 1: Name

The name of this association shall be the Council of Presidential Awardees in Mathematics, Inc. (hereinafter referred to as CPAM).

### Section 2: Affiliation

CPAM shall be an affiliate of the National Council of Teachers of Mathematics (NCTM).

## Article II . . . Purposes

The purposes of CPAM include the following:

- A. To provide leadership in mathematics education.
- B. To encourage excellence in the teaching of mathematics.
- C. To encourage those with excellent qualifications to enter mathematics teaching.
- D. To promote recognition for those who excel in the teaching of mathematics.
- E. To provide for the interchange of evolving ideas and issues for the improvement in mathematics education.

## Article III . . . Membership

Those eligible for membership shall be recipients of the Presidential Award for Excellence in the Teaching of Mathematics.

## Article IV . . . Officers

The elected officers of CPAM shall consist of President, President-Elect or Past-President, Secretary, Treasurer, Elementary (K-4) Representative, Middle School (5-8) Representative, Secondary (9-12) Representative, and NCTM Representative. The Treasurer, Elementary School Representative, Secondary School Representative and NCTM Representative shall be elected in even years for a two year term. The Secretary, President-Elect and the Middle School Representative shall be elected in odd years; the Secretary and Middle School Representative for a two-year term and the President-Elect for a one-year term to become President for two years and Past-President for one year. The Newsletter Editor, the Database Manager, and the Web Master shall also be officers of CPAM and shall be appointed by the President and confirmed by

the Board of Directors. All of the CPAM officers collectively shall be known as the Executive Board or the Board of Directors.

#### Article V . . . Meetings

The annual meeting of CPAM shall be held in connection with the annual spring meeting of the National Council of Teachers of Mathematics and at the same place.

#### Article VI . . . Amendment Procedure

This Constitution may be amended by the following procedure:

- A. Any member(s) may propose amendments to the Constitution to the Executive Board. Proposed amendments should be received no later than February 1 for consideration at that year's annual meeting.
- B. The Executive Board shall distribute in writing to the members all proposed amendments no less than thirty days prior to the annual meeting.
- C. A proposed amendment may be approved or further amended at the annual meeting of CPAM by a two-thirds majority vote of those members present and voting.

#### Article VII . . . Dissolution Clause

If at any time, CPAM shall cease to carry out the purposes as herein stated, all assets and property held by it, whether in trust or otherwise, shall, after the payment of its liabilities, be paid over to the Mathematics Education Trust Fund of the National Council of Teachers of Mathematics.

### **COUNCIL OF PRESIDENTIAL AWARDEES IN MATHEMATICS, Inc. (CPAM) BYLAWS**

#### Article I . . . Election and Duties of Officers

##### Section 1: Nominations and Election Committee

The President shall appoint a Nominations and Election Committee. The Nominations and Election Committee shall solicit the names of members to serve as candidates for CPAM officers and shall be responsible for validating the results of elections.

##### Section 2: Nominations

No elected member may serve more than two terms in the same office. This being observed, any member may be nominated to serve as a member of the Executive Board. Any member may nominate him/herself by notifying the Chairperson of the Nominations and Elections Committee of the interest in being nominated for office. A regular member may be suggested for nomination by

another member of CPAM. All such suggestions for nomination shall be received by the Chairperson of the Nominations and Elections Committee by December 10<sup>th</sup> prior to the election. From these nominations, the Nominations and Elections Committee will present to the membership a slate of not more than two candidates for each office.

### Section 3: Elections

Officers of CPAM shall be elected by mail ballot of the membership prior to the annual meeting. The officers of CPAM will assume office at the end of the annual meeting.

### Section 4: Duties of Officers

A. The President shall preside over all meetings of the Executive Board, the annual meeting, and other general meetings of CPAM; appoint individuals to fill vacancies on the Executive Board; and appoint all committees not otherwise provided for in the Bylaws.

B. The President-Elect/Past-President shall preside in the absence of the President and act as Chairperson of the Program Committee.

C. The Secretary shall take minutes of each annual and/or special meeting and each meeting of the Executive Board. These shall be provided to the Executive Board. The Secretary shall issue notices of meetings, preserve all documents and records, and transmit them to his/her successor.

D. The Treasurer shall receive all monies of CPAM and provide for their safe-keeping, pay all authorized bills, keep a record of all receipts and expenditures of CPAM, prepare a budget for review by the Executive Board, make reports at the annual meeting and special reports whenever called upon by the President, submit books for audit at the time of transfer, preserve the financial records, and transmit them to his/her successor.

E. The Elementary Representative shall advise the Executive Board in areas regarding the Elementary level.

F. The Middle School Representative shall advise the Executive Board in areas regarding the Middle School/Junior High Level.

G. The Secondary Representative shall advise the Executive Board in areas regarding the Secondary Level.

H. The NCTM Representative shall act as a liaison between CPAM and the National Council of Teachers of Mathematics.

I. The Newsletter Editor shall coordinate the preparation and mailing of the CPAM newsletter to all members.

J. The Database Manager shall maintain an accurate listing of all membership records and prepare the CPAM Directory.

K. The Web Master shall maintain the CPAM web page and listserv.

## Article II . . . Membership

### Section 1: Eligibility

Those eligible for membership shall be recipients of the Presidential Award for Excellence in the Teaching of Mathematics. A person shall become a member upon payment of designated dues.

### Section 2: Rights

Members shall be accorded all rights and privileges normally provided members of educational or professional associations including the right to vote, hold office, receive publications and participate in conferences.

### Section 3: New Awardees

New awardees are automatically members through June 30<sup>th</sup> of the year following the year they received the award. The payment of dues is waived for this time period.

## Article III . . . Dues

The amount of the annual dues shall be established by the Executive Board, subject to review at the annual meeting.

## Article IV . . . Committees

### Section 1: Nominations and Elections Committee

The Nominations and Election Committee shall be appointed by the President with the approval of the Executive Board, six months before the annual meeting. The Committee shall present to the membership names of nominees for offices not less than thirty days prior to the annual meeting.

### Section 2: Publications Committee

The Publications Committee shall be appointed by the President with the approval of the Executive Board. The Committee shall publish information pertinent to CPAM by means of a newsletter.

### Section 3: Program Committee

The Program Committee shall be appointed by the President with the approval of the Executive Board with the President-Elect/Past-President as Chairperson. The Program Committee shall plan the annual meeting.

### Section 4: Scholarship Committee

The Scholarship Committee shall be appointed by the President with the approval of the Executive Board. The Scholarship Committee shall solicit nominations and select the scholarship recipient.

## Article V . . . Meetings

The annual meeting of CPAM shall be held in connection with the annual spring meeting of the National Council of Teachers of Mathematics and at the same place. Additional meetings of CPAM shall be held at the call of the President or of the Executive Board.

## Article VI . . . Amendment Procedure

The Bylaws may be amended by the following procedure:

- A. Any member(s) may propose amendments to the Bylaws to the Executive Board. Proposed amendments should be received no later than February 1 for consideration at that year's annual meeting.
- B. The Executive Board shall distribute in writing to the members all proposed amendments no less than thirty days prior to the annual meeting.
- C. A proposed amendment may be approved or further amended at the annual meeting of CPAM by a two-thirds majority vote of those members present and voting.

## Article VII . . . Parliamentary Authority

Robert's Rules of Order Revised shall govern the meetings of CPAM in all cases to which they are applicable.

August 25, 1985

Amended September 11, 1987

Amended April 20, 1991

Amended April 16, 1994

Amended April 8, 1995

Amended April 4, 1998

Amended April 24, 2002

# **COUNCIL OF PRESIDENTIAL AWARDEES IN MATHEMATICS, Inc. (CPAM)**

## **MISSION STATEMENT**

The mission of the Council of Presidential Awardees in Mathematics (CPAM) is to utilize the uniqueness and talents of its membership to influence the processes of teaching mathematics in order to promote and provide appropriate mathematical experiences for students.

To accomplish the mission, CPAM embraces the following goals:

1. To provide a network among the membership for the exchange of ideas, issues and strategies.
2. To provide professional development opportunities for the members of CPAM.
3. To develop professional relationship with various educational groups.
4. To encourage those with excellent potential to enter mathematics teaching.
5. To promote the professional development of mathematics teachers.
6. To encourage the retention of effective mathematics teachers.

# COUNCIL OF PRESIDENTIAL AWARDEES IN MATHEMATICS

## *CPAM PLANNING WEEKEND*

*Hotel Sofitel, Chicago, IL*

*March 22-24, 1991*

Ten members of the Council of Presidential Awardees in Mathematics (CPAM) participated in a weekend series of meetings devoted to the development of a mission statement and goals for the CPAM organization. The ten CPAM members included four members of the current Executive Board, two former members of the Executive Board, two at-large secondary members and two 1990 elementary members. The participants were

Laurie Boswell, New Hampshire 1986, President-Elect  
Jack Burrill, Wisconsin 1987, Secondary Awardee  
Karen Dotseth, Iowa 1984, Current Past-President  
Paul Foerster, Texas 1983, Secondary Awardee  
Linda Gojak, Ohio 1990, Elementary Awardee  
Denise Griffiths, Delaware 1983, Secretary & Newsletter Editor  
Chuck Hamberg, Illinois 1983, Past-President  
Tim Kanold, Illinois 1986, Past-President  
Guy Mauldin, Tennessee 1986, President  
Jennie Robison, Wyoming 1990, Elementary Awardee

Funds for this planning weekend were provided by a grant from the Exxon Education Foundation through the efforts of Laurie Boswell.

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*This document includes the names of the writers of CPAM's Mission Statement and goals, the actual Mission Statement with the goals, and the methods of achieving the goals according to short, medium and long term activities.*

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## MISSION STATEMENT

The mission of the Council of Presidential Awardees in Mathematics (CPAM) is to utilize the uniqueness and talents of its membership to influence the processes of teaching mathematics in order to promote and provide appropriate mathematical experiences for students.

To accomplish the mission, CPAM embraces the following goals:

1. To provide a network among the membership for the exchange of ideas, issues and strategies.
2. To provide professional development opportunities for the members of CPAM.
3. To develop professional relationships with various educational groups.
4. To encourage those with excellent potential to enter mathematics teaching.
5. To promote the professional development of mathematics teachers.
6. To encourage the retention of effective mathematics teachers.

## METHODS OF ACHIEVING THE GOALS

### **SHORT TERM ACTIVITIES (6 months - 12 months)**

1. The organization will survey its membership regarding activities since receiving the award. (#2)
2. Continue the newsletter. (#1, 2)  
Discussed and overruled: best lesson column in newsletter, elementary column.
3. Continue annual business meeting. (#1, 2)
4. Develop a plan/funding base for having the Executive Board meet twice yearly -- once for a planning weekend during the school year and once during the summer in conjunction with a CPAM activity. (#1, 2, 3, 4, 5, 6)

5. Lobby NSF (National Science Foundation) to allow greater participation by CPAM in the planning and execution of the Awards Week(s). (#1)
6. Begin dialogue with educational leaders to investigate the development of a specific training program for the evaluators of mathematics teaching. (#3, 4, 5, 6)
7. Immediate focus on Scholarship Fund (#6)
  - a) Growth -- target more than one student
  - b) Broaden financial support/base
  - c) In April, committee may need to look at other options -- e.g., McDonald's program, university funds
8. Continue letters of support to administrators for attending CPAM meeting(s)/institutes. (#2)
9. Form a committee to write newsletter articles -- submit articles to other newsletters, journals to address other audiences -- principals group, guidance counselors, parents, etc. (#3)
10. Continue to involve CPAM in speaking/leadership roles in other organizations by creating a Public Relations Committee. (#3)
11. Professional development and renewal programs
  - a) TTT (Teachers Teaching Teachers) Conference (#5)
  - b) New CPAM/NSF project -- "Leadership and Enabling Change Project" (#1, 2, 5)
12. Retaining teachers (#6)
  - a) Improve the awareness of enabling conditions necessary for teacher success and satisfaction
  - b) Generate a position statement on "enabling conditions" and disseminate (possibly through ASCD - Association for Supervision and Curriculum Development)
13. Student recognition (#4)
  - a) Issue CPAM certificates of honor to outstanding math students
  - b) To be presented by awardee to student(s) of his/her choosing
  - c) Package certificate(s) with a press release to be supplemented by local information -- implement April 1991
  - d) Signatures on certificate will be CPAM president and CPAM member presenting the award
  - e) Consider possible national recognition for this program

## **MEDIUM TERM ACTIVITIES (1-2 years)**

1. Appoint regional directors from each NCTM (National Council of Teachers of Mathematics) region to work with the Executive Board: to act as a local contact, to report to newsletter, to plan a CPAM activity for regional conferences, to track the dates and names of the program chairs for state and regional math affiliates/activities. (#1, 2, 3)
2. Begin planning summer retreats. (#1, 2, 3)
  - a) To provide horizontal and vertical articulation of CPAM members (multilevel Honors Conference - 1992))
  - b) To hold a writers' retreat to assist with writing articles, grants , "how to guides" (how to guides on grants, workshops, implementing the Standards)
  - c) To provide professional development on particular topics
  - d) To work with members of APAST (Association of Presidential Awardees in Science Teaching) on curriculum materials
3. Begin preparing the membership to articulate CPAM's mission and goals possibly via a brochure or fact sheet. (#1, 2, 3, 4, 5, 6)
4. Establish relationship with mathematics education organizations to improve teacher preparation. (#3, 4, 5, 6)
5. Scholarship Committee -- Collect data/information on what is being done now to encourage people to go into mathematics education -- e.g., universities, etc. (#4)
6. Provide school administrators with criteria for identifying good math teachers. (#6)
7. Provide expanded recognition program for state awardees. (#6)
8. Develop a "new awardees handbook". (#1)

## **LONG TERM ACTIVITIES (greater than 2 years)**

1. Work to electronically network members. (#1, 2, 3)
2. Develop video tapes of best lessons. (#1, 2, 3, 5)
3. Use electronic network to contain expanded directory. (#1, 2)  
Expanded directory could include teaching assignments, special interests.

4. Run a math conference sponsored by CPAM with a focus on excellence in teaching at all levels (K-12). (#1, 2, 3, 4, 5, 6)
  - a) To be held in summer
  - b) To make money
  - c) To train membership
  - d) To train and develop others
  - e) To implement the Standards
  - f) Two-three days in length
  - g) Support from publishing companies or other corporations

This conference is "unique" since 1) emphasis on "classroom teachers", 2) vertical strands, 3) "teams" of a variety of audiences – e.g., district supervisor or school board member, building administration, guidance counselor, teacher.
5. Plan to hire a paid staff -- Executive Director, Corresponding Secretary -- to carry out day-to-day mission/goals of CPAM. (#1, 2, 3, 4, 5, 6)
6. Hold recruiting seminars -- alliance with universities, corporations, others. (#4)
7. Develop state and regional initiatives -e.g., implementing the Standards. (#5)

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The highlights of the major actions discussed by the group can be summarized with the following list:

1. Student recognition -- honor certificates -- implement immediately
2. Multilevel Honors Conference -- summer 1992
3. CPAM Conference open to all math teachers and other educators -- summer 1993
4. Paid Executive Director and support staff – when?
5. Articulation of CPAM's Mission -- ongoing

Denise I. Griffiths  
 CPAM Secretary  
 March 26, 1991