

# *TODOS*: Mathematics for All

Leadership Handbook for *TODOS*



Revised October 2018

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## ***TODOS* Mission and Goals**

### MISSION

The mission of *TODOS: Mathematics for ALL* is to advocate for equity and high quality mathematics education for all students — in particular, Latina/o students.

### GOALS

Five goals define the activities and products of *TODOS: Mathematics for ALL*:

1. To advance educators' knowledge and ability that leads to implementing an equitable, rigorous, and coherent mathematics program that incorporates the role language and culture play in teaching and learning mathematics.
2. To develop and support educational leaders who continue to carry out the mission of *TODOS*.
3. To generate and disseminate knowledge about equitable and high quality mathematics education.
4. To inform the public and influence educational policies in ways that enable students to become mathematically proficient in order to enhance college and career readiness.
5. To inform families about educational policies and learning strategies that will enable their children to become mathematically proficient.

# **TODOS Constitution**

Approved by *TODOS* Board September 2014

## **Article I – Name**

The name of this organization shall be *TODOS: Mathematics for ALL*, hereinafter referred to as *TODOS*.

## **Article II – Mission and Goals**

### **Section 1: Mission**

The mission of *TODOS: Mathematics for All* is to advocate for equity and high quality mathematics education for all students, in particular Latina/o students.

### **Section 2: Goals**

Five goals define the activities and products of *TODOS*:

1. To advance educators' knowledge and ability that lead to implementing an equitable, rigorous, and coherent mathematics program that incorporates the role language and culture play in teaching and learning mathematics.
2. To develop and support educational leaders who continue to carry out the mission of *TODOS*.
3. To generate and disseminate knowledge about equitable and high quality mathematics education.
4. To inform the public and influence educational policies in ways that enable students to become mathematically proficient in order to enhance college and career readiness.
5. To inform families about educational policies and learning strategies that will enable their children to become mathematically proficient.

## **Article III – Affiliations and Special Interest Groups**

### **Section 1: Affiliation**

*TODOS* shall be affiliated with the National Council of Teachers of Mathematics (NCTM) and may affiliate with other organizations whose mission and goals are in alignment with those of *TODOS*.

### **Section 2: Groups Affiliated with *TODOS***

Any organization whose mission and goals are in alignment with those of *TODOS* may petition to become affiliated with the organization.

### **Section 3: Special Interest Groups**

Special Interest Groups (SIGs) within *TODOS* may be established to facilitate teaching and learning of mathematics with a particular equity focus.

## **Article IV – Membership**

### **Section 1: Membership**

Membership shall be open to everyone.

### **Section 2: Members in Good Standing**

Individuals whose dues are current are considered members in good standing.

### **Section 3: Membership Dues**

Membership dues shall be set by the *TODOS* Board.

## **Article V – Organization**

### **Section 1: *TODOS* Board**

The *TODOS* Board, hereafter called the Board, shall be the policy making and executive body of the organization. The Board shall consist of the elected members, appointed members, and chairpersons of standing committees. The elected members are: President, Vice President, either the immediate Past-President or the President-Elect, and the Directors. The appointed members are Executive Secretary, Secretary, Treasurer, NCTM Representative, and Chairs of Standing Committees.

### **Section 2: Appointed Members of the Board**

The President will appoint the Secretary, Treasurer, NCTM Representative, and Chairs of Standing Committees.

The President will nominate the Executive Secretary to be approved by the Board.

### **Section 3: Standing Committees**

There shall be standing committees as provided for in the Bylaws.

### **Section 4: Task Forces**

The Board may establish one or more task forces to assume specific responsibilities as provided for in the Bylaws. Chairpersons and members of task forces shall be recommended by Board members and appointed by the President.

### **Section 5: Candidates for Any Elected Office**

A candidate for an elected office must be a *TODOS* member in good standing for at least one year prior to the close of the nomination period and also for the duration of his/her term in office.

### **Section 6: Vacancies**

The President shall appoint members to fill vacancies in elected positions on the Board, except the Presidency, with the advice and consent of the remaining elected members of the Board.

## **Article VI– Board Members**

### **Section 1: Elected Members of the Board**

The elected members of *TODOS* are: President, Vice President, President-Elect and Immediate Past-President, and the Directors.

### **Section 2: Appointed Members**

The President shall appoint the officers for Secretary, Treasurer, and NCTM Representative for a two-year term of office to coincide with the President's term of office. Chairs are appointed for a two-year tear. In making appointments, the Board shall consider the organization's desire to reflect the diverse needs of the organization as well as the quality of the recommended member.

### **Section 3: President-Elect**

The President-Elect shall serve as an assistant to the President and assume the office of President the following year when the President completes his/her term.

### **Section 4: Immediate Past-President**

The Immediate Past-President shall serve as an adviser to the President for one year following completion of his/her term of office.

### **Section 5: Vice President**

The Vice President shall assume the Presidency should the President be unable to complete the term of office, or upon acceptance of the President's written resignation.

### **Section 6: Directors**

The Directors vote on policy issues and act as Board liaisons to, and as working members of standing committees, task forces, and projects.

### **Section 7: Terms of Office**

The President-Elect serves a one-year term and assumes the office of President in the following year.

The President serves a two-year term.

The Immediate Past-President serves a one-year term following completion of his/her term of office as President.

The Vice President serves a three-year term.

The Directors each serve a three-year term.

Terms of office shall begin and end immediately following the annual business meeting, depending on the individual's term of office

## **Article VII – Meetings**

### **Section 1: Membership Meetings**

There shall be at least one meeting of the members per year that shall include a business meeting.

### **Section 2: Additional Meetings**

Additional meetings of the organization shall be held at the call of the President.

### **Section 3: Quorum**

The members present at the business meeting(s) shall constitute a quorum.

### **Section 4: Transaction of Business**

The business of the organization shall be transacted at the membership meetings and at Board meetings.

## **Article VIII – Nominations and Elections**

### **Section 1: Nominations**

Any member in good standing may nominate or be nominated to serve as a member of the Board, including self-nominations.

### **Section 2: Candidates for Office**

A candidate for an elected office must be a *TODOS* member in good standing for at least one year prior to the close of the nomination period.

### **Section 3: Elections**

The President shall appoint a Nominations and Election Committee which shall be responsible for preparing a list of nominees and conducting the elections for the elected positions as provided for in the Bylaws.

### **Section 4: Past Board Member on Committee**

The Immediate Past-President once removed shall serve on the Nominations and Elections Committee.

## **Article IX – Bylaws**

### **Section 1: Establishment of Bylaws**

Such rules, regulations, policies, statements, definitions, or procedures which are for the general welfare or operation of the organization as stated, and which are not in conflict with or otherwise prescribed by this constitution may be established and made part of this constitution as a Bylaw, as provided for in Section 2 of this Article.

## **Section 2: Modification of Bylaws**

The Board shall be empowered to establish, amend, and rescind the Bylaws.

## **Article X – Amendments to the Constitution**

### **Section 1: Amendment Process**

These articles may be amended or repealed by a vote of the membership provided that a copy of the proposed amendment or revision and the original article being amended or revised has been submitted to the members. The membership shall also be informed about the voting process and the due date for receipt of the ballot. All such communication must be conducted with appropriate time for responses. Voting shall take place at membership meetings or electronically.

### **Section 2: Submission of Proposed Amendment(s)**

Any member(s) may propose amendments or revisions. All proposed amendments or revisions shall be presented in writing to the Board.

### **Section 3: Consideration by Membership**

Proposed amendments or revisions to the Constitution shall be presented to the membership upon petition of 10% of the organization membership or a majority of the Board.

### **Section 4: Ratification**

Ratification of an amendment or revision to the Articles shall be by a simple majority of the members who return the ballot by the due date or who vote at a membership meeting.

### **Section 5: Effective Date**

Unless otherwise stated in the resolution, an amendment or revision shall take effect immediately after its ratification.

## **Article XI – Parliamentary Authority**

The rules contained in the latest edition of the Robert's Rules of Order shall govern this organization in all cases in which they are consistent with this Constitution and Bylaws.

## **Article XII – Policy**

### **Section 1: Non-Profit Incorporation Status**

*TODOS* is organized as a non-profit organization and shall not use funds for the financial benefits of members or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered and/or reasonable expenses incurred and to make payments and distributions to further the mission and goals of *TODOS*. Notwithstanding any other provision of this constitution, the organization shall not carry out any activities not permitted:



- a) by an organization exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law) or
- b) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code (or the corresponding provisions of any future United States Revenue Law).

**Section 2: Dissolution**

If at any time the *TODOS* organization ceases to carry out the mission and goals as stated in this document, all assets and property held by it, whether in trust or otherwise, shall, after the payment of its liabilities, be paid over to an organization selected by the final Board of the organization. The selected organization must have similar purposes and have established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954 as now enacted (or the corresponding provisions of any future United States Revenue Law), and such assets and property shall be applied exclusively for such charitable, scientific, or educational programs.

# ***TODOS: Mathematics for ALL***

## **BYLAWS**

Revised and Approved by TODOS Board on June 25, 2018

### Article I – Name

The name of this organization shall be *TODOS: Mathematics for ALL* (hereinafter referred to as *TODOS*).

### Article II – Affiliations

*TODOS* shall be affiliated with the National Council of Teachers of Mathematics (NCTM) and may affiliate with other organizations whose mission and goals are in alignment with those of *TODOS*.

### Article III - Membership

#### **Section 1: Membership**

Membership shall be open to everyone interested in advancing the mission and goals of *TODOS*.

#### **Section 2: Members in Good Standing**

Individuals whose dues are current are considered members in good standing.

#### **Section 3: Membership Categories and Dues**

Membership categories and dues will be set by the TODOS Board.

### Article IV - Organization

#### **Section 1: Purpose of the TODOS Board**

The TODOS Board, hereafter called the Board, shall implement policy and promote the mission of TODOS.

## **Section 2: Membership of the Board**

The Board shall consist of the elected members and appointed members. The elected members, who constitute the Voting Board, are: President, Vice President, President-Elect/Immediate Past-President and Directors. The appointed members, who constitute the non-voting members of the Board, are Executive Secretary, Secretary, Treasurer, NCTM Representative, and Chairs of Standing Committees.

## **Section 3: Duties of the Elected Members of the Board**

The duties of the elected members of the Board are to:

- a) Set policy.
- b) Recommend individuals for appointed positions.
- c) Approve the annual budget and any requested amendments.
- d) Set and approve the charge and goals for each committee and task force.

## **Section 4: Board Meetings and Quorum**

- a) The Board shall hold meetings quarterly with at least one face-to-face meeting. Additional meetings may be called by the president.
- b) A quorum shall consist of a majority of the voting members of the Board.

## **Section 5: Decision Making**

- a) A quorum of voting Board members must be in attendance (face-to-face or electronic) in order for decisions to be made. All decisions of the Board shall be made by majority vote of the voting members of the Board in attendance.
- b) All members of the Board may participate in discussions before the voting Board makes decisions.

# Article V - Board Members

## **Section 1: Elected Members**

- a) The elected members of *TODOS* are President, Vice President, President-Elect/Immediate Past-President, and five Directors.

- b) A candidate for elected office must be a *TODOS* member in good standing for at least one year prior to the close of the nomination period and also for the duration of his/her term in office.

**Section 2: Appointed Members of the Board**

- a) Appointed members shall consist of the Executive Secretary, Secretary, Treasurer, NCTM Representative, and Chairs of Standing Committees.
- b) Appointed members are selected based on recommendations from the general membership, committee members, and Board members. The recommenders shall consider the diverse needs of the organization as well as the qualifications of the recommended members.
- c) Appointed members must be members in good standing at the time of appointment and for the duration of their terms in office.

**Section 3: Executive Team**

The Executive Team consists of the President, Vice President, President-Elect/Immediate Past President, and the Executive Secretary.

**Section 4: Terms of Office**

- a) The President serves a two-year term.
- b) The President-Elect serves a one-year term and assumes the office of President in the following year.
- c) The Immediate Past-President serves a one-year term following completion of his/her term of office as President.
- d) The Vice President serves a three-year term.
- e) The five Directors each serve a three-year term. No more than two Directors shall be elected in a given year.
- f) The appointed members of the Board shall serve a term of two years, which may be renewed.
- g) Terms of office shall begin and end immediately following the annual business meeting, depending on the individual's designated term of office.

## Article VI - Duties of Board Members

### **Section 1: Duties of All Board Members**

All Board Members are to:

- a) Promote the mission and work toward implementing the goals of TODOS.
- b) Perform duties as assigned and complete assignments in a timely fashion.
- c) Work with and support the Member Services Chair to recruit members, which includes working at the TODOS booth at conferences.
- d) Attend meetings of the Board, as requested by the President.
- e) Uphold the nonprofit status of the organization.
- f) Submit a written request of resignation to the Board, if they are no longer able to perform their duties, or if the Board votes to request their resignation.

### **Section 2: The President**

- a) Serves as chief executive officer of the organization and as chair of the Board.
- b) Represents the organization at appropriate forums, or appoints a TODOS representative as a proxy.
- c) Organizes, sets agendas, and presides at Board meetings and other meetings of the organization.
- d) Works with other members of the Executive Team to make immediate decisions or solve problems when necessary.
- e) Proposes task forces and committees for Voting Board approval, as needed.
- f) Informs candidates for elected office of the election results followed by a general announcement to the general membership of the results.
- g) Appoints members to the Board positions of Secretary, Treasurer, NCTM Representative, and Chairs of Standing Committees.
- h) Appoints the position of Executive Secretary with the approval of the Voting Board.
- i) Appoints Standing Committee members, task force chairs and members, affiliate representatives, liaisons, and outreach designees.
- j) Appoints members to fill vacancies in elected positions on the Board with the advice and consent of the remaining elected members of the Board.

- k) Attends committee meetings and provides support as needed.
- l) Has final signing authority on all *TODOS* contracts and grant applications.

**Section 3: The President-Elect**

- a) Assists the President as needed.
- b) Works with the other members of the Executive Team to make immediate decisions or solve problems when necessary.
- c) Attends committee and/or task force meetings as assigned by the President and provides support to them as needed.
- d) Is a member of the Special Interest Group (SIG) Executive Committee.
- e) Supports and coordinates the work of appointed affiliate representatives, liaisons and outreach designees.
- f) Prepares an annual report of *TODOS* affiliate, liaison and outreach activity for the Board before April 1.
- g) Prepares a list of appointments that reflects the diverse needs of the organization before taking office as President.

**Section 4: The Immediate Past-President**

- a) Assists the President relative to the transfer of office.
- b) Works with the other members of the Executive Team to make immediate decisions or solve problems when necessary.
- c) Attends committee and/or task force meetings as assigned by the president and provides support as needed.
- d) Is a member of the SIG Executive Committee.
- e) Supports and coordinates the work of appointed affiliate representatives, liaisons and outreach designees.
- f) Prepares an annual report of *TODOS* affiliate, liaison and outreach activity for the Board before April 1.

**Section 5: The Vice President**

- a) Works with the other members of the Executive Team to make immediate decisions or solve problems when necessary.

- b) Serves as the executive officer of the Board and the organization when the President is unavailable.
- c) Assumes the Presidency should the President be unable to complete the term of office, or upon acceptance of the President's written resignation, and serves for the balance of that person's term of office.
- d) Serves as coordinator among standing committees, task forces, and the Board to ensure communication and alignment.
- e) Prepares an annual report of *TODOS* projects for the Board before April 1 of each year.

**Section 6: The Directors**

- a) Vote on policy issues that come before the Board.
- b) Act as Board liaison to, and as working members of standing committees, task forces, and projects to which they are assigned by the President.
- c) Make recommendations to the President for chairs, members of committees and other appointed positions.
- d) Actively work with and support the Member Services Chair to recruit members.
- e) Work with the Conferences Chair if there is a conference near their residency.
- f) Serve as ad-hoc members of the Resources Committee to be on the lookout for potential funders.
- g) Make a concerted effort to work with a *TODOS* member to nominate a candidate for the yearly Iris M. Carl Equity and Leadership Award.

**Section 7: The Executive Secretary**

- a) Assists in planning and preparing for Board meetings, the Annual *TODOS* Members meeting, and other events as assigned.
- b) Works with the Executive Team to solve problems when necessary.
- c) Maintains and monitors the organization's calendar with timelines and due dates.
- d) Ensures that the operation of *TODOS* is effective, efficient, up-to-date, and aligned with the mission and goals of *TODOS*.

- e) Secures and ensures that all legal documents are archived.
- f) Researches and applies for items such as ISBN, insurance, and copyright.
- g) Oversees printing and distribution of recognition certificates and awards.
- h) Works with the Executive Team and Treasurer to acknowledge contributions and support.
- i) Is the primary contact person for *TODOS*, and as such, provides information about *TODOS*, and funnels inquiries to the appropriate individual or committee.

**Section 8:** The Secretary

- a) Keeps, maintains, and updates all historical records of the organization.
- b) Records the minutes of all meetings and provides summary reports in a timely manner as determined by Board approved procedures.
- c) Performs other duties as assigned by the President.

**Section 9:** The Treasurer

- a) Receives and accounts for all income of the organization and deposits these funds in a bank approved by the Board.
- b) Pays all expenditures approved by the Board in the annual budget.
- c) Pays expenditures not in the annual Board-approved budget upon approval and in accordance with written procedure.
- d) Sends quarterly updated reports to the board on the budget.
- e) Prepares an annual report that consists of income and expenses with sources of income and line item expenditures to be submitted at the Annual Business Meeting and Annual *TODOS* Board Meeting.
- f) Prepares the annual budget with each Standing Committee's input to be presented at a Board meeting.
- g) Submits financial records to the Board when there is a change of Treasurer.
- h) Submits financial records to the Board for an annual internal audit and end-of-term audit.
- i) Oversees the management of the receipts and distribution of funds in compliance with state and federal requirements.



- j) Prepares and submits required state and national financial reports.

#### Section 10: The NCTM Representative

- a) Maintains current individual membership in NCTM throughout his/her term of office.
- b) Is the liaison between TODOS and NCTM.
- c) Files an annual report to NCTM for TODOS.
- d) Participates in the Delegate Assembly process.
- e) Communicates to TODOS Leaders all information from NCTM (e.g., Affiliate Newsletter).

### Article VII – Committees

#### **Section 1:** Standing Committees

- a) The Standing Committees of the Board shall be the following: Advocacy, Awards, Conferences, Member Services, Nominations and Elections, Professional Development, Research and Publications, and Resources.
- b) Other Standing Committees of the Board shall be established as needed.

#### **Section 2:** Organization of All Committees

- a) The Board shall approve the formation or dissolution of all committees of the organization.
- b) The number of members appointed to each committee shall be recommended by the Board.
- c) Committee chairs and members shall be recommended by members of the organization, committee chairs, and Board members and appointed by the President.
- d) The term of appointment for a committee chair is two years, which may be renewed or shortened by the president.
- e) Committee members are appointed for 1-3 years dependent upon the function of the committee.

- f) Chairs of Standing Committees serve as non-voting members of the Board unless the chair is an elected member.
- g) Each Standing Committee with the exception of the Nominations and Elections Committee will be assigned a Director as a Voting Board liaison to and working member of the committee.

**Section 3: Responsibilities of All Committees**

Each committee will receive a written charge from the Board. The committee will develop yearly goals before April 1 each year that will be reported to the Board in the annual report. This report will include:

- a) A summary of activities and progress related to the previous year's goals,
- b) Related expenditures,
- c) Proposed revisions of goals and activities for the upcoming year.

Committees will submit written budget needs for the next fiscal year at a time determined by the Executive Team.

**Section 4: Standing Committee Responsibilities**

Advocacy Committee

- a) Develops a plan and structures to support educators to advocate for the mission of TODOS to:
  - 1) Create the mechanisms that will encourage and offer opportunities for mathematics educators to be effective advocates;
  - 2) Identify resources that support mathematics educators in enhancing their advocacy and communication skills;
  - 3) Create and disseminate opportunities for mathematics educators to participate in learning about advocacy work;
  - 4) Encourage and support mathematics educators' engagement in advocacy work;
  - 5) Create talking points about TODOS and about advocacy issues.
- b) Develops a communication plan to inform the public and influence educational policies related to the mission of TODOS.
- c) Increases TODOS' Collaboration with other organizations to take a stance on issues of equity and social justice in mathematics education.
- d) Uses the TODOS website to inform families about educational policies (new and proposed), practices, and opportunities that affect their children's mathematical proficiency.

- e) Provides talking points or resources for parents to advocate for their children.
- f) Works with other TODOS committees to support advocacy goals.

#### Awards Committee

- a) Develops awards programs to recognize and honor teachers and contributing members of the organization and members of the community.
- b) Develops awards programs to recognize students from underrepresented groups, in particular, Latina/o students at all levels.
- c) Works with the Research and Publications Committee to honor researchers whose work has helped to promote *TODOS* goals.

#### Conferences Committee

- a) Manages and implements a system to make equitable selections for program presentations at national, regional, and large conferences with an identified *TODOS* strand.
- b) Works with sponsors of meetings and receptions to make appropriate arrangements, assisted by the Executive Secretary.
- c) Collaborates with the President to advocate for *TODOS* speakers/strands at relevant conferences.
- d) Manages and monitors a system to distribute budgeted speaker funds.
- e) Serves as a Board liaison with the Planning Committee of any conference sponsored or co-sponsored by TODOS.

#### Member Services Committee

- a) Recruits and retains members.
- b) Maintains accurate membership records.
- c) Maintains the listservs.
- d) Provides the Board with information as requested.
- e) Has a member who serves as the Website Coordinator.
- f) Develops, monitors and implements an on-going communication plan to promote *TODOS*.
- g) Arranges for and/or manages the exhibit booth and convention displays at designated conferences.

### Nominations and Elections Committee

- a) Includes the Immediate Past-President, once removed, as a member of the Nominations and Elections Committee.
- b) Calls for nominations from the membership for elected positions.
- c) Determines a slate of candidates for elected offices with, at most, two candidates per position, taking into account the diverse needs of the organization as well as the qualifications of the candidates. When two Directors are being selected, at most four candidates will be on the slate of candidates, and the two candidates receiving the most votes will become the Directors. In the case of a tie, the winner will be determined by a casting of lots by the Nominations and Elections Chair.
- d) Holds at least one meeting (either face-to-face or electronic) to select and screen potential candidates and to select a slate.
- e) Works with the Website Coordinator to conduct the election by presenting the candidates, linking to the ballot, and recording the results.
- f) Informs the President of the election results.
- g) Assists the President to send an official letter to all candidates regarding the results.
- h) Assists the President to inform the members of the organization of the election results.
- i) Assures that the following are met:
  - 1) Members of the Nominations and Elections Committee cannot be members of the Board except for the Chair of the Committee.
  - 2) Members of the committee are to remain silent about the names of nominated individuals who were not selected as candidates.

### Professional Development Committee

- a) Develops a plan and structures to support professional learning and leadership experiences for mathematics educators for the mission of TODOS to:
  - 1) Create mechanisms and experiences for professional learning to be effective mathematics educators and leaders

- 2) Create and disseminate opportunities for mathematics educators to participate in professional development grounded in equity and social justice
  - 3) Encourage and support mathematics educators to design and implement creative equity-based professional development experiences for the TODOS organization and/or for their own professional settings.
- b) Develops a professional development plan to inform the public and influence professional organizations related to the mission of TODOS.
  - c) Increases TODOS' collaboration with other professional organizations to design and implement equity and social justice professional development in mathematics education.
  - d) Uses the TODOS website to inform members and the public about professional development opportunities.
  - e) Works with other TODOS committees to support professional development goals.

#### Research and Publications Committee

- a) Identifies and disseminates research-based knowledge about the effective teaching and learning of mathematics as it relates to *TODOS* target populations.
- b) Articulates research concerns from the perspective of mathematics teachers of target population students.
- c) Ensures that all research information disseminated by the organization is current, high quality, and related to *TODOS* goals.
- d) Works with the Awards Committee to honor outstanding research and researchers that advance *TODOS* goals, including the authors of new dissertations.
- e) Works with other *TODOS* committees and other organizations to promote research in areas that support the *TODOS* mission and goals.
- f) Coordinates the development of publications, including a *TODOS* print newsletter, journal, monograph, and electronic news.
- g) Promotes and supports electronic dialogue among members.

## Resources Committee

- a) Has a member who serves as sponsor liaison and who keeps in communication with sponsors of activities and projects, reporting progress to sponsors in a timely manner and encouraging further/continued support.
- b) Includes the President and President-Elect/Immediate Past President as active members of the committee. The President-Elect/Immediate Past President serves as Chair if no chair is found.
- c) Writes and submits proposals for funding.
- d) Develops budgets for funded activities and projects.
- e) Seeks funding actively to support *TODOS* and *TODOS* activities.

## Article VIII – Representative(s), Liaison(s), and Outreach Designee(s)

### **Section 1:** Affiliate Representative(s)

- a) Is a member in good standing of both *TODOS* and the affiliated organization for the duration of the term.
- b) Serves as a liaison to the designated affiliate for a term of two years, which may be renewed.
- c) Reports affiliate information and related activities to *TODOS* Leaders and members via the *TODOS* listserv, *TODOS* E-news, and Noticias, and conveys *TODOS* information to the affiliate upon the request of the President-Elect/Immediate Past-President.
- d) Prepares an annual report for the President-Elect/Immediate Past-President before April 1 each year, stating progress toward goals, expenditures, and future plans in accordance with Board procedures.
- e) Submits written budget needs for the next fiscal year at a time determined by the Executive Team.

### **Section 2:** Liaison(s)

- a) Is a member in good standing of *TODOS* for the duration of the term.
- b) Serves as a liaison for a term of two years, which may be renewed, to a designated organization whose purposes and/or activities are in alignment with those of *TODOS*.

- c) Reports related information to the *TODOS* President-Elect/Immediate Past-President and conveys *TODOS* information to the designated organization upon the request of the President-Elect/Immediate Past-President.
- d) Prepares an annual report before April 1 of each year for the President-Elect/Immediate Past-President stating progress toward goals, expenditures, projected budget, and future plans in accordance with Board procedures.

**Section 3:** Outreach Designee(s)

- a) Is a member in good standing of *TODOS* for the duration of the term.
- b) Serves in an outreach capacity to a designated population with whom *TODOS* would like to recruit members or create partnerships for a term of two years, which may be renewed.
- c) Reports activities to the *TODOS* President-Elect/Immediate Past-President.
- d) Prepares an annual report before April 1 of each year for the President-Elect/Immediate Past-President stating progress toward goals, expenditures, projected budget, and future plans in accordance with Board procedures.
- e) Submits written budget needs for the next fiscal year at a time determined by the Executive Team.

Article IX - Task Forces

**Section 1:** Establishment of Task Forces

When there are identified areas that need to be addressed by a subset of the membership, a task force of the organization shall be constituted by the Board.

**Section 2:** Appointment and Term of Task Force Members

Chairs and members of task forces shall be appointed by the President for a one-year term unless otherwise specified.

**Section 3:** Development of Charge, Goals and Deadlines

The Board shall develop a charge, set goals and deadlines for each task force.

**Section 4:** Responsibilities of Task Forces

Each task force shall be expected to produce timely reports and action within the parameters specified by the Board at the time of appointment.

## **Section 5: Evaluation of Task Forces**

The Board shall review each active task force in the organization before the annual business meeting and either renew the task force for another year or dissolve the task force with thanks.

## Article X – Special Interest Groups

### **Section 1: General**

- a) Special Interest Groups (SIGs) may be established to facilitate the teaching and learning of mathematics with a particular equity focus.
- b) The Voting Board shall have the authority to determine the requirements for establishing a SIG.
- c) All SIGs are to have their purposes and/or activities in alignment with those of *TODOS*.
- d) All members of a SIG, with the exception of Student Affiliate SIGs, must also be a *TODOS* member in good standing. The President, Secretary, and Faculty Adviser of a Student Affiliate SIG must be a *TODOS* member in good standing. Other members of a Student Affiliate SIG are encouraged to join *TODOS*.
- e) The Voting Board shall have the authority to determine the requirements for establishing SIGs and for the requirements of membership.
- f) A new SIG must be approved by a majority of Voting Board members.

### **Section 2: Special Interest Group Executive Committee**

- a) The SIG Executive Committee Members will include the following: the President-Elect/Past President, one Board Director, two additional *TODOS* members, and Chair of each SIG (or his/her representative). The Chair of the SIG Executive Committee is to be a voting Board member.
- b) Duties of the SIG Executive Committee
  - 1) Provides general oversight for the operations of SIGs.
  - 2) Takes responsibility for SIG implementation.
  - 3) Makes recommendations to the Board regarding their establishment or dissolution.



- 4) Recommends policies or procedures for the formation, operation, and dissolution of SIGs for Board review and approval.

**Section 3: Dues**

All dues associated with the operations of a SIG or dues levied on its membership shall be determined by the SIG.

**Section 4: Officers**

Each SIG, with the exception of Student Affiliate SIGs, shall have a Chair and a Secretary who are members of *TODOS*. The duties of the Chair and Secretary will be outlined in the SIG's Bylaws. Each Student Affiliate SIG shall have a President, Secretary, and Faculty Adviser who are members of *TODOS*. The duties of the President and Secretary of the Student Affiliate SIG will be outlined in the SIG's Bylaws.

**Section 5: Bylaws**

SIGs shall have Bylaws that must be approved by the *TODOS* Voting Board. SIG Bylaws and activities may not conflict with the Articles of Incorporation or the Bylaws of *TODOS*.

**Section 6: Dissolution**

A SIG may be dissolved by the *TODOS* Voting Board for good and sufficient reasons. Action to dissolve a Special Interest Group shall require a vote of two-thirds of the *TODOS* Voting Board.

Article XI - Member Meetings

**Section 1: Member Meetings**

There shall be at least one meeting of the members per year that shall include a business meeting.

**Section 2: Additional Meetings**

Additional meetings of the organization shall be held at the call of the President.

**Section 3: Quorum**

The members present at business meetings shall constitute a quorum.

#### **Section 4: Transaction of Business**

The business of the organization shall be transacted at the member meetings and at Board meetings.

### Article XII – Nominations and Elections

#### **Section 1: Nominations**

Any member in good standing may nominate or be nominated to serve as an elected member of the Board, including self-nominations

#### **Section 2: Candidates for Office**

- a) A candidate for elected office must be a *TODOS* member in good standing for at least one year prior to the close of the nomination period.
- b) A candidate for President-Elect must have served on the Board.

#### **Section 3: The Election Cycle**

- a) The President-Elect is elected to a term that begins in an odd-numbered year.
- b) The Directors shall be elected in a rotating pattern so that no more than two Directors are elected in any given year.
- c) The Vice President shall be elected the year that only one director is elected.
- d) All members in good standing may vote for all positions.

### Article XIII - Amendments to Bylaws

#### **Section 1: Amendment Process**

The Board shall be empowered to establish, amend and rescind the Bylaws by a quorum vote of the Board's voting membership.

#### **Section 2: Submission and Effective Date of Proposed Amendments**

All proposed amendments or revisions to the Bylaws shall be presented in writing to the Board. Unless otherwise stated in the resolution, an amendment or revision shall take place immediately after its ratification.

## Article XIV - Policy

### **Section 1: Non-Profit Incorporation Status**

*TODOS* is organized as a non-profit corporation and shall not use funds for the financial benefits of members or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered and/or reasonable expenses incurred and to make payments and distributions to further the mission and goals of *TODOS*. Notwithstanding any other provision of the Bylaws, the organization shall not carry out any activities not permitted:

- a) By an organization exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law) or
- b) By an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Revenue Law).

### **Section 2: Dissolution**

If at any time the *TODOS* organization ceases to carry out the mission and goals, all assets and property held by it, whether in trust or otherwise, shall, after the payment of its liabilities, be paid over to an organization, selected by the final voting Board members of the organization. The selected organization must have similar purposes and have established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986 as now enacted (or the corresponding provisions of any future United States Revenue Law), and such assets and property shall be applied exclusively for such charitable, scientific, or educational programs.

## **TODOS Organizational Structure**

### Elected Board Members (Voting)

- President
- President-Elect or Immediate Past President
- Vice President
- Five Directors

### Appointed Board Members (Non-Voting)

- Secretary
- Treasurer
- Executive Secretary
- NCTM Representative
- Standing Committee Chairs

Executive Team (President, President-Elect or Immediate Past-President, Vice President, and Executive Secretary)

### Standing Committees

- Advocacy
- Awards (Iris M. Carl Award, Student Awards)
- Conferences
- Member Services
- Nominations and Elections
- Professional Development
- Research and Publications (Enews, *Noticias*, *TEEM*)
- Resources

### Special Interest Groups

- EONAS

### Current Task Forces

Note: All Board and Committee members begin their term following the Annual Members' Meeting in April unless they are filling a vacancy. Task Force Chairs and members are appointed when the Task Force is established.

# SUMMARY OF LEADERSHIP RESPONSIBILITIES

## Name of Office: President

Membership: Elected by vote of general membership, Voting Board Member

Term: Two years, years two and three of a four-year commitment

- One year as President-Elect prior to presidency
- One year as Past President immediately following the two years as president.

Responsibilities:

From *TODOS* Bylaws:

- Serves as chief executive officer of the organization and as chair of the Board.
- Represents the organization at appropriate forums, or appoints a *TODOS* representative as a proxy.
- Organizes, sets agendas, and presides at Board meetings and other meetings of the organization.
- Works with other members of the Executive Team to make immediate decisions or solve problems when necessary.
- Proposes task forces and committees for Voting Board approval, as needed.
- Informs candidates for elected office of the election results followed by a general announcement to the general membership of the results.
- Appoints members to the Board positions of Secretary, Treasurer, NCTM Representative, and Chairs of Standing Committees.
- Appoints the position of Executive Secretary with the approval of the Voting Board.
- Appoints Standing Committee members, task force chairs and members, affiliate representatives, liaisons, and outreach designees.
- Appoints members to fill vacancies in elected positions on the Board with the advice and consent of the remaining elected members of the Board.
- Attends committee meetings and provides support as needed.
- Has final signing authority on all *TODOS* contracts and grant applications.

Additional responsibilities:

- Contributes time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.
- Provides leadership for the attainment of the mission and goals of *TODOS*.
- Ensure that the affairs of *TODOS* are conducted in accordance with the Constitution, Bylaws, and policies of *TODOS*.
- Writes an article for each issue of *Noticias*.
- Serves as *TODOS* Representative and voting member of the Conference Board of Mathematical Sciences.
- Works with the *TODOS* Treasurer to establish a budget for the next fiscal year.
- Monitors the *TODOS* budget and act as a signatory.
- Checks with all chairs about progress on committee/task force work.
- Assigns special projects and duties to committees and task forces as directed by the Board.

- Works with and supports the Member Services Chair to recruit members, which includes working at the *TODOS* booth at conferences.
- Reviews draft meeting minutes for the secretary.
- Sends informal thank you notes to monetary and literary contributors
- Presides over any *TODOS* Student Award recognition or appoints a *TODOS* representative as proxy.
- Calls Executive Team Meetings as needed.

### **Annual Timeline of Duties:**

#### Monthly or Periodic (duties that are ongoing)

- Prepares monthly Board meetings (includes scheduling, preparing agenda, gathering agenda items and relevant documents, and chairs online meetings).
- Reviews and edits draft meeting minutes.
- Meets with Executive Team as needed.
- Writes informal thank you notes to all monetary contributors.
- Submits proposals to speak at conferences of organizations with reciprocity agreements and organizations with a Presidential Series (NCTM, NCSM, SSMA, AMATYC, AMTE, CMC-S).
- Collaborates with Member Services to establish a *TODOS* Table at organizations with reciprocity agreements.
- Maintains and updates reciprocity agreements.
- Works to obtain calculators and refreshments for Student Awards.

#### April (following Members' Meeting)

- Takes office as President following year as President-Elect.
- Continues as President following first year as President.
- Attends Salsa Party acting as host and gives a brief presentation acknowledging sponsors and introducing Board Members in attendance. This is the first official function as a new president.
- Volunteers at the *TODOS* Booth at NCSM and NCTM.
- Prepares agenda for Spring Board meeting (requesting agenda items from Board members).
- Reminds Board members to submit annual report to be presented at the face-to-face Board meeting.
- Writes article for *Noticias*.
- Attends NCTM Affiliate Group President and NCTM Representative Breakfast during NCTM.
- Prepares announcement of the Iris Carl Awardee to send to Awardee's institution, Awardee's supervisors, and newspaper

#### May

- Attends CBMS meeting the first Friday in May in the Washington, DC area.
- Chairs face-to-face Board meeting

#### June

- Chairs face-to-face Board meeting
- Signs Conflict of Interest form.

- Presides over *TODOS* Student Awards recognition during *TODOS* Conferences.

#### July

- Prepares announcement of the Iris Carl Awardee to send to Awardee's institution, Awardee's supervisors, and local newspapers

#### August

- Submits session to NCSM for the Special Interest Group (NCSM SIG) for the *TODOS* Members' Meeting (if appropriate)

#### October

- Collaborates with the Treasurer to establish the *TODOS* Budget for the following year to be presented to the Board for approval.
- Establishes a *TODOS* 2020 Conference Steering Committee to determine plans and skeletal timeline.
- Works with Executive Team and Resources chair to secure a sponsor for the *TODOS* Reception and Salsa Party during NCTM.

#### November

- Writes article for *Noticas*.

#### December

- Attends CBMS meeting the first Friday in December in the Washington, DC area.

#### January

- Makes appointments for non-voting Board members and committee members to begin at the end of the Members' meeting in April.
- Gives presentation at AMTE and collaborates with Member Services on a booth.

#### February

- Notifies candidates of election results

#### March

- Prepares agenda for annual *TODOS* Members' Meeting (May, June)
- Notifies the Iris M. Carl Award winner (March, April, or May)
- Invites all of the sponsors who will be recognized at the Annual Business Meeting (Members' Meeting) in to attend.
- Sends a reminder to all Board members to submit their annual report by the end of April to be presented at the face-to-face meeting.

#### April

- Sets agenda and presides over the Members' Meeting, acknowledging outgoing and incoming Board members. Agenda to include the following: recognition of sponsors and outgoing Board members, Treasurer's report, minutes from the previous year, Iris Carl Award announcement, accomplishments during the past year, flyer listing *TODOS* strand sessions and activities during NCTM Annual meeting, and student awards.

- Presides over *TODOS* Student Awards recognition at the end of the Members' Meeting.
- Gives presentations at NCSM and NCTM as *TODOS* President (Presidential Exchange).
- Prepares and sends letters to thank all members who served on committees and task forces the past year.
- Prepares an annual report of yearly activities to the Board.



## **Name of Office: President-Elect**

Membership: Elected by vote of general membership, Voting Board Member

Term: One Year (first year of a four-year commitment)

- One year as President-Elect
- Two years as President following the year as President-Elect
- One year as Immediate Past President following two years as President

Participation in *TODOS* Board Meetings:

- Face-to-face meeting: The annual *TODOS* face-to-face Board meeting is generally held in late Spring or early Summer (May, June, or July). For this meeting, *TODOS* will pay for travel expenses, hotel accommodations (two board members per room), and meals.
- Virtual, online meetings: The Board meets online on a monthly basis, with dates determined by consensus.

Responsibilities:

From *TODOS* Bylaws:

- Assists the President as needed.
- Works with the other members of the Executive Team to make immediate decisions or solve problems when necessary.
- Attends committee and/or task force meetings as assigned by the President and provides support to them as needed.
- Is a member of the Special Interest Group (SIG) Executive Committee.
- Supports and coordinates the work of appointed affiliate representatives, liaisons and outreach designees.
- Prepares an annual report of *TODOS* affiliate, liaison and outreach activity for the Board before April 1.
- Prepares a list of appointments that reflects the diverse needs of the organization before taking office as President.

Additional Responsibilities:

- Attends and contributes to all *TODOS* Board Meetings, both face-to-face and online.
- Contributes time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.
- Works with and supports the Member Services Chair to recruit and retain members, which includes working at the *TODOS* booth at conferences.
- Works with the Executive Team on issues and decisions facing the organization.
- Is a member of the Resources Committee.

### **Annual Timeline of Duties:**

Monthly or Periodic (duties that are ongoing)

- Attends online board meetings.
- Ensures that SIG is operational.
- Communicates with representatives and liaisons as needed.

- Begins to prepare a list of appointments that reflect the diverse needs of the organization before taking office as President.
- Chairs or co-chairs Resource Committee.
- Serves on the Steering Committee for the *TODOS* Conference

April (following Members' Meeting)

- Volunteers at the *TODOS* Booth at NCSM and NCTM.

May

- Attends and actively participates in face-to-face Board meeting.
- Signs Conflict of Interest form.

October

- Works with Executive Team and Resources chair to secure a sponsor for the *TODOS* Reception and Salsa Party.

April

- Prepares an annual report of *TODOS* affiliate, liaison and outreach activity and submits to the President to be reported at the face-to-face Board meeting.

## **Name of Office: Immediate Past-President**

Membership: Elected by vote of general membership as President-Elect, voting Board member

Term: One-year Commitment

- One year, President-Elect, first year beginning at the conclusion of the *TODOS* Members' Meeting at the NCSM Annual Conference
- Two years, President
- One year, Immediate Past President, fourth year ending at the conclusion of the *TODOS* Members' Meeting at the NCSM Annual Conference

Participation in *TODOS* Board Meetings:

- Face-to-face meeting: The annual *TODOS* face-to-face Board meeting is generally held in late Spring or early Summer (May, June, or July). For this meeting, *TODOS* will pay for travel expenses, hotel accommodations (two board members per room), and meals.
- Virtual, online meetings: The Board meets online on a monthly basis, with dates determined by consensus.

Responsibilities:

From Bylaws:

- Assists the President relative to the transfer of office.
- Works with the other members of the Executive Team to make immediate decisions or solve problems when necessary.
- Attends committee and/or task force meetings as assigned by the president and provides support as needed.
- Is a member of the SIG Executive Committee.
- Supports and coordinates the work of appointed affiliate representatives, liaisons and outreach designees.
- Prepares an annual report of *TODOS* affiliate, liaison and outreach activity for the Board before April 1.

Additional Responsibilities:

- Contributes time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.
- Works with and supports the Member Services Chair to recruit members, which includes working at the *TODOS* booth at conferences.
- Is a member of the Resources Committee.

### **Annual Timeline of Duties:**

Monthly or Periodic (duties that are ongoing)

- Attends online board meetings.
- Ensures that SIG is operational.
- Communicates with liaisons and representatives as needed.

April (following Members' Meeting)

- Volunteers at the *TODOS* Booth at NCSM and NCTM.

### May

- Attends and actively participates in face-to-face Board meeting.
- Signs Conflict of Interest Form.

### October

- Works with Executive Team and Resources chair to secure a sponsor for the *TODOS* Reception and Salsa Party.

### April

- Prepares an annual report of *TODOS* affiliate, liaison and outreach activity and submits to the President to be reported at the face-to-face Board meeting.

## **Name of Office: Vice President**

Membership: Elected by vote of general membership, voting Board member

Term: Three-Year Commitment

Participation in *TODOS* Board Meetings:

- Face-to-face meeting: The annual *TODOS* face-to-face Board meeting is generally held in late Spring or early Summer (May, June, or July). For this meeting, *TODOS* will pay for travel expenses, hotel accommodations (two board members per room), and meals.
- Virtual, online meetings: The Board meets online on a monthly basis, with dates determined by consensus.

Responsibilities:

From Bylaws:

- Works with the other members of the Executive Team to make immediate decisions or solve problems when necessary.
- Serves as the executive officer of the Board and the organization when the President is unavailable.
- Assumes the Presidency should the President be unable to complete the term of office, or upon acceptance of the President's written resignation, and serves for the balance of that person's term of office.
- Chairs the Projects Committee.
- Identifies, monitors, and adjusts the projects of the organization to meet *TODOS* goals with the support and assistance of the Board.
- Recommends project leaders for appointment by the President.
- Works with the Resources Committee to secure funding for proposed and approved projects.
- Prepares an annual report of *TODOS* projects for the Board before April 1 of each year.

Additional Responsibilities:

- Contributes time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.
- Works with and supports the Member Services Chair to recruit members, which includes working at the *TODOS* booth at conferences.

### **Annual Timeline of Duties:**

Monthly or Periodic (duties that are ongoing)

- Attends online board meetings.
- Monitors all projects as needed.

April (following Members' Meeting)

- Volunteers at the *TODOS* Booth at NCSM and NCTM.

May

- Attends and actively participates in face-to-face Board meeting.
- Signs Conflict of Interest form

### October

- Works with Executive Team and Resources chair to secure a sponsor for the *TODOS* Reception and Salsa Party.

### April

- Prepares an annual report of activities and *TODOS* projects.

## **Name of Office: Directors**

Membership: Elected by vote of general membership, Voting Board Member

Term: Three-Year Commitment on a Rotating Basis

Participation in *TODOS* Board Meetings:

- Face-to-face meeting: The annual *TODOS* face-to-face Board meeting is generally held in late Spring or early Summer (May, June, or July). For this meeting, *TODOS* will pay for travel expenses, hotel accommodations (two board members per room), and meals.
- Virtual, online meetings: The Board meets online on a monthly basis, with dates determined by consensus.

Responsibilities:

From Bylaws:

- Vote on policy issues that come before the Board.
- Act as Board liaison to, and as working members of standing committees, task forces, and projects to which they are assigned by the President.
- Make recommendations to the President for chairs, members of committees and other appointed positions.
- Actively work with and support the Member Services Chair to recruit members.
- Work with the Conferences Chair if there is a conference near their residency.
- Serve as ad-hoc members of the Resources Committee to be on the lookout for potential funders.

Additional Responsibilities:

- Contribute time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.
- Provide leadership for the attainment of goals of *TODOS*.
- Participate in the activities of and act as a Board representative for assigned committees and task forces.
- Work with and supports the Member Services Chair to recruit members, which includes working at the *TODOS* booth at conferences.
- Complete other duties as assigned by the President.

### **Annual Timeline of Duties:**

Monthly or Periodic (duties that are ongoing)

- Attend online board meetings.
- On a quarterly basis, contact committee and/or task force chairs assigned to assess progress on goals and provide technical assistance.

May

- Attend and actively participate in face-to-face Board meeting (May, June)
- Sign Conflict of Interest form

## April

- Work with committee or task force chairs to prepare annual report due April 30<sup>th</sup>.



## **Name of Office: Executive Secretary**

Membership: Selected by the President with Approval by the Board, Non-Voting Board Member

Term: Three-Year Commitment, can be renewed

Participation in *TODOS* Board Meetings:

- Face-to-face meeting: The annual *TODOS* face-to-face Board meeting is generally held in late Spring or early Summer (May, June, or July). For this meeting, *TODOS* will pay for travel expenses, hotel accommodations (two board members per room), and meals.
- Virtual, online meetings: The Board meets online on a monthly basis, with dates determined by consensus.

Support: A yearly allocation of \$4,000 is budgeted for the Executive Secretary's discretionary fund.

Responsibilities:

From Bylaws:

- Assists in planning and preparing for Board meetings, the Annual *TODOS* Members meeting, and other events as assigned.
- Works with the Executive Team to solve problems when necessary.
- Maintains and monitors the organization's calendar with timelines and due dates.
- Ensures that the operation of *TODOS* is effective, efficient, up-to-date, and aligned with the mission and goals of *TODOS*.
- Secures and ensures that all legal documents are archived.
- Researches and applies for items such as ISBN, insurance, and copyright.
- Oversees printing and distribution of recognition certificates and awards.
- Works with the Executive Team and Treasurer to acknowledge contributions and support.
- Is the primary contact person for *TODOS*, and as such, provides information about *TODOS*, and funnels inquiries to the appropriate individual or committee.

Additional Responsibilities:

- Contributes time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.
- Maintains and updates the Board, Committees and Task Force Members, Representatives, and Liaisons list.
- Maintains accurate lists of corporate and individual contributions to *TODOS* and sustaining members.

### **Annual Timeline of Duties:**

Monthly or Periodic (duties that are ongoing)

- Attends online board meetings.
- Works with Treasurer to acknowledge formally all contributions.
- Maintains and monitors the organization's calendar with timelines and due dates.
- Archives all legal documents.
- Prepares certificates for Student Awards.

- Updates lists of corporate and individual contributions to *TODOS*.
- Updates Board, Committees, Task Forces, Representatives, and Liaisons roster to be sent by Enews Editor quarterly.
- Updates *TODOS* Letterhead as needed.
- Facilitates the distribution of Noticias to members and to the Subscription list.
- Sends hard copies of *TEEM* to the Subscription list.
- Facilitates the distribution of hard copies of *TEEM* to writers and editorial staff.
- Serves on committees or as a liaison to committees as appointed by the President.

#### April (following Members' Meeting)

- Thanks all sponsors of events at NCSM/NCTM.

#### July

- Sends the Board, Committees and Task Force Members, Representatives, and Liaisons list to the Enews Editor.

#### September

- Sends membership count and funding year gross revenue to CBMS for CBMS dues calculation when requested.
- Finalizes requests to NCTM and/or NCSM for meeting spaces at the annual meetings.

#### October

- Works with Executive Team and Resources chair to secure a sponsor for the *TODOS* Reception and Salsa Party.

#### January

- Makes arrangements for face-to-face board meeting (meeting room, housing, food, and equipment).
- Plans the *TODOS* Reception and Salsa Party and coordinates with Sponsor.
- Coordinates refreshments for Student Awards at Members' Meeting with Sponsor.

#### February

- Notifies sponsors of benefits received for their sponsorship and arranges for all benefits to be provided.

#### March

- Provides a list of Sponsors for the *TODOS* fiscal year and their levels to the President and the Resources Chair.
- Coordinates with the President to invite all of the sponsors who will be recognized at the annual business meeting during NCTM.
- Prepares the certificates for the following: Board members whose term ends, sponsors, and student awardees and their teachers.
- In collaboration with the President, invites a representative from the sponsors to be acknowledged.
- Orders plaque for Iris Carl awardee (March, May).

## April

- Prepares an annual report of yearly activities and submit to the President by April 30<sup>th</sup>.
- Sends Conflict of Interest form to all Voting Board members to complete by the May Board meeting.
- Sends updated officer information to CBMS.

## **Name of Office: Secretary**

Membership: Appointed by the President, Non-voting Board member

Term: Two-Year Commitment, can be reappointed

Participation in *TODOS* Board Meetings:

- Face-to-face meeting: The annual *TODOS* face-to-face Board meeting is generally held in late Spring or early Summer (May, June, or July). For this meeting, *TODOS* will pay for travel expenses, hotel accommodations (two board members per room), and meals.
- Virtual, online meetings: The Board meets online on a monthly basis, with dates determined by consensus.

Responsibilities:

From Bylaws:

- Keeps, maintains, and updates all historical records of the organization.
- Records the minutes of all meetings and provides summary reports in a timely manner as determined by Board approved procedures.
- Performs other duties as assigned by the President.

Additional Responsibilities:

- Contributes time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.
- Works with and supports the Member Services Chair to recruit members, which includes working at the *TODOS* booth at conferences.
- Completes other duties as assigned by the President.
- Sends draft minutes to the President for editing and distributes edited minutes to the Board one week prior to next meeting.
- Records and organizes action items of the Board voted upon via email.
- Maintains the website with key documents for board access (e.g., agendas, minutes, timelines, reimbursement forms, current budget, logo).

### **Annual Timeline of Duties:**

Monthly or Periodic (duties that are ongoing)

- Attends and takes minutes at all online board meetings.
- Sends draft minutes to President at least two weeks before the next Board meeting.
- Maintains and updates all historical records.

June

- Attends and takes minutes at the annual face-to-face meeting.

## **Name of Office: Treasurer**

Membership: Appointed by the President, Non-voting Board member

Term: Two-Year Commitment, can be reappointed

Participation in *TODOS* Board Meetings:

- Face-to-face meeting: The annual *TODOS* face-to-face Board meeting is generally held in late Spring or early Summer (May, June, or July). For this meeting, *TODOS* will pay for travel expenses, hotel accommodations (two board members per room), and meals.
- Virtual, online meetings: The Board meets online on a monthly basis, with dates determined by consensus.

Responsibilities:

From Bylaws:

- Receives and accounts for all income of the organization and deposits these funds in a bank approved by the Board.
- Pays all expenditures approved by the Board in the annual budget.
- Pays expenditures not in the annual Board-approved budget upon approval and in accordance with written procedure.
- Sends quarterly updated reports to the Board on the budget.
- Prepares an annual report that consists of income and expenses with sources of income and line item expenditures to be submitted at the Annual Business Meeting and Annual *TODOS* Board Meeting.
- Prepares the annual budget with each Standing Committee's input to be presented at a Board meeting.
- Submits financial records to the Board when there is a change of Treasurer.
- Submits financial records to the Board for an annual internal audit and end-of-term audit.
- Oversees the management of the receipts and distribution of funds in compliance with state and federal requirements.
- Prepares and submits required state and national financial reports.

Additional Responsibilities:

- Contribute time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

### **Annual Timeline of Duties:**

#### Monthly or Periodic (duties that are ongoing)

- Attends online board meetings.
- Pays expenditures approved by the board.
- Receives and accounts for all income of the organization and deposits these funds.
- Sends quarterly updates of income and expenditures to the Board.
- Works with the Executive Secretary to acknowledge formally all contributions.
- Monitors Moolah.
- Reviews and monitors current budget.
- Updates Board or *TODOS* Event Travel guidelines and reimbursement form when needed.

- Updates General reimbursement guidelines and form if needed.
- Sends W-9 tax status verification documents as requested.
- Keeps an accounting of all Operations transactions in Quickbooks and on a spreadsheet. Earmarked transactions are on spreadsheet only.

#### May

- Pays Arizona Corporation Commission for Corporation standing
- Prepares report for AZ Corporation Commission

#### October

- Collaborates with the President to establish the *TODOS* Budget for the following year to be presented to the Board for approval.

#### January

- Renews Trade name with Arizona Secretary of State.
- Pays CBMS dues.
- Sends 1099s to those paid by *TODOS* if over \$600.
- Presents the next fiscal year's *TODOS* Budget for Board approval.

#### February

- Prepares and meets with accountant to prepare fiscal year taxes.
- Pays NCTM affiliation dues (due June 1<sup>st</sup>).
- Pays NCTM Annual Meeting booth fees (in conjunction with Member Services)

#### March

- Prepares treasurer's report for the Annual Members' Meeting.

#### April

- Prepares an annual report of yearly activities and submit to the President.

## **Name of Office: NCTM Representative**

Membership: Appointed by the President, Non-voting Board member

Term: Two-Year Commitment, can be reappointed

Participation in *TODOS* Board Meetings:

- Face-to-face meeting: The annual *TODOS* face-to-face Board meeting is generally held in late Spring or early Summer (May, June, or July). For this meeting, *TODOS* will pay for travel expenses, hotel accommodations (two board members per room), and meals.
- Virtual, online meetings: The Board meets online on a monthly basis, with dates determined by consensus.

Responsibilities:

From Bylaws:

- Maintains current individual membership in NCTM throughout his/her term of office.
- Is the liaison between *TODOS* and NCTM.
- Files an annual report to NCTM for *TODOS*.
- Participates in the Delegate Assembly process.
- Communicates to *TODOS* Leaders all information from NCTM (e.g., Affiliate Newsletter).

Additional Responsibilities:

- Contribute time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

### **Annual Timeline of Duties:**

Monthly or Periodic (duties that are ongoing)

- Attends online board meetings.
- Communicates to the listserv [leaders@todos-math.org](mailto:leaders@todos-math.org) all information from NCTM Affiliate News.
- Forwards information from NCTM to Board ([board@todos-math.org](mailto:board@todos-math.org)) and/or members ([members@todos-math.org](mailto:members@todos-math.org)) as appropriate.
- Updates *TODOS* information to maintain NCTM affiliation in good standing whenever necessary.

April (following Members' Meeting)

- Attends NCTM Delegate Assembly as the *TODOS* Delegate, unless another member is the Delegate.
- Attends NCTM Affiliate Group President and NCTM Representative Breakfast during NCTM.
- Sends updated *TODOS* officer information to NCTM Affiliate Services after the members' meeting.

June

- Writes and sends report to NCTM Affiliate Services and copies *TODOS* leaders.
- Attends face-to-face *TODOS* Board Meeting (May or June).

## December

- Collaborates with the President to submit names of *TODOS* Delegate and Alternate Delegate to the NCTM Delegate Assembly.



## **Name of Office: Standing Committee Chairs**

Standing Committees: Advocacy, Awards, Conferences, Member Services, Nominations and Elections, Projects, Research and Publications, and Resources

Membership: Appointed by the President, Non-voting Board member unless Chair is also an elected member (except for Projects Committee Chair who is the Vice President)

Term: Two-Year Commitment, can be reappointed (except for Projects Committee Chair who is the Vice President)

Participation in *TODOS* Board Meetings:

- Face-to-face meeting: The annual *TODOS* face-to-face Board meeting is generally held in late Spring or early Summer (May, June, or July). For this meeting, *TODOS* will pay for travel expenses, hotel accommodations (two board members per room), and meals.
- Virtual, online meetings: The Board meets online on a monthly basis, with dates determined by consensus.

Responsibilities:

From Bylaws:

- Responsibilities from Bylaws are listed under each of the committees.

Additional Responsibilities:

- Contribute time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

### **Annual Timeline of Duties**

Included under individual standing committees

## Advocacy Chair and Committee

Responsibilities:

From Bylaws:

- Develops a plan and structures to support educators to advocate for the mission of TODOS to:
  - Create the mechanisms that will encourage and offer opportunities for mathematics educators to be effective advocates;
  - Identify resources that support mathematics educators in enhancing their advocacy and communication skills;
  - Create and disseminate opportunities for mathematics educators to participate in learning about advocacy work;
  - Encourage and support mathematics educators' engagement in advocacy work;
  - Create talking points about TODOS and about advocacy issues.
- Develops a communication plan to inform the public and influence educational policies related to the mission of TODOS.
- Increases TODOS' Collaboration with other organizations to take a stance on issues of equity and social justice in mathematics education.
- Uses the TODOS website to inform families about educational policies (new and proposed), practices, and opportunities that affect their children's mathematical proficiency.
- Provides talking points or resources for parents to advocate for their children.
- Works with other TODOS committees to support advocacy goals.

Additional Responsibilities:

- Contribute time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

### Annual Timeline of Duties:

#### Monthly or Periodic (duties that are ongoing)

- Attends online board meetings
- Continues to work on advocacy goals throughout the year.

#### April

- Prepares the Advocacy Committee Annual Report and submits it to the President for the face-to-face Board meeting.

#### May

- Attends face-to-face board meeting (May or June)

## **Awards Chair and Committee**

Responsibilities:

From Bylaws:

- Develops awards programs to recognize and honor teachers and contributing members of the organization and members of the community.
- Develops awards programs to recognize students from underrepresented groups, in particular, Latina/o students at all levels.
- Works with the Research and Publications Committee to honor researchers whose work has helped to promote *TODOS* goals.

Additional Responsibilities:

- Contribute time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

### **Annual Timeline of Duties: Awards Chair**

Monthly or Periodic (duties that are ongoing)

- Attends online board meetings.
- Supports Student Awards leads at local conferences or events (sends samples of letters, timeline, award ceremony guidelines)
- Collaborates with President to make arrangements for calculators and refreshments, if needed.

June

- Attends face-to-face Board meeting (May or June).

April

- Prepares the Awards Committee Annual Report (includes Iris Carl Award report) and submits it to the President for the face-to-face Board meeting.

### **Annual Timeline of Duties: Iris M. Carl Equity and Leadership Award Chair**

Monthly or Periodic (duties that are ongoing)

- None

May

- Prepares the award presentation at the *TODOS* 2016 Conference.

June

- Announces the Iris Carl Awardee at the *TODOS* Conference.

July

- Provides information on Iris Carl awardee to Enews and Noticias editors

September

- Updates guidelines for the Iris Carl Award.

#### October

- Works with Iris M. Carl Award Committee to establish and finalize Guidelines and Timeline for the Iris M. Carl Award.
- Makes a reservation at the NCTM Annual Meeting for the Iris Carl Award winner (hotel to be paid by the winner) if award is at NCTM.
- Works with Member Services Chair to post the updated Call for Nominations on the Website.
- Sends call for nominations via E-list, Enews, Noticias, and *TODOS* Website.

**[NOTE: All guidelines listed here assumes the award will be presented in April during the Annual *TODOS* Members' Meeting. In even number years, the award is presented during the *TODOS* Conference and in odd number years, the award is presented during the Members' Meeting. Dates need to be adjusted if the award is given during even number years.]**

#### November

- Sends reminder to members via E-list and Enews to submit nominations.

#### January

- Sends final reminder messages to Enews and to members' E-list regarding the call for nominations for Iris M. Carl Award.

#### February

- Meets with committee members to select winner of the *TODOS* Iris M. Carl Equity and Leadership Award.
- Notifies the President and Executive Secretary only (President notifies awardee).
- Prepares article and announcements for *TODOS* Website, Noticias, and Enews for release after the award announcement.
- Transfers hotel room to Iris Carl Award winner or cancel reservation.

#### April

- In collaboration with the President, prepares the Award presentation at the Members' Meeting.
- Prepares the Iris M. Carl Award Committee Annual Report and submits to the Awards Chair.

## Conferences Chair and Committee

Responsibilities:

From Bylaws:

- Manages and implements a system to make equitable selections for program presentations at national, regional, and large conferences with an identified *TODOS* strand.
- Works with sponsors of meetings and receptions to make appropriate arrangements, assisted by the Executive Secretary.
- Collaborates with the President to advocate for *TODOS* speakers/strands at relevant conferences.
- Manages and monitors a system to distribute budgeted speaker funds.
- Serves as a Board liaison with the Planning Committee of any conference sponsored or co-sponsored by *TODOS*.

Additional Responsibilities:

- Contribute time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

### **Annual Timeline of Duties:**

Monthly or Periodic (duties that are ongoing)

- Attends online board meetings.
- Coordinates with Member Services Chair regarding a *TODOS* booth at conferences with *TODOS* speakers.
- Coordinates with the Board the work of requesting proposals for conferences with *TODOS* Strand
- Establishes a timeline and implements the procedure to select *TODOS* members to speak at national, state, and local conferences with a *TODOS* Strand
  - Sends submission of proposals announcement to members (e.g., Enews, Listserv) including reminders.
  - Works with Conferences Committee to select speakers for each conference.
  - Informs *TODOS* Strand Speakers of possible financial support (three months before).
  - Provides *TODOS* Strand Speakers with *TODOS* PPT Slide and any other *TODOS* information.
  - Informs Board of *TODOS* Strand speakers.
  - Informs Treasurer and Member Services Chair of recipients of Speaker Fund funding for any conference (work at booths, reimbursements).
  - Writes thank you letters to *TODOS* Strand speakers immediately following the conference.
- Updates Speaker Fund Guidelines, Application Forms, and Reimbursement Forms as needed.

April

- Writes thank you letters to *TODOS* strand speakers at the 2016 NCTM Annual Meeting.

June

- Attends face-to-face Board meeting (May or June)

- Coordinates with Member Services Chair regarding a *TODOS* booth at conferences where there is a *TODOS* Strand. Coordinates with the Board regarding at which conferences we should have *TODOS* Strand speakers.

#### January

- Informs *TODOS* Speakers in NCTM Equity Strand of possible financial support. and sends *TODOS* Powerpoint slides.

#### February

- Confirms with NCTM Program Chair that *TODOS* can submit names of speakers for the Equity Strand.
- Sends request for proposals announcement for the NCTM Annual Meeting.
- Creates document listing *TODOS* Equity Strand sessions and events during the NCSM/NCTM annual conferences and sends to Enews Editor.

#### March

- Sends reminder regarding request for proposals NCTM strand 10 days before deadline.
- Works with Conferences Committee to select speakers for Equity Strand at NCTM Annual Meeting for the following year.
  - Notifies selected speakers and asks for confirmation. Makes adjustments to the list if a selected speaker declines.
  - Notifies proposers who were not selected after confirmation of selected speakers.
  - Notifies the NCTM Program Chair of the list of *TODOS* strand speakers by the deadline.
  - Notifies the *TODOS* Conferences Committee and the *TODOS* Board.
- Updates the document listing *TODOS* Equity Strand sessions and events during the NCSM/NCTM annual conferences and sends to the Enews Editor.
- Creates a list of Board members to greet and thank *TODOS* Speakers in the Equity Strand at the beginning of their presentation at the NCTM Annual Meeting.

#### April

- Prepares the Conferences Committee Annual Report and submits it to the President for the face-to-face Board meeting and copies the Conferences Committee.

## Member Services Chair and Committee

Responsibilities:

From Bylaws:

- Recruits and retains members.
- Maintains accurate membership records.
- Maintains the listservs.
- Provides the Board with information as requested.
- Has a member who serves as the Website Coordinator.
- Develops, monitors and implements an on-going communication plan to promote *TODOS*.
- Arranges for and/or manages the exhibit booth and convention displays at designated conferences.

Additional Responsibilities:

- Contribute time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

### **Annual Timeline of Duties:**

#### Monthly or Periodic (duties that are ongoing)

- Attends online board meetings.
- *TODOS* Booth duties:
  - Establishes a complimentary *TODOS* Booth or Table at various conferences (six months before).
  - Has a list of conference deadlines (three months before).
  - Determines a *TODOS* Booth Lead at each conference (two months before).
  - Requests members to sign-up to staff the *TODOS* Booth at various conferences (one month before).
  - Determines how to get booth materials to various conferences (one month before).
- Database duties:
  - Adds new members to Memberclicks
  - Follows up on email bounces and updates profiles as needed.
  - Has a member who sends out Digest twice a month.
  - Takes responsibility of Memberclicks.
  - Tracks renewal rates.
  - Informs Noticias editor of new and renewing sustaining members.
  - Updates group lists as needed.
  - Creates aliases as needed.
- Website duties:
  - Updates information on the Website monthly
  - Updates homepage twice a month based upon the Executive Team's decision.
  - Updates board pages monthly.
  - Creates webpages as requested
- Researches possible promotional items to be distributed at various conferences.
- Maintains active communications via social media (Facebook, Twitter, Instagram, and Linked In) by assigning a member in charge of each.

### April

- Takes the lead on the booth during NCSM/NCTM.
- Updates board and leaders listserv to include newly elected and/or appointed members to the board and leaders.
- Sends membership information to NCTM Representative for *TODOS* Report to NCTM Affiliate Services.

### June

- Attends face-to-face Board meeting (May or June).
- Coordinates with Conferences Chair regarding a *TODOS* booth at conferences where *TODOS* will have speakers.

### July

- Arranges for lifetime membership for Iris Carl Awardee.
- Updates website to include Iris Carl Awardee.

### October

- Submit yearly Member Services budget to Treasurer.

### December

- Applies for a *TODOS* Booth at the NCTM Annual meeting and works with the Treasurer to pay Booth fees.

### January

- Posts approved Sponsorship Guide on *TODOS* Website.
- Arranges for Exhibitor name badges for booth at the NCTM Annual Meeting.

### February

- Updates sponsor information on Website (these are the sponsors who have contributed, indicating the level of sponsorship, and who will be recognized in April).
- Determines how to ship booth materials for NCSM/NCTM.
- Make plans for members to sign-up to staff booth at NCSM/NCTM.
- Arranges to pay NCTM Annual Meeting booth fees.
- Arranges for Exhibitor name badges for booth during NCTM Annual Meeting.

### April

- Prepares the Member Services Committee Annual Report and submits it to the President for the face-to-face Board meeting.



## Nominations and Elections Chair and Committee

Responsibilities:

From Bylaws:

- Includes the Immediate Past-President, once removed, as a member of the Nominations and Elections Committee.
- Calls for nominations from the membership for elected positions.
- Determines a slate of candidates for elected offices with, at most, two candidates per position, taking into account the diverse needs of the organization as well as the qualifications of the candidates. When two Directors are being selected, at most four candidates will be on the slate of candidates, and the two candidates receiving the most votes will become the Directors. In the case of a tie, the winner will be determined by a casting of lots by the Nominations and Elections Chair.
- Holds at least one meeting (either face-to-face or electronic) to select and screen potential candidates and to select a slate.
- Works with the Website Coordinator to conduct the election by presenting the candidates, linking to the ballot, and recording the results.
- Informs the President of the election results.
- Assists the President to send an official letter to all candidates regarding the results.
- Assists the President to inform the members of the organization of the election results.
- Assures that the following are met:
  - Members of the Nominations and Elections Committee cannot be members of the Board except for the Chair of the Committee.
  - Members of the committee are to remain silent about the names of nominated individuals who were not selected as candidates.

Additional Responsibilities:

- Contribute time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

### Annual Timeline of Duties:

#### Monthly or Periodic (duties that are ongoing)

- Attends online board meetings.

#### June

- Attends face-to-face Board meeting.

#### September

- Prepares and makes available nomination forms with descriptions of the offices to be filled on the *TODOS* Website's Election page by October 15<sup>th</sup>.

#### October

- Submits a Call for Nominations via Enews, Noticias, and Members' E-list.

### November

- Sends reminder via E-list and/or Enews to submit nominations.
- Sends slate of selected candidates to *TODOS* President.

### December

- Works with Website Coordinator to post candidates' statements on the *TODOS* website.

### January

- Works with Website Coordinator to administer elections via Memberclicks.
- Sends reminders via E-list and Enews to vote.

### February

- Sends reminders via E-list to vote.
- Reports the results to the President.
- Informs the candidates individually of the results of the elections.
- Works with Website Coordinator to update election page after the President announces the results to the members.

### April

- Prepares the Nominations and Elections Committee Annual Report and submits it to the President for the face-to-face Board meeting.

## Professional Development Committee Chair

Responsibilities:

From Bylaws:

- Develops a plan and structures to support professional learning and leadership experiences for mathematics educators for the mission of TODOS to:
  - Create mechanisms and experiences for professional learning to be effective mathematics educators and leaders
  - Create and disseminate opportunities for mathematics educators to participate in professional development grounded in equity and social justice
  - Encourage and support mathematics educators to design and implement creative equity-based professional development experiences for the TODOS organization and/or for their own professional settings.
- Develops a professional development plan to inform the public and influence professional organizations related to the mission of TODOS.
- Increases TODOS' collaboration with other professional organizations to design and implement equity and social justice professional development in mathematics education.
- Uses the TODOS website to inform members and the public about professional development opportunities.
- Works with other TODOS committees to support professional development goals.

Additional Responsibilities:

- Contribute time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

### Annual Timeline of Duties: Professional Development Committee Chair

Monthly or Periodic (duties that are ongoing)

- Attends online board meetings.
- Plans professional development activities and events as requested, including requests from state, regional, and national mathematics education conferences.

June

- Attends face-to-face Board meeting (May or June).

April

- Prepares the Professional Development Committee Annual Report and submits it to the President for the face-to-face Board meeting.

### Annual Timeline of Duties: *TODOS* Live!

Monthly or Periodic (duties that are ongoing)

- Recruits presenters for *TODOS* Live!
- Sends announcement for each *TODOS* Live! session to Enews and to E-list.
- Updates *TODOS* Live! information on the website by sending information to the Website Coordinator.
- Schedules *TODOS* Live! session online and trains presenter to use online program.

- Facilitates, monitors, and records *TODOS* Live! session and provides technical assistance as needed during session.
- Establishes links on *TODOS* Live! website to recorded sessions.
- Sends letter of thanks to each *TODOS* Live! presenter.

#### April

- Prepares the *TODOS* Live! Annual Report and submits it to the Vice President for the face-to-face Board meeting.

## Research and Publications Committee Chair

Responsibilities:

From Bylaws:

- Identifies and disseminates research-based knowledge about the effective teaching and learning of mathematics as it relates to *TODOS* target populations.
- Articulates research concerns from the perspective of mathematics teachers of target population students.
- Ensures that all research information disseminated by the organization is current, high quality, and related to *TODOS* goals.
- Works with the Awards Committee to honor outstanding research and researchers that advance *TODOS* goals, including the authors of new dissertations.
- Works with other *TODOS* committees and other organizations to promote research in areas that support the *TODOS* mission and goals.
- Coordinates the development of publications, including a *TODOS* print newsletter, journal, monograph, and electronic news.
- Promotes and supports electronic dialogue among members.

Additional Responsibilities:

- Contribute time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

### Annual Timeline of Duties: Research and Publications Chair

#### Monthly or Periodic (duties that are ongoing)

- Attends online board meetings.
- Checks in with each publication and monitors progress periodically.
- Provides technical assistance and support to editors of publications as needed.
- Recommends to the President editors of publications when a vacancy occurs.

#### June

- Attends face-to-face Board meeting.

#### April

- Prepares the Research and Publications Committee Annual Report (includes TEEM, Noticias, Enews, and other publications) and submits it to the President for the face-to-face Board meeting.

### Annual Timeline of Duties: Noticias Editor

#### Monthly or Periodic (duties that are ongoing)

- Establishes a plan to publish Noticias electronically twice a year (Spring and Winter) and a special Summer Noticias to acknowledge and highlight *TODOS* activities.

#### April

- Gathers information to be included in the Spring Noticias.

### May

- Completes Spring Noticias.

### July 2016

- Prepares special Summer Noticias (if desired)

### September

- Gathers information to be included in the Winter Noticias.

### October

- Works on Winter Noticias.

### December

- Works on Winter Noticias.

### January

- Completes Winter Noticias.

### February

- Begins preparations for Spring Noticias

### April

- Prepares the Noticias Annual Report and submits it to the Research and Publications Chair for the face-to-face Board meeting.

### **Annual Timeline of Duties: *TEEM* Editor**

#### Monthly or Periodic (duties that are ongoing)

- Publicizes and selects articles to be included in *TEEM*.
- Sends articles to reviewers.
- Monitors the progress of *TEEM*.
- Prepares *TEEM* for online publication.

### April

- Prepares the *TEEM* Annual Report and submits it to the Research and Publications Chair for the face-to-face Board meeting.

### **Annual Timeline of Duties: Enews Editor**

#### Monthly or Periodic (duties that are ongoing)

- Solicits Enew items on the 2<sup>nd</sup> of each month, with items due on the 15<sup>th</sup> of the month.
- Creates, edits, and formats Enews items in MemberClicks and sends to members on the 20<sup>th</sup> of the month.
- Sends out list of Board, Committees, Task Forces, Representatives, and Liaisons quarterly.

### March

- Links the Updated Sponsorship Guide from the March Enews.

## April

- Prepares the Enews Annual Report and submits it to the Research and Publications Chair for the face-to-face Board meeting.

## Resources Chair and Committee

Responsibilities:

From Bylaws:

- Has a member who serves as sponsor liaison and who keeps in communication with sponsors of activities and projects, reporting progress to sponsors in a timely manner and encouraging further/continued support.
- Includes the President and President-Elect/Immediate Past President as active members of the committee.
- Writes and submits proposals for funding.
- Develops budgets for funded activities and projects.
- Seeks funding actively to support *TODOS* and *TODOS* activities.

Additional Responsibilities:

- Contribute time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

### **Annual Timeline of Duties:**

#### Monthly or Periodic (duties that are ongoing)

- Attends online board meetings.
- Develops resources for *TODOS* year-round.
- Calls meetings of committee members periodically.

#### April

- Connects with possible donors during NCSM/NCTM

#### June

- Attends face-to-face Board meeting.

#### November

- Revises the Sponsor's Guidelines for the following year.

#### January

- Presents revised Sponsorship Guide for Sponsorship year to Board for approval.
- Sends approved Sponsorship Guide to potential sponsors.

#### April

- Prepares the Resources Committee Annual Report and submits it to the President for the face-to-face Board meeting.



## Special Interest Group Chair and Committee

Responsibilities:

From Bylaws:

- Provides general oversight for the operation of Special Interest Groups (SIGs).
- Takes responsibility for SIG implementation.
- Makes recommendations to the Board regarding their establishment or dissolution.
- Recommends policies or procedures for the formation, operation, and dissolution of SIGs for Board review and approval.

Additional Responsibilities:

- Contributes time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

### **Annual Timeline of Duties:**

#### Monthly or Periodic (duties that are ongoing)

- Calls meetings of committee members twice a year.
- Provides technical support to individual SIGs as needed.
- Supports the development of new SIGs.

#### April

- Prepares the SIG Annual Report and submits it to the President for the face-to-face Board meeting.

## Representatives, Liaisons, and Outreach Designees

### Representatives

Responsibilities:

From Bylaws:

- Serves as a liaison to the designated affiliate for a term of two years, which may be renewed.
- Reports affiliate information and related activities to *TODOS* Leaders and members via the *TODOS* listserv, *TODOS* Enews, and Noticias, and conveys *TODOS* information to the affiliate upon the request of the President-Elect/Immediate Past-President.
- Prepares an annual report for the President-Elect/Immediate Past-President before April 1 each year, stating progress toward goals, expenditures, and future plans in accordance with Board procedures.

Additional Responsibilities:

- Contributes time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

#### **Annual Timeline of Duties:**

Monthly or Periodic (duties that are ongoing)

- Communicates *TODOS* information to affiliate and communicates affiliate information to *TODOS*.

### Liaisons

Responsibilities:

From Bylaws:

- Serves as a liaison for a term of two years, which may be renewed, to a designated organization whose purposes and/or activities are in alignment with those of *TODOS*.
- Reports related information to the *TODOS* President-Elect/Immediate Past-President and conveys *TODOS* information to the designated organization upon the request of the President-Elect/Immediate Past-President.
- Prepares an annual report before April 1 of each year for the President-Elect/Immediate Past-President stating progress toward goals, expenditures, and future plans in accordance with Board procedures.

Additional Responsibilities:

- Contributes time, effort, and knowledge to advance the objectives of the Board and attain the mission and goals of *TODOS*.

#### **Annual Timeline of Duties:**

Monthly or Periodic (duties that are ongoing)

- Communicates *TODOS* information to designated organization and communicates organizational information to *TODOS*.

## Outreach Designees

Responsibilities:

From Bylaws:

- Serves in an outreach capacity to a designated population with whom *TODOS* would like to recruit members or create partnerships for a term of two years, which may be renewed.
- Reports activities to the *TODOS* President-Elect/Immediate Past-President.
- Prepares an annual report before April 1 of each year for the President-Elect/Immediate Past-President stating progress toward goals, expenditures, and future plans in accordance with Board procedures.

## **Task Forces**

### ***TODOS 2020 Conference Steering Committee***

Charge: To develop and oversee a plan for the *TODOS 2020* Conference that includes all aspects of holding a successful conference.