

Description/Charge of Board Position: AMTE Vice-President for Advocacy, Equity, and Research

Name of Office:

AMTE Vice-President for Advocacy, Equity, and Research

Official Charge of the Office:

The President shall appoint, with approval of the Board of Directors, a member in good standing to serve as the Advocacy, Equity, and Research Vice-President. The work of the Vice-President for Advocacy, Equity, and Research facilitates the organization's ability to advocate for effective mathematics teaching and learning, assure deliberate and sustained attention to equity, and to advance research that informs the practice of mathematics teacher education. The Vice-President for Advocacy, Equity, and Research is charged with the coordination of all activities of the organization related to (1) advocating for important and timely issues impacting mathematics teacher education, (2) making equity an explicit aspect of mathematics teacher education and the orgn, and (3) supporting mathematics teacher educators in conducting, disseminating, and putting into practice their research.

Appointment:

The Vice-President for Advocacy, Equity, and Research is appointed by the President, with the approval of the Board of Directors.

Term of Service:

- *All Vice-Presidents serve as ex-officio (non voting) members of the Board of Directors for a three-year term of service, with the possibility of renewal.*
- *If it is determined that a Vice-President is unable to carry out the duties of the position effectively, then upon recommendation by the President and approval of the Board of Directors, s/he will be removed from office. The President will appoint a replacement Vice-President, to be approved by the Board, and the replacement Vice-President will complete the term of office.*

Succession:

- *Approximately six months prior to succession, the President, with the approval of the Board, will appoint a Vice-President Designee to shadow the current Vice-President in order to become acclimated to the responsibilities and workflow of the division prior to matriculation.*

Required Qualifications:

- *Member of AMTE for at least 3 years*
- *Associate or full professor or equivalent status (at least 5 years in current role)*
- *Record of scholarship and/or leadership related to the mission of the Advocacy, Equity and Research Division*
- *A commitment to representing AMTE to others in general and representing AMTE vis-à-vis this Division*

Preferred Qualifications:

- *Longtime and active member of AMTE (e.g., 5+ years) who has a track record of successful AMTE Committees in general and on committees associated with the work of this division in particular*
- *A record of activity and accomplishment in mathematics education*
- *A record of commitment to equity*
- *Evidence of leadership experience in a relevant national organization or higher education institution*
- *Evidence of an understanding of the range of issues within the purview of this position, which includes advocacy, equity and research related to mathematics teacher education*

Responsibilities of All AMTE Vice-Presidents:

AMTE Vice-Presidents serve as leaders who oversee designated areas of work, referred to as divisions. As such, they are responsible for keeping the calendar for the duties and activities in their division and they are to schedule proactively. Vice-Presidents delegate work to Associate Vice-Presidents, Directors, and others working with them in their division as appropriate. Vice-Presidents will work closely with the President, Executive Director, and the Board Liaison, who will support them as needed, including when personnel challenges arise.

- **Regularly Scheduled Board and Vice-Presidents' Meetings:**
 - The Board of Directors meet monthly 11 out of 12 months of the year. Two meetings are traditionally face-to-face (see below) and the other meetings are conducted online using meeting software.
- **Face-to-face Meetings:** Currently, the full Board meets in face-to-face meetings twice annually:
 - A full day board meeting one day prior to the AMTE Annual Conference (January or February of each year)
 - A two-day annual retreat held at a time to be scheduled (between May and October), usually at the AMTE Headquarters
- **Representation of AMTE in professional settings:**
 - A common responsibility of all members of the AMTE Board of Directors is to represent the organization in professional settings where appropriate.
- **Reports:** Each Vice-President is to produce the following reports annually to the Board and President:
 - A monthly report to the Board on the work of the Division.
 - An annual report, submitted in December, that addresses progress of the past year, reports annual activities in light of strategic priorities, and articulates long-term plans
- **Fiduciary Responsibilities:**
 - **Budgetary Support:** The Vice President will work with the Treasurer and Financial Specialist on a divisional budget to meet the work and goals of the division. Budgetary decisions are made before the end of the current fiscal year for the next fiscal year and are considered and approved by the AMTE Board.
 - **Revenue Generation:** The Vice President will annually discuss plans with the Treasurer regarding how the division will generate operating revenue for AMTE with a projection of the dollar amount of anticipated funds to be generated.
- **Assuring Access, Equity and Excellence:**
 - Work with all other Vice-Presidents and the Associate Vice-President for Equity to ensure each division's annual action plan includes an action plan and benchmarks addressing the AMTE goal to promote access, equity, and excellence.
 - Collaborate with committees within the division and with other divisions and committees to assure advocacy, equity, and excellence are made explicit in the ongoing work of AMTE
 - Work with the President, President-Elect/Immediate Past President, and Executive Director to include in the division, to the extent possible, diversity with regard to gender, geographic representation, race and ethnicity and paying attention to representation of members from various types of institutions and positions
- **Facilitation of Organizational Communication and Work Productivity:**
 - Work closely with any Associate Vice-Presidents or Directors in this division to establish yearly goals and to support their work, including the preparation and delivery of their annual reports
 - Work with the Associate Vice-Presidents or Directors to ensure that committees in the division are operating robustly, effectively, and productively

- o Communicate closely on an ongoing basis with the Board liaison to the division
- o Contribute relevant updates periodically to the Connections newsletter
- o Coordinate the posting of timely information and updates on the AMTE website
- o Communicate/collaborate with constituents outside the organization as needed and is appropriate

Responsibilities of the Vice-President for Advocacy, Equity and Research:

The Vice-President will provide leadership for the awareness, understanding, and explicit sustained attention to advocacy and equity in the professional work of mathematics teacher education and provide guidance in terms of advancing research and its dissemination in emerging and existing areas within the scope of AMTE's work. The major responsibilities are to:

- **Develop a division-wide agenda (goals and plan) for advocacy, equity, and research in coordination with the Board Member at Large Liaison and with the associate vice-presidents, who are chairs of the Equity Committee, the Advocacy Committee, and the Research Committee**
 - o Attend to the implementation of the agenda and its ongoing revision
 - o Identify areas of synergy among committee work in the division and facilitate cross-committee collaboration
 - o Support each committee in its efforts to align its work with the committee charge
 - o Provide vision, consultation and support for each committee as they align their annual goals and plans to AMTE's strategic priorities

- **Collaborate and coordinate with committees within the division and with other divisions and committees to promote advocacy, equity, and research being made explicit in the work of AMTE**
 - o Hold regular meetings of the Associate Vice-Presidents, who are chairs of the Equity, Diversity and Inclusion Committee; the Advocacy Committee; and the Research Committee, for the purpose of maintaining communication across the ongoing work within the division
 - o Collaborate with Vice-Presidents of other divisions as necessitated by the ongoing work in advocacy, equity, and research

- **Maintain the accuracy and currency of web resources related to Advocacy, Equity & Research**

- **Regularly communicate the work of the Division to the board.**

Assistance and Support:

To complete the responsibilities associated with the Division of Advocacy, Equity and Research, the Vice-President for Advocacy, Equity and Research will receive the following types and levels of support:

- **Stipend:** Currently, this position is a volunteer service position and does not have a stipend associated with the service.
- **Budgetary Support:** AMTE will support each division with the budgetary funds necessary to accomplish the goals and activities of the division. In addition to requested designated budgetary funds, each division will have a limited amount of undesignated budgetary funds to support the division.
- **Additional Support:** The Vice-President for Advocacy, Equity, and Research fulfills the responsibilities of the position with the support of the AMTE Headquarters staff and the Executive Director. In addition:
 - The Vice-President for Advocacy, Equity, and Research, in consultation with the President and Executive Director, will appoint the Associate Vice-Presidents, with a clear charge for each based on the responsibilities of the division (Associate Vice-President for Advocacy, Associate Vice-President for Equity, and an Associate Vice-President for Research)
 - The Vice-President for Advocacy, Equity, and Research, in consultation with the President and Executive Director, may appoint individuals, task forces or subcommittees as needed to address specific tasks or issues to meet the goals of advocacy, equity and research.

Travel Expectations and Support

- **Travel to the AMTE Annual Conference and to the AMTE Annual Board Retreat**
 - For the Board Meeting at the AMTE Annual Conference, AMTE will pay the equivalent of one additional day for hotel accommodations and meals. Travel expenses for this meeting are not reimbursed.
 - For the Annual Board Retreat, AMTE will reimburse travel expenses and travel-related meals, and will provide accommodations and meals during the retreat.
- **Willingness to represent AMTE at other professional meetings, as needed**
 - Funding may be allocated to support attendance at professional meetings to represent AMTE in an official capacity, with the Board's approval.

Annual Timeline of Duties, Activities and Responsibilities

The following annual timeline of duties, activities, and responsibilities is not included in a Vice-President's charge; this timeline of activities is more fluid and may change over time. However, the calendar is quite helpful to describe the workflow on an annual basis. This timeline should be revised regularly by current Vice-Presidents and shared with incoming Vice-Presidents.

NOTE: The Annual Timeline has not been completed. This timeline will have to be updated once vice-presidents are appointed. Initial responsibilities of the Vice-President will need to be incorporated.

January:

- Participate in Board Meeting

At AMTE Conference:

- Attend AMTE Board Meeting and Conference
- Report of the Division at the AMTE Annual Business Meeting on matters of interest to members
- Prior to the conference meet with Board Liaison to strategize about division leadership meeting at conference.
- Facilitate a Division Leadership meeting with the Associate Vice Presidents and Board Member Liaison. (This meeting is a vision-setting and brainstorming session for the division as a whole. It is strategic to hold this at the conference where we have both the outgoing and incoming AVPs/VP/Liaison. The AVPs will take the ideas generated from this session back to their post-conference agenda-setting meetings with their committees.)

February:

- Ask AVPs to conduct Committee Meetings (VP attends when possible) and to draft out committee goals and timeline for the coming year's work; this typically occurs at the conference.

March:

- Host Division Leadership meeting (3 AVPS, Board Liaison, & VP) in which AVPs present drafts of the committee annual plans. Another cross-committee conversation on potential areas of collaboration within and between divisions. AVPs go back to committees and at this point their annual plans are about set.
- Participate in Board Meeting

April:

- Committee meetings
- VP & Board Liaison meet
- Participate in Board Meeting

May:

- VP & Board Liaison meet
- Participate in Board Meeting

- Division Leadership Meeting (if retreat in June)

June:

- Participate in Board Meeting
- We have not done this yet, but I want to strongly suggest that the AER division hold a retreat at the end of May/ or June. I'd like to meet with Megan, Mike, Shari about this sooner than later if possible.

July:

August:

- Participate in Board Meeting

September:

- Participate in Board Meeting
- VP & Board Liaison Meet
- Division Leadership Meeting
- Committee Meetings

October:

- Participate in Board Retreat
- VP & Board Liaison Meet
- Division Leadership Meeting
- Committee Meetings

November:

- Participate in Board Meeting
- VP & Board Liaison Meet
- Division Leadership Meeting
- Committee Meetings

December:

- Participate in Board Meeting

Ongoing: