**AMATYC Vice-President Duty Timeline**

**January**

* Set up electronic mailing for affiliate presidents, delegates, and AMATYC members
* Collect affiliate future Conference/Board meeting dates and locations. Submit affiliate conference information to Smartsheet via the internal site (internal.matyc.org)
* Send reminder to region about the Feb 1st conference proposal deadline
* Send an email to former AMATYC members whose memberships have lapsed from June through November of the previous year.
* In even years, attend the SPO.
* In even years, Submit reimbursement forms for travel expenses to SPO.

**February**

* Remind liaison assignment(s) to submit board report(s) for SBM to the VP in time to be proofread before Feb. 15​th. VP’s will upload report(s) to the Dropbox by Feb 15​th
* Send Board report(s), motions, etc. to President via the Dropbox by Feb 15th
* Make airline reservations for the SBM
* Solicit items for the *AMATYC News* by Feb 25th

**March**

* Review the second draft of the *AMATYC News* and send corrections to *AMATYC News* liaison by March 17
* Talk with liaison assignment about their reports in order to be prepared to answer questions at the SBM (This may be done in early April if SBM is in the latter part of April.)

**April**

* Communicate with liaison assignment to determine where you can call them, if necessary, when the Board is meeting
* Attend Spring Board (SBM) Meeting
* Appoint state delegates in odd-numbered years. (Solicit suggestions from affiliate presidents in order to provide for as much diversity as possible)
* Submit reimbursement forms for travel expenses to SBM.

**May**

* Solicit items for the *AMATYC News* by Jun 1st
* email to regional members highlights of the Spring Board Meeting

**June**

* In odd years, figure out state delegate count for each affiliate by comparing AMATYC members and affiliate members in a state.
* Review the second draft of the *AMATYC News* and send corrections to *AMATYC News* liaison by June 25

**July**

* Send budget projections for use of VP funds to the Treasurer by
* Send an email to former AMATYC members whose memberships have lapsed from December of the previous year through May of the current year.

**August**

* Solicit items for the *AMATYC News* by Aug 15th
* Send affiliate and state delegate names, addresses, etc. to the Secretary and the AMATYC office by Sept 1st

**September**

* Remind liaison assignment(s) to submit board report(s) for SBM to the VP in time to be proofread before Sept. 15​​th​. VP’s will upload report(s) to the Dropbox by Sept. 15​​th
* Send Board report(s), motions, etc. to President via Dropbox by Sept 15th
* Make airline reservation for the Fall Board (FBM) Meeting and conference
* Send in conference registration.  This is the only cost for VP’s at the conference
* Remind delegates to attend the Conference
* Review the second draft of the *AMATYC News* and send corrections to *AMATYC News* liaison by September 17

**October**

* Communicate with prospective attendees about conference highlights and indicate any regional representatives that will be elected at the regional meeting

**November**

* Plan regional meeting including an attendee information collection form, request for information, interest in being more involved in AMATYC. Consider a door prize, method of presenting information, agenda and position statements under consideration
* Attend FBM and AMATYC Conference, performing duties as assigned
* Solicit items for the *AMATYC News* by Nov 25th
* Submit reimbursement forms for travel to FBM and Conference.

**December**

* email to regional members highlights of FBM
* Note that Dec 15th is the cutoff for reimbursement forms for travel expenses to FBM.
* Review the second draft of the *AMATYC News* and send corrections to *AMATYC News* liaison by December 17

**YEAR-ROUND:**

* Maintaining a presence in Regional Facebook Group – approving new members, posting reminders, promoting the conference/upcoming webinars, etc., posting items that might interest folks in your region, promoting affiliate conferences, stimulating discussions, etc.
* Approximately one month before each affiliate’s conference, contact the affiliate president and ask if they would like AMATYC bags and the affiliate swag pack for their upcoming conference. Submit any work request via the internal site.

Edited 2/2/18