

2009 - 2010

MTEA Positions Available

The MTEA Administrative Board is seeking candidates for Executive Council and Administrative Board positions. Any MTEA member interested in running for an Administrative Board position or taking over a standing committee chairperson is encouraged to notify a member of the Administrative Board. The Board will consider all candidates and make a recommendation to the Executive Council.

Application Process:

Talk to one of the MTEA Officers about the position and then send a letter of interest. Please include the following information:

- Contact information.
- Years of teaching and areas of expertise.
- Leadership roles you have taken.
- Awards or recognition for your efforts.
- Why you are interested in the position?
- Any relevant goals that you have related to the position.
- Anything else that you feel will be relevant.

Administrative Board Position:

This August, MTEA held our election for positions as an officer to the MTEA Administrative Board. We did not have any individual seeking the position of President Elect. The Survey Suite showed several write in names for the position of President Elect. We have talked to the top names and they have declined the position.

President-Elect: The President-Elect shall assist the President and will equitably divide the coordination of committees with the President. In the event of the President's absence or inability to act, the President-Elect shall conduct and perform the duties of the president. The President-Elect serves a two-year term. The individual must be a member of MTEA for three years. The individual must be actively involved in MTEA.

Executive Council Positions:

Communications – Website Chairperson - responsibilities include:

- A. Executive Council liaison for setting up and maintaining any electronic communications for MTEA and its membership.
- B. Identify the association's electronic needs and establish a website and a List Serve.
- C. Encourage members to submit material for the website and the List Serve.
- D. Serve on the fall conference committee.
- E. Serve on and attend the Executive Council meetings.
- F. Internet service, software and software updates are paid by MTEA.

(OVER)

Fall Conference Chairperson - responsibilities include:

- A. Chairperson position could be shared – Co-Chairpersons – presently with Gary Gronquist
- B. Communicate with all committee members about meetings.
- C. Run and plan agendas for all committee meetings.
- D. Work with the staff at the Holiday Inn, St. Cloud, on the conference.
- E. Renew hotel contracts each year.
- F. Help fill sub committee positions when opened.
- G. Serve on and attend the Executive Council meetings.

Publications Chairperson - responsibilities include:

- A. Facilitate the collection of letters and articles from officers and members by deadlines established by the committee.
- B. Solicit advertisements from vendors to support the costs of producing the electronic or paper journal.
- C. Take or acquire photographs necessary for articles related to awards or MTEA sponsored events.
- D. Supervise the timely production and distribution of the electronic or paper journal.
- E. Report to the Executive Council at regularly scheduled meetings.
- F. Maintain mailing lists and contact information for vendors and VIP's receiving the electronic or paper journal.
- G. Serve on the fall conference committee.
- H. Serve on and attend the Executive Council meetings.

State Fair Committee Chairperson – responsibilities include:

- A. Act as liaison between the MTEA Executive Council and the Minnesota State Fair Board.
- B. Continue to update the State Fair Category Book.
- B. Coordinate publicity efforts related to project display.
- C. Encourage teachers to delivery to and pick up projects at the State Fair.
- D. Coordinate the presentation of the scholarship sponsored by the MTEA.
- E. Serve on and attend the Executive Council meetings

Please fill free to contact one of the Administrative Board Officers if you are interested in serving on one of these positions. Visit the MTEA Web Site for information on the present officers: www.mtea.net

MTEA President – Goeff Law

MTEA President Elect –

MTEA Past President – Eric Waldoch

MTEA Secretary – Mark Lockhart

MTEA Treasurer – Jay Nix

MYEA Executive Director – Gary Gronquist