

PART III - DUTIES OF OTHERS RELATIVE TO GMC

GCTM Executive Director

1. Approve called meetings of the GMC Board of Directors. (as needed)
2. Submit to the GCTM Treasurer, on Form T, an account of all expenses incurred, up to the budget amount. (as needed)
3. Receive recommendations and consult with GCTM President on the appointment of the Chair of the GMC Board of Directors. (October)
4. Attend the annual conference in its entirety.
5. Refer to the GCTM policies for additional duties of this office.
6. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
7. Transfer the records of this office to the successor within ten days following the end of the term of office.

GCTM Membership Director

1. Provide mailing labels in zip code order to the GMC Conference Coordinator for mailing the GMC Program Book. (July)
2. Attend the annual conference in its entirety.
3. Refer to the GCTM policies for additional duties of this office.
4. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)
5. Transfer the records of this office to the successor within ten days following the end of the term of office.

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GCTM President

1. Serve as member of the GMC Program Committee. (all year)
2. Appoint (subject to approval by GCTM Executive Committee) Program Chair (2 years in advance) and Conference Coordinator whenever there is a vacancy. Provide rationale for the appointment to the GMC Board.
3. Receive recommendations and consult with the GCTM Executive Director on the appointment of the GMC Board of Directors.
4. Submit to the GMC Program Chair, an account of all expenses incurred as a member of the GMC Program Committee. Other expenses associated with duties as a member of GMC Board are submitted to the GCTM Treasurer. (Form T is to be obtained from the GMC Program Chair. As needed.)
5. Confer with the GMC Program Chair concerning the placement of the GCTM business meeting on the GMC Program. (April)
6. Inform the GCTM Treasurer as to whom the financial records should be submitted for audit. (May)
7. Appoint (after consulting with the GCTM Executive Director) the GMC Director vacancies. (As needed)
8. Appoint (after consulting with the GCTM Executive Director) the chair of the GMC Board of Directors from among those who have had experience on the board. (October)
9. Send the dates of the GMC to the editors of the NCTM publications to be listed on their calendar of events. (November)
10. Attend the annual conference in its entirety.
11. Refer to the GCTM Policies for additional duties of this office. (all year)
12. Transfer the records of this office to the successor within ten days following the end of the term of office. (November)
13. Review this job description, suggest and forward, in writing, changes to the Board Chair within ten days following the end of the term of office. (November)