

NATS

PROCEDURES AND PRACTICES

NATS PRESIDENT

The following presidential responsibilities are taken directly from the Policy Book:

- *Must be an Academy (which includes all Divisions) member in good standing*
- *Member of the NATS Board of Directors*
- *Member of the NAS Executive Committee*
- *Must be directly involved in science education within Nebraska*

RESPONSIBILITIES

1. Appoint standing committee chairpersons subject to ratification of the Board of Directors.
2. Have general charge of the affairs of NATS, under the direction of the Board of Directors.
3. Preside at all NATS meetings.
4. Send notices of regular and special meetings of the Board of Directors.
5. Carry out the directives of the Board.
6. Attend the annual NSTA national conference in the spring (expenses paid by NATS).
7. Represent NATS at the summer NSTA Congress and CAGS (Chapters, Associated Groups, and Societies) Meeting of NSTA held in conjunction with the summer NSTA Board of Directors meeting (expenses paid by NATS, if budget allows).
8. Serve as ex-officio member of the various standing and temporary committees.
9. Work with the Treasurer to adopt and follow a budget.
10. Work with the Treasurer to approve expenditures and assure alignment with NATS goals and objectives.
11. Work with the Secretary to keep an accurate record of the minutes, policies, and action of the division.
12. Maintain close contact with the President and Executive Director of NAS.
13. Coordinate and supervise the Fall Conference working with the President-Elect.
14. Attend the joint meetings of the NAS Policy-Executive-Program committees as a NATS representative.
15. Attends Fall Conference to present President's Notebook to successor.

In order to meet these presidential obligations, procedures and practices should align with the following timeline and guidelines:

General Information

1. There are many meetings/events that arise during the year that you will be called upon to attend as the representative of NATS. While these will not appear in the timeline, you should either attend the meetings or send a delegate if at all possible.
2. Specific NAS Executive Committee meetings will be announced during the year.
3. You are the NATS voting delegate at the NSTA Congress or are responsible for designation of an alternate.

October of Incoming Year

1. Verify date and location for Winter Board Meeting and Fall Conference.
2. Confirm Summer Board Meeting dates and arrangements with Camp Calvin Crest.
3. Make general checks for arrangements for evening events and socials.
4. Keep record of highly attended and positive response presentations, ask about presenting next year, and share names with President-Elect.
5. Conduct Saturday morning or Friday evening Board Meeting (your choice).
6. Gather all participation questionnaires and evaluation forms.
7. Meet with incoming President-Elect over lunch at Fall Conference; determine issues and needs for next year.
8. Verify that members wrote thank-you letters to vendors that donated raffle freebies—if not, this will need to be done in early November.

November

1. Summarize conference evaluation forms, share results with President-Elect, and make copies for the Winter Board Meeting.
2. Forward participation interest forms to appropriate officers. Those interested in office should go to Past-President while those interested in presenter/coordinator should go to President-Elect.
3. Revise Board members list, addresses, phones, etc. for the NATS brochure and get new brochures printed. Have these to distribute at the earliest possible date and no later than at the Winter Board Meeting.
4. Prepare a letter to immediate supervisors of Board members thanking them for support and asking for continued support; mail (see sample).
5. Write thank-you letters to all Board members for their work at the conference and write welcome letters to new Board members.
6. If not done previously, send thank-you letters to mini-session presenters. Sometimes the presenters are not known early enough to get certificates printed and letters out with the general presenters' letters. In this case, send these presenters a thank-you.
7. Send honoraria and/or thank-you gifts to Maiben lecturer, keynote speaker, camp staff, and office staff.
8. Have initial discussions with President-Elect regarding strands for next year's conference.
9. Draft "Letter From the President" for the newsletter.
10. Make travel arrangements for NSTA National Convention. Once the registration and hotel reservations are available online (this year was by November 15), hotels close to the conference center tend to fill quickly. Airline and rental car availability also fill up, but not quite as quickly.
11. Attend District XI Leadership Meeting held as appropriate (2000, 2002, etc.).

December

1. Keep ongoing list of items for Winter Board Meeting agenda.
2. Verify arrangements with site for Winter Board Meeting.

January

1. Finalize Winter Board Meeting agenda and mail to Board members two weeks prior to meeting.
2. Establish committees for next year's convention (unless this is firmly established through election by the time you're in office).
3. Put together packet for the Board Meeting.
4. Draft list of potential speakers and entertainment for next Fall's Conference.

February

1. Hold Board Meeting.
2. Act on Board decisions at meeting and assure that appropriate changes are sent to web master.
3. Check to assure that vendor solicitation is under way.
4. Make arrangements for entertainment and speakers, based on Board input.
5. Receive deposit request from Camp Calvin Crest for Summer Board Meeting.

6. Arrange Spring Meeting with Past-President, President-Elect, and NATS Advisor to discuss program progress, strategic planning, and Summer Board Meeting, and other important issues.

March/April

1. Attend NSTA National Convention.
2. Maintain regular contact with President-Elect about program status.
3. Begin preparation for June strategic planning meetings and Board Meeting.
4. Verify arrangements for Summer Board Meeting with Camp Calvin Crest.
5. Make final arrangements for speakers and entertainment for Fall Conference.
6. Make initial contact with STOM President, KATS President, District XI Director, and NSTA President about Fall Conference attendance.
7. Attend KATS Kamp.

May

1. Check with vendor coordinator on vendor progress.
2. Finalize plans for June Board Meeting.
3. Memo to Board members about Summer Board Meeting; include agenda.
4. Determine give-away options to suggest at Summer Board Meeting.

June

1. Summer Board Meeting and strategic planning
2. Meet with President-Elect during June Board Meeting to check on facilities set-up for Fall Conference.
3. Finalize program (work with President-Elect).
4. Begin work on quad-fold with input from President-Elect. BE SURE TO INCLUDE SPACE ON REGISTRATION FOR ESU # AND PRE-SERVICE OR FIRST YEAR STATUS.
5. Send invitations to STOM President, KATS President, District XI Director, and NSTA President to attend NATS.
6. Make any necessary travel arrangements for entertainment or speakers for the conference.
7. Work with NATS store coordinator to organize NSTA store.
8. Make sure Congress Delegate form is submitted to NSTA.

July

1. Finish quad-fold production.
2. Work with President-Elect on program draft.
3. Send quad-fold and final program draft to Carol by no later than August 1.
4. Attend CAGS Congress

August

1. Check with President-Elect regarding mailing to presenters.
2. Final edits on quad-fold and program.
3. Reconfirm arrangements with Camp Calvin Crest. As program is completed, send a copy to them.
4. Final check on transportation for entertainment.
5. Email Board to see if anyone has inclusions for the Fall Conference folder. Remind them that if they have something to include, they must be present to stuff folders the Wednesday before the conference.

September

1. Confirm with entertainment.
2. Send mailing to Board members with detailed outline of responsibilities for convention.
3. Once first-year teacher scholarship needs are determined, check on Pre-Service Board Member for scholarship progress.
4. Determine what should be in this year's registration packet. Edit any changed forms from previous year.

5. Send guidelines to Camp Calvin Crest on what you want done prior to the conference such as table set-up, meals, etc.
6. Make arrangements for ground transportation for NSTA District Representative and other entertainment.
7. Check with NATS store coordinator about progress on give-aways, NSTA and NATS store items.
8. Make contacts for attendance by governor, senators, etc.
9. Confirm with NSTA on publications for sale, etc.
10. Reserve lodge rooms for guest speakers, winners, Key Leaders, Board members (Jim Woodland will assign rooms).
11. Check on candidate selection.
12. Finalize program to send to printer.

October

1. Verify that program has gone to printer.
2. Prepare presenter certificates.
3. Prepare write-ups to announce Catalyst Awards.
4. Check with Jim Woodland on materials to be printed for conference folders.
5. Solicit help to stuff registration packets.
6. Check with Camp Calvin Crest one final time. Send program to them when available.
7. Get up-to-date registration count from NAS Office Manager. Check with motels/hotels in Fremont, if necessary.
 - Camp Calvin Crest has the following bed space:
 - 123 cabin beds
 - 80 motel type beds
 - 30 beds at River Crest
8. Check with vendor coordinator on vendor assignment.
9. Make contact with those Board members that had assignments to take care of prior to the convention.
10. Make contact with Camp Calvin Crest to assure that everything that you requested is done. They will check with River Crest.
11. Check with Woodland to assure that he brings:
 - Office supplies for registration
 - Cash box
 - Ribbons
 - Awards
12. Check on candidate selection. Be certain that candidate descriptions and ballots are ready to include in registration packet.

Wednesday Night of Fall Conference

1. Be at offices in Lincoln to help stuff conference folders.
2. Sign Presenter's Certificates.
3. Check with appropriate committees to assure that all of the following tasks are completed:
 - a) Put up all signs on cabins, in lodge, etc.
 - b) Put up shuttle schedule to River Crest outside Registration area.
 - c) Post Emergency Board Update outside Proett Building
 - d) Make sure tables are set up as requested.
 - e) Check AV equipment. Camp Calvin Crest has the following on-site (double-check):
 - two (2) overheads
 - two (2) portable screens
 - one (1) pull-down screen in lower Eppley
 - two (2) slide projectors (questionable quality)
 - two (2) VCRs
4. Check that AV equipment is placed in rooms correctly.
5. Oversee store set-up.

6. Make sure that the speaker system is set up at River Crest Chapel.
7. Make sure the copy machines have been delivered (if needed).
8. Make sure you have raffle tickets. Check with raffle committee on status.
9. Make sure that the shuttle from Camp Calvin Crest to River Crest is up and running for the conference.
10. Check steaks and grilling area.

Thursday of Fall Conference

1. Make sure road signs are put up.
2. Check all rooms to ensure that everything is in place.
3. Check with Steak Fry Committee on progress.
4. Make sure that the Thursday night entertainment has everything that is needed. Make sure that River Crest is set up per presenter's specifications.
5. Prepare what you need to say on Friday night gavel passing.

Friday of Fall Conference

1. Check once again with Woodland on awards.
2. Finish Friday night program arrangements.
3. After dinner:
 - a. Recognize people that have helped you dramatically
 - b. Recognize Board members
 - c. Recognize coordinators
 - d. Recognizers presenters
 - e. Recognize BaP Key Leaders
 - f. Present Catalyst Awards
 - g. Present plaques to outgoing Board members
 - h. Pass the gavel
 - i. Present plaque to outgoing President by incoming President
 - j. NSTA District Report by District Representative
 - k. New President introduces evening entertainment

Saturday of Fall Conference

1. Attend PEP Meeting in the morning

NATS PRESIDENT-ELECT

The following president-elect responsibilities are taken directly from the Policy Book:

- *Must be an Academy (which includes all Divisions) member in good standing*
- *Member of the NATS Board of Directors*
- *Member of the NAS Executive Committee*
- *Must be directly involved in science education within Nebraska*
- *Elected yearly. Becomes President the following year and Past-President following the presidential year.*

RESPONSIBILITIES

1. Act as program chair for the coming year's Fall Conference.
2. Attend the annual NSTA Congress and Chapters and Associated Groups Conference (CAGS of the National Science Teachers Association) held during the summer in conjunction with the summer NSTA Board meeting (expenses paid by NATS if budget allows).
3. Perform the duties of President in his/her absence.
4. Attend the joint meetings of the NAS Policy-Executive-Program Committees as NATS representative.
5. Attends Fall Conference to present President-Elect's Notebook to successor.

In order to meet these presidential obligations, procedures and practices should align with the following timeline and guidelines:

General Information

1. There are many meetings/events that arise during the year that you will be called upon to attend as the representative of NATS. While these will not appear in the timeline, you should either attend the meetings or send a delegate if at all possible.
2. Specific NAS Executive Committee meetings will be announced during the year.
3. It is the President-Elect's primary role to coordinate the NATS Fall Conference program.

October of Incoming Year (Immediately upon election)

1. Get necessary materials: stationery, envelopes, thank-you notes, etc.
2. Have initial conversations with President about program needs for next year. Meet during or after lunch on Saturday of fall conference.

November

1. Draft proposal forms. Change return information to your name and address. A June 1 deadline is highly recommended for receipt of proposals.
2. Get revised proposal form to the web master (Past-President) and check on process for on-line proposal submission.
3. Begin to identify coordinators (see conference planner for details).
4. Discuss strands for next year's conference with President.
5. Attend District XI Leadership Meeting held as appropriate (on even numbered years).
6. Make travel and motel arrangements for the NSTA Leadership Conference.

December

1. Finalize the list of coordinators for the various strands (I would recommend a minimum of two individuals per strand).
2. Send materials (proposal forms, cover letters, schedule) to each of the coordinators.

January

1. Prepare a conference update for the Winter Board Meeting.
2. Coordinate collaborative strands for Fall Conference (i.e., TESS, NESEN, NAAPT, etc.).
3. Start making arrangements for rooms and location of the Winter Board Meeting of your presidential year.

February

1. E-mail to coordinators early in the month to see if there are any issues they want brought to the Board.
2. Share program progress with the Board; get input based on needs.
3. Meet with President to coordinate remaining program needs.
4. Submit to NAS/NATS newsletter a call for proposals and include a proposal form.

March

1. Begin to grid presentations and send first batch of coded proposals to NAS office.
2. Send proposal abstracts by strands to the web master.
3. Program update to President by end of month.
4. Contact Mark and Ed Brogie for early morning bird walk, Lois Veath for stargazing, UN-K biology department on portable environmental lab, and Roxanne Jokela on Medical Center.
5. Finalize date and location for the Winter Board Meeting of your presidency year.
6. Contact coordinators and check on their progress.
7. Make motel and travel arrangements for Congress meeting for July.

April

1. Continue to grid presentations and send proposals to NAS; send in reasonable amounts at once.
2. Provide program update to President by end of the month.
3. Continue to provide abstracts to the web master.
4. Attend KATS camp or make sure there is a representative from NATS attending.
5. Program proposals are due June 1.

May

1. Grid presentations and send proposals to NAS office; send in reasonable amounts at once.
2. Complete the first draft of the grid for the Fall Conference. Identify areas of weakness in the program and contact coordinators to help find presenters in these areas.
3. Provide program update to President by end of the month.
4. Prepare report for the June Board Meeting.

June

1. Share program with Board.
2. Finalize program (work with President).
3. Develop a waiting list for fall conference presentations.
4. Meet with President at Summer Board Meeting to walk through facilities and discuss set up with Camp Calvin Crest.

July

1. Final proof on quad-fold for President.
2. Work with President on fall conference program (schedule and booklet)
3. Send final program draft to Carol (Jim Woodland's office at NDE) by August 1. President-Elect will send draft and also contact President
4. Attend Congress meetings.

August

1. Send a mailing to presenters to include presentation verification, sample quad-fold information, and verification card. NOTE: Verification cards need to be returned by August 28.

2. Work with the President to finalize program.
3. Make initial contact with designated School District on AV needs for the Fall Conference.

September

1. Make final changes to the program. Final edit. Give okay to President for program to go to the printer by October 1.
2. Contact designated School District with AV needs for Fall Conference.
3. Check with mini-session coordinator on printing needs for the booklet. NOTE: Have Mini-sessions printed and then have the printer bill NATS or have the coordinator submit a pay voucher for costs.

October

1. Make final check of program and have ready to go to the printer by October 1. Final program to web master to put up on web site.
2. Final solicitation of presentations as needed. Use waiting list to fill positions.
3. Attend STOM meeting, if possible.
4. Complete the AV equipment plan and places where equipment is needed during each session of the conference.
5. Confirm AV equipment needs Fremont High School (or designated School District) and arrange a time to pick up equipment (preferably early Thursday morning) and a time to return equipment on Saturday.
6. Get shuttle schedule times to Camp Calvin Crest to take people to River Crest.
7. Prepare signs to go on rooms for presentations and a large master grid to be posted in lobby of Proett near the registration desk.
8. Get materials together to put into each room and cabin for hospitality treats.

Prior to Fall Conference

1. Prepare agenda for the Board Meeting you will conduct as President.
2. Prepare your acceptance speech for when gavel is passed on Friday evening.
3. Establish goals for your presidential year aligned with the NATS mission and strategic plan.

Wednesday Night of Fall Conference

1. Be at offices in Lincoln to help stuff conference folders.
2. Get signs on all rooms for sessions held in that location.
3. Meet Wednesday evening with entire Board for last minute planning.
4. Set-up hospitality treats in rooms.

Thursday Night of Fall Conference

1. Make sure that AV equipment is picked up from Fremont High School (or designated School District) and reconfirm time to return equipment on Saturday. Distribute to the correct locations and check classroom areas for set-up of chairs, tables, etc.
2. During the day, see that the workshop sessions are going well and offer assistance as needed.
3. Make any necessary last minute program adjustments. Identify any program changes on the master grid in the lobby area and make sure that announcements of changes are made.

Friday Night of Fall Conference

1. Prepare for the evening session:
 - o Pass the gavel
 - o Present plaque to outgoing President by incoming President
 - o Recognize Board Members, Coordinators, and Presenters for their help
 - o Call for future participation
 - o New President introduces evening entertainment

2. Identify any program changes on the master grid in the lobby area and make sure that announcements of changes are made.
3. Have agenda for Friday evening Board Meeting after evening entertainment (or Saturday morning Board Meeting), including conference follow-up items and responsibilities.
 - Ensure the passing of notebooks to proper persons.
 - Ensure the passing of the digital camera from the Communication Board Member, and the Computer from the Membership Board Member.

Saturday of Fall Conference

1. Attend PEP meeting in the morning.
2. Collect all AV equipment and make sure it is returned to designated School District. Return Camp Calvin Crest AV equipment to appropriate locations.
3. Talk to Camp Calvin Crest about verification of dates for next year's conference and for the Summer Board Meeting. Have them send a contract.
4. Gather participation questionnaires and evaluation forms.
5. Meet with incoming President-Elect over lunch; determine issues and needs for next year.
6. Ensure that Board Members write thank-you letters for donated items. Also, get thank-you letters to administrators of presenters and also mini-session presenters.
7. Keep record of highly attended and positive response presentations, ask about presenting next year, and share names with President-Elect.

NATS PAST-PRESIDENT

The following past-presidential responsibilities are taken directly from the Policy Book:

- *Must be an Academy (which includes all Divisions) member in good standing*
- *Member of the NATS Board of Directors*
- *Member of the NAS Executive Committee*
- *Must be directly involved in science education within Nebraska*

RESPONSIBILITIES

1. Perform the duties of President in the absence of the President and President-Elect.
2. Act as an advisor to the President, President-Elect, and the NATS Board.
3. Update NATS web page:
 - a. Submit Board member changes to web page.
 - b. Contact BaP State Coordinator and NJAS President to make appropriate updates.
 - c. Work with President and NAS Office Manager to assure appropriate web page updates.
 - d. Submit current and pertinent information to web page, including current newsletters.
4. Serve as chair of the Nominating Committee.
5. Serve as NATS representative to the meetings of the NAS Policy-Executive-Program Committees.
6. Facilitate the Past-Presidents Council Meeting at the Fall Conference.
7. Attends Fall Conference to present Past-President's Notebook to successor.
8. Serve as an advisory capacity for the year following the end of office to help the new President, President-Elect, or Past President.

In order to meet these past-presidential obligations, procedures and practices should align with the following timeline and guidelines:

General Information

1. There are many meetings/events that arise during the year that you will be called upon to attend as a representative of NATS. While these will not appear in the timeline, you should either attend the meetings or send a delegate if at all possible.
2. As chairperson of the nominating committee, it is the goal to get at least two nominees for each new position up for election, obtain a short biography and philosophy for the position they are running for, and get this information to the President, President-Elect, and the NAS office manager to include in the Fall Conference folders. The position of President-Elect needs to have previously served on the NATS Board. Also give some consideration to a diverse geographical distribution of candidates from across the state.
3. Prepare the ballot for the attendees' folders at the Fall Conference.
4. The Past-Presidents Council is a valuable organization within NATS that has history of the organization. The current Past-President sends invitations to other NATS Past-Presidents to attend the Past-Presidents Council Meeting at the Fall Conference. The current Past-President will also facilitate this meeting or assign a designee to facilitate this meeting. Projects and other strategic plans are discussed in this session.

October

1. Update the NATS web page with the current board member information

December/January

1. Place winter NAS/NATS Newsletter on web page.
2. Solicit nominations for incoming board positions. Share at Winter Board Meeting

March/April

3. Place Spring NAS/NATS Newsletter on web page.
4. Place presenter's proposal for Fall Conference presentations to web master.

June

1. Attend Summer Board Meeting. Share possible nominees for Board positions.

August/September

1. Place Fall NAS/NATS Newsletter on web page.
2. Get fall conference announcement/program update to web master.
3. Prepare nominee forms for Fall Conference Folders.

Prior to Fall Conference

1. Prepare agenda for Fall Conference Past President's Council Meeting

Wednesday Night of Fall Conference

1. Be at offices in Lincoln to help stuff conference folders.
2. Prepare for Past President's Council Meeting.

NATS SECRETARY

The following secretarial responsibilities are taken directly from the Policy Book:

- *Must be an Academy (which includes all Divisions) member in good standing*
- *Member of the NATS Board of Directors*
- *Must be directly involved in science education within Nebraska*
- *Serves a three-year term*

RESPONSIBILITIES

1. Keep an account of the proceedings of the organization and of the Board of Directors.
2. Send notices of regular and special meetings of the Board of Directors as directed by the President.
3. Maintain documents generated during joint strategic planning sessions (with NAS or other organizations), special committee meetings, and other activities.
4. Prepare and distribute, **within two weeks** after Board meeting, the minutes to Board members and the NAS office manager.
5. Correspond with individuals as directed by the President and the Board.
6. Maintain all files related to NATS history.
7. Attends Fall Conference to present Secretary's Notebook to successor.
8. Serve as an advisory capacity for the year following the end of office to help the new Secretary.

In order to meet these secretarial obligations, procedures and practices should align with the following timeline and guidelines:

General Information

1. There are many meetings/events that arise during the year that you will be called upon to attend as a representative of NATS. While these will not appear in the timeline, you should either attend the meetings or send a delegate if at all possible.
2. The minutes of Board meetings must identify all members present and also their position on the Board. This is needed for any future questions about the history of the NATS organization. The Past-Presidents Council is currently working on the history and works in conjunction with the NAS office manager and the NATS secretary.
3. Collect and archive old records at the NAS office. Records can be sent to the NAS office manager for archiving. All documents shared at board meetings should be scanned and saved on an electronic disk.

NATS TREASURER

The following treasurer responsibilities are taken directly from the Policy Book:

- *Must be an Academy (which includes all Divisions) member in good standing*
- *Member of the NATS Board of Directors*
- *Must be directly involved in science education within Nebraska*
- *Serves a three-year term*

RESPONSIBILITIES

1. Serve as chairperson of the NATS Finance Committee.
2. Keep an accurate record of the finances of the organization.
3. Provide a financial report at each meeting of the Board of Directors.
4. Work with President to adopt and follow a budget.
5. Work with the President to approve expenditures and assure adequate funding for expenditures.
6. Recommend an auditor for Board approval.
7. Assist with NATS Store and merchandise. Responsible for financial transactions associated with NATS Store. Assist with inventory of the merchandise at the end of the conference.
8. Attends Fall Conference to present Treasurer's Notebook to successor.
9. Serve as an advisory capacity for the year following the end of office to help the new Treasurer.

In order to meet these treasurer obligations, procedures and practices should align with the following timeline and guidelines:

General Information

1. There are many meetings/events that arise during the year that you will be called upon to attend as a representative of NATS. While these will not appear in the timeline, you should either attend the meetings or send a delegate if at all possible.
2. All pay vouchers greater than \$25 must be signed by the Treasurer and the President. Pay vouchers for less than \$25 require the signature of the President or the Treasurer. The signed vouchers are sent to the NAS office so checks can be written and mailed.
3. The Treasurer works in conjunction with the NAS office manager to make sure all expenditures are assigned to the proper accounts and that accounting lines are useful and appropriate.
4. Along with the President, Past-President, President-Elect, and the Advisor, the Treasurer helps develop the yearly NATS budget prior to the Winter Board Meeting.
5. Update budget codes based on suggestions from NAS Office Manager and board members.
6. Keep an updated record of all NATS expenditures.
7. Bring vouchers to all board meetings.

NATS MEMBER AT LARGE PRE-SERVICE CHAIR

The following member at large responsibilities are taken directly from the Policy Book:

- *Must be an Academy (which includes all Divisions) member in good standing*
- *Member of the NATS Board of Directors*
- *Must be directly involved in science education within Nebraska*
- *Serves a three-year term*

RESPONSIBILITIES

1. Transacts business, plans the overall program, and makes recommendations regarding proposed amendments to the bylaws.
2. Devises and carries out measures for growth and welfare of the organization.
3. Represents the general membership of NATS on the Board of Directors.
4. Attends the Winter and Summer Board Meetings and any other meetings as required to carry out NATS business.
5. Helps promote, organize, and host the NATS Fall Conference.
6. Program chair of Pre-Service Workshop at Fall Conference on Thursday afternoon.
7. Host a section at the NATS Fall Conference for instructors of Pre-Service students.
8. Recruitment of pre-service and first year teachers to NATS Fall Conference.
9. Attends Fall Conference to present Pre-Service Chair's Notebook to successor.
10. Serve as an advisory capacity for the year following the end of office to help the new Pre-Service Chair.

In order to meet these member at large obligations, procedures and practices should align with the following timeline and guidelines:

General Information

1. There are many meetings/events that arise during the year that you will be called upon to attend as a representative of NATS. While these will not appear in the timeline, you should either attend the meetings or send a delegate if at all possible.
2. It is the Member at Large's primary role to chair the Pre-service and First Year Teacher Recruitment of NATS Fall Conference.
3. Be responsible for obtaining fall conference presenters for pre-service workshop at NATS Fall Conference.
4. Send out scholarship information to University Pre-Service Professors for students. All pre-service scholarships are due the Friday after Labor Day.
5. Mail letter to 10 largest school districts and to all ESUs to provide information on first year teacher scholarships. All first-year teacher scholarship applications are due the Friday after Labor Day.

NATS MEMBER AT LARGE MEMBERSHIP CHAIR

The following member at large responsibilities are taken directly from the Policy Book:

- *Must be an Academy (which includes all Divisions) member in good standing*
- *Member of the NATS Board of Directors*
- *Must be directly involved in science education within Nebraska*
- *Serves a three-year term*

RESPONSIBILITIES

1. Transact business, plan the overall program, and make recommendations regarding proposed amendments to the bylaws.
2. Devise and carry out measures for the growth and welfare of the organization.
3. Represent the general membership of NATS on the Board of Directors
4. Attend the Winter and Summer Board Meetings and any other meetings as required to carry out NATS business.
5. Help promote, organize, and host the NATS Fall Conference.
6. Keep the records of the membership of the organization.
 - Maintenance of the membership rolls
 - Maintenance of the records of conference attendees
 - Prepare and disseminate membership cards
7. Obtain the names of first-time attendees at the Fall Conference from NAS Office Manager and send thank-you letters to them.
8. Attends Fall Conference to present Membership Chair's Notebook to successor.
9. Serve as an advisory capacity for the year following the end of office to help the new Membership Chair.

In order to meet these member at large obligations, procedures and practices should align with the following timeline and guidelines:

General Information

1. There are many meetings/events that arise during the year that you will be called upon to attend as a representative of NATS. While these will not appear in the timeline, you should either attend the meetings or send a delegate if at all possible.
2. Obtain an updated roster of members from the NAS Office Manager. This includes active teachers, non-education members, and pre-service members. These records include each member's name, home address, school, school address, and email address.
3. (August) Annually review enrollment records and send reminder (mail and/or email) to people that missed the previous year, and send reminders to those whose membership has lapsed.
4. (September) Send a special mailing to last year's first timers, inviting them to the Fall Conference.
5. Notify Board of Directors concerning 5, 10, 15, 20, 25, and 30-year membership for recognition of members.

NATS MEMBER AT LARGE SALES CHAIR

The following member at large responsibilities are taken directly from the Policy Book:

- *Must be an Academy (which includes all Divisions) member in good standing*
- *Member of the NATS Board of Directors*
- *Must be directly involved in science education within Nebraska*
- *Serves a three-year term*

RESPONSIBILITIES

1. Transact business, plan the overall program, and make recommendations regarding proposed amendments to the bylaws.
2. Devise and carry out measures for the growth and welfare of the organization.
3. Represent the general membership of NATS on the Board of Directors
4. Attend the Winter and Summer Board Meetings and any other meetings as required to carry out NATS business.
5. Help promote, organize, and host the NATS Fall Conference.
6. The Sales Chair along with the Treasurer order items for the NATS/NSTA store, keep a current inventory, and are responsible for selling them at NATS.
7. Prepare summary statement to present at Winter Board Meeting on NATS/NSTA Store inventory, procedures and profits.
8. Attends Fall Conference to present Sales Chair's Notebook to successor.
9. Serve as an advisory capacity for the year following the end of office to help the new Sales Chair.

In order to meet these member at large obligations, procedures and practices should align with the following timeline and guidelines:

General Information

1. There are many meetings/events that arise during the year that you will be called upon to attend as a representative of NATS. While these will not appear in the timeline, you should either attend the meetings or send a delegate if at all possible.
2. Responsible for ordering new inventory (clothes items and books) with guidance from the Board of Directors.
3. Set-up and dismantle the NATS/NSTA Store at the NATS Fall Conference. All items not sold will be placed in plastic tubes and stored in the NATS shed at Camp Calvin Crest.
4. Hold in their possession a key to the shed at Camp Calvin Crest.
5. NSTA book items are sold at the NATS store. (NATS keeps 35% of the total sales.) The ordering of NSTA books are based on presenter requests and board member suggestions.

NATS MEMBER AT LARGE PUBLIC RELATIONS CHAIR

The following member at large responsibilities are taken directly from the Policy Book:

- *Must be an Academy (which includes all Divisions) member in good standing*
- *Member of the NATS Board of Directors*
- *Must be directly involved in science education within Nebraska*
- *Serves a three-year term*

RESPONSIBILITIES

1. Transact business, plan the overall program, and make recommendations regarding proposed amendments to the bylaws.
2. Devise and carry out measures for the growth and welfare of the organization.
3. Represent the general membership of NATS on the Board of Directors
4. Attend the Winter and Summer Board Meetings and any other meetings as required to carry out NATS business.
5. Help promote, organize, and host the NATS Fall Conference.
6. Prepare a NATS article to give to NATM for each of their newsletters.
7. Maintain a mailing list of NATM Board members that are to get the NATS/NAS newsletter.
8. Attend the NATM conference (assign a designee) as the NATS representative.
9. Send out news releases for the NATS Fall Conference, call for presenters, registration materials, award winners, and post conference update.
10. Encourage members to send articles for the NATS/NAS newsletter.
11. Inform Board and members of newsletter deadlines. (Send email reminders two weeks prior to deadline.)
12. Evaluate and forward appropriate information for NSTA, universities, and others offering appropriate information and services to science educators.
13. Attends Fall Conference to present Public Relations Chair's Notebook to successor.
14. Serve as an advisory capacity for the year following the end of office to help the new Public Relation's Chair.

In order to meet these member at large obligations, procedures and practices should align with the following timeline and guidelines:

General Information

1. There are many meetings/events that arise during the year that you will be called upon to attend as a representative of NATS. While these will not appear in the timeline, you should either attend the meetings or send a delegate if at all possible.
2. Assist membership chair with mailings.
3. Photograph Fall Conference activities with digital camera.
4. Maintain an updated list of Nebraska newspapers and other media outlets, and KATS & STOM newsletters.

NATS MEMBER AT LARGE VENDOR CHAIR

The following member at large responsibilities are taken directly from the Policy Book:

- *Must be an Academy (which includes all Divisions) member in good standing*
- *Member of the NATS Board of Directors*
- *Must be directly involved in science education within Nebraska*
- *Serves a three-year term*

RESPONSIBILITIES

1. Transact business, plan the overall program, and make recommendations regarding proposed amendments to the bylaws.
2. Devise and carry out measures for the growth and welfare of the organization.
3. Represent the general membership of NATS on the Board of Directors
4. Attend the Winter and Summer Board Meetings and any other meetings as required to carry out NATS business.
5. Help promote, organize, and host the NATS Fall Conference.
6. Contact businesses to provide vendor displays at the Fall Conference. Include presenter forms.
7. Sign contracts for vendor displays at the Fall Conference. Make photocopies of contracts and checks. Send checks and contracts to NAS Office Manager.
8. Assign vendor tables and get information to the President-Elect to include in the Fall Conference program
9. Attends Fall Conference to present Secretary's Notebook to successor.
10. Serve as an advisory capacity for the year following the end of office to help the new Vendor Chair.

In order to meet these member at large obligations, procedures and practices should align with the following timeline and guidelines:

General Information

1. There are many meetings/events that arise during the year that you will be called upon to attend as a representative of NATS. While these will not appear in the timeline, you should either attend the meetings or send a delegate if at all possible.
2. There are approximately 30 tables available at \$100 per table. (Some vendors may want 2-3 tables)
3. Vendor tables are assigned first by number of years of vending at NATS getting the preferred vending sites. (Note: Gary Brown has always received two tables and also registration and meals for the Fall Conference as long as he continues to donate \$500/year.)
4. Contracts are first sent to vendors from the previous year. If they do not get contracts returned, a follow-up phone call is needed. If still no response, then offer spaces to new vendors.

NATS MEMBER AT LARGE TECHNOLOGY/RAFFLE CHAIR

The following member at large responsibilities are taken directly from the Policy Book:

- *Must be an Academy (which includes all Divisions) member in good standing*
- *Member of the NATS Board of Directors*
- *Must be directly involved in science education within Nebraska*
- *Serves a three-year term*

RESPONSIBILITIES

1. Transact business, plan the overall program, and make recommendations regarding proposed amendments to the bylaws.
2. Devise and carry out measures for the growth and welfare of the organization.
3. Represent the general membership of NATS on the Board of Directors
4. Attend the Winter and Summer Board Meetings and any other meetings as required to carry out NATS business.
5. Help promote, organize, and host the NATS Fall Conference.
6. Act as a technology consultant to NATS in matters concerning computer equipment, the internet, and other electronic technologies.
7. Solicit raffle items for Fall Conference.
8. Draft Thank-you notes for raffle donations.
9. Attends Fall Conference to present Technology/Raffle Chair's Notebook to successor.
10. Serve as an advisory capacity for the year following the end of office to help the new Technology/Raffle Chair.

In order to meet these member at large obligations, procedures and practices should align with the following timeline and guidelines:

General Information

1. There are many meetings/events that arise during the year that you will be called upon to attend as a representative of NATS. While these will not appear in the timeline, you should either attend the meetings or send a delegate if at all possible.
2. Create a post card or fax sheet to send to companies regarding raffle items.
3. Keep a detailed log of all raffle items, company name, address, and phone number.