



AMATYC Seeks an Advertising Chair

The general duties of the **Advertising Chair** are as follows:

- Contact publishers, computer software and hardware vendors, calculator companies, assessment companies, and other potential companies that will advertise in AMATYC publications or on the AMATYC website;
- Work with the AMATYC Office to prepare the information for the mass mailing announcing advertising opportunities for the coming year;
- Work with the AMATYC Office to mail out the advertising packet after the AMATYC Conference in November;
- Promote the AMATYC Corporate Partner program;
- Assist with the stuffing of the conference bags at the conference.

Pertinent information from the AMATYC Policy and Procedure Manual can be viewed at the link: <http://www.amatyc.org/Get-Involved/dutyadvertisingchair2009.pdf>.

Qualifications

- Good written and verbal communication skills
- Good technology skills
- AMATYC member with a Regular or Life membership.

Personal Qualities

- Well organized and can work on a regular schedule
- Ability to respond to requests from Advertisers promptly
- Ability to communicate and work well with colleagues and to provide leadership
- Ability to take direction from and work with others cooperatively

Term: Two years (renewable). Gwen Turbeville's term as **Advertising Chair** ends after the 2009 AMATYC Annual Conference in Las Vegas. The individual appointed will begin their two-year term at the beginning of the next calendar year. The appointee could work with Gwen at the conference in Las Vegas to help with the transition.

Compensation

Tangible: Some support for attendance at the AMATYC Annual Conference per AMATYC policy.

Intangible: Intellectual stimulation, satisfaction, professional development and the satisfaction of serving your profession.

Review of materials will begin on July 15, 2009, and the position will remain open until filled.

To be considered for the position of Advertising Chair, the following materials should be sent electronically to Jane Tanner, Northeast Region VP, at tannerj@sunyocc.edu.

- a letter of interest
- a current résumé
- letter of support from their immediate supervisor

Please contact Keven Dockter, Incoming Conference Coordinator, keven.dockter@anokaramsey.edu or Jane Tanner, if you have any other questions regarding this important position.

