

## Certification Board Chair

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### General duties:

- Serve as an ex-officio voting member of the State Executive Board.
- Maintain current job description and Manual of Procedure to be passed along to successors.

### Specific duties are:

- Maintain and demonstrate a positive attitude concerning the FSMTA Certification program and the MTNA Certification program.
- Chair a meeting of the Certification Board during the State Conference.
  - Members of the Board include: Certification Chairs from each District, and Credentials Committee members (Board Chair and 3 other members).
- Annually recommend to the President members for appointment to the Certification Board.
- Arrange for and host a social event at the State Conference to recognize and honor Certified members.
- Recommend changes to FSMTA Certification Handbook as needed.
- Provide copies of FSMTA Certification Handbook as requested.
- Be prepared to answer questions from certification candidates and District Certification Chairs about FSMTA and MTNA Certification programs.
- Oversee FSMTA Certification process for candidates including:
  - Review certification applications for completeness and accuracy and particular documentation concerning requirements.
  - Forward information to Credentials Committee for their review.
  - Forward application fees to FSMTA Treasurer.
  - As a member of the Credentials Committee review the application.
  - Arrange for Certification judge for pupil demonstration.
  - Request State Treasurer pays the Certification judge fee and mileage, when applicable.
  - Evaluate Certification judge's report and inform candidate of result of the examination.
- When candidate has been approved:
  - Prepare Certification certificate with FSMTA embossed seal.
  - Sign certificate and forward to FSMTA President for signature.
  - Arrange for Certification presentation; mail to District Certification Chair and ask them to present the certificate at a special meeting at the District/Local level.
  - Inform VP for Membership of changes in Certification status.  
Retain all documentation in Certification files.
- If application is not approved inform applicant and recommend the steps to complete those particular requirements. Encourage the applicant to work with the District Certification Chair, who is also notified.

- If pupil demonstration with teacher interview is not approved, inform applicant and recommend the steps to complete those particular requirements. Encourage the applicant to work with the District Certification Chair, who is also notified.
- Oversee MTNA Certification examination taken by applicants at State Conference.
- Write and submit articles for State Newsletter.
- Mail or e-mail proposed articles to the Webmaster to post on the FSMTA website.
- Provide accurate certification information for publication in FSMTA Directory, including those members listed with NCTM after their names. Notify the Webmaster with updated list for FSMTA Directory.

**A suggested time-table for duties follows:**

**November – odd year (incoming)**

- Plan to attend the State Conference.
- Attend Certification Board meeting during Conference.
- Attend last Executive Board meeting to receive files and Manual from out-going Certification Board Chair.
- Request Reimbursement Form from FSMTA Treasurer (may be reimbursed for postage, printing, phone calls).
- ~~Request from FSMTA Treasurer a copy of the current FSMTF Florida Consumer's Certificate of Exemption from state sales tax.~~
- Acquire FSMTA stationery from the Corresponding Secretary. This can be done at this and each Board meeting attended.

**January, May, October**

- Prepare a written report for Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.
- In October, prepare a verbal report to be given during a General Session at the State Conference.

**February – even year**

- Attend State Executive Board meeting.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Meet with President-Elect or representative from Conference Planning Committee to discuss scheduling of Certification Board meeting and Social event for Certified members during State Conference. Request a room for administration of the MTNA Certificate examination if needed.

**March**

- Attend (if possible) MTNA Conference.

## **June**

- Attend State Executive Board meeting.
- At meeting, turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Meet with President-Elect or representative from Conference Planning Committee to confirm plans for Certification Board meeting, social event for Certified members during Conference, and MTNA examination room, if needed.

## **August**

- By the 10<sup>th</sup> of the month mail article to FSMTA Newsletter Editor. Include in this article an invitation to Certified Members Reception at State Conference as well as announcement of Certification Board meeting.
- Mail or e-mail the article to the Webmaster to post on the FSMTA website.

## **November**

- Plan to attend State Conference.
- Attend State Executive Board meetings.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Chair Certification Board meeting.
- Serve as host for social event for Certified members.
- Administer MTNA Certification examination.
- Request FSMTA Treasurer pay bill for social event from State funds.
- Give verbal report during General session of State Conference.

## **November – odd year (outgoing)**

- At last Executive Board meeting, turn over files and Manual to incoming Certification Board chair.