

NYCIML Executive Committee

The New York City Interscholastic Math League (NYCIML) is a non-profit organization that offers mathematics competition to participating schools. We seek to provide an enjoyable educational and competitive experience for high school students in New York City and beyond. Our Executive Committee consists of college students who participated in the NYCIML when we were ourselves in high school. There are currently **two junior, three sophomore, and two freshmen members** on the committee.

Who we are looking for?

We are looking for dedicated and enthusiastic graduating seniors who have participated in the NYCIML for at least a year and will be matriculating into college in Fall 2016. Candidates should be looking to give back to the high school mathematics community in NYC and gain experience working for a non-profit organization. Each new member is expected to serve on the committee until he or she graduates from college. The executive members are assigned different roles within the organization each year. Please read below for a more detailed job description of the positions of members on the executive committee.

Position	Job Description
Division Coordinator	<ul style="list-style-type: none">- Review, edit and distribute contest questions throughout the year- Communicate regularly with coaches and question writers- Adjudicate on appeals and compile and announce contest results
Secretary	<ul style="list-style-type: none">- Plan and execute meetings and annual awards ceremony- Manage the internal organization of the league and executive committee- Respond to all external inquiries about the NYCIML
Marketing	<ul style="list-style-type: none">-Design methods of connecting coaches and students with the board-Develop new ways to get more schools involved in the league-Advertise to recruit students for the executive board
Webmaster	<ul style="list-style-type: none">- Upload documents, photos, and grant access for contest customers- Manage the NYCIML external website and intranet- Communicate with coaches and students of the league through the website
Treasurer	<ul style="list-style-type: none">- Manage the day-to-day finances of the league- Organize budget and expenditure reports- Apply for grants on behalf the league
President	<ul style="list-style-type: none">- Represent the league at meetings, fundraisers and conferences- Communicate regularly with the Board of Directors- Support executive committee members in executing their responsibilities- Responsible for setting the year-long and long-term goals for the league

What is in it for you?

- Experience at a fast-paced team environment
- Develop professional communication and technical skills
- Gain unique leadership and management skills working on a team dispersed across multiple campuses
- Join a community of undergraduates, teachers and professionals who have interests in mathematics
- A great addition on resumes and possible references for future jobs

How to apply:

Email your application to exec@nyciml.org no later than Sunday, June 12th at 11:59 PM.

FAQ:

1. Will I be writing questions for the math competition?

Contest questions are written by official question writers who have had years of experience studying, teaching or coaching mathematics. If you are a division coordinator, you will review, edit and work with the question writers to produce the final version of the contest questions.

2. Will I be getting paid for this position?

No, the NYCIML is a non-profit organization and all positions are on volunteer basis.

3. Where will we be meeting?

We have regular phone conferences, virtual google hangouts and occasional group meetings during school breaks. Otherwise, we do not regularly have meetings in person.

4. How many people are actually in the NYCIML?

The executive committee generally consists of four division coordinators, a webmaster, two secretaries, a treasurer, and two co-presidents. We work with the NYCIML Board of Directors and questions reviewers.

5. Will this organization take a lot of time off of my schoolwork?

Work for the organization depends on the time of the semester, but should not take more than around 3 hours per week.

6. What sort of experience do I need for the NYCIML?

We require no prior experience, but having had leadership positions in high school is a plus.

7. Do I have to study in New York City to be able to join this organization?

No, we have executive members at many different colleges and universities across the States.

8. Do I have to be excellent in mathematics?

No, you do not have to excel in mathematics. However, you should be enthusiastic about and enjoy solving problems. You should be happy to be in a mathematics-centered organization.



NYCIML Executive Committee Freshman Application

-Please complete and return this form in '.doc' or '.pdf' format to exec@nyciml.org no later than Sunday June 12th at 11:59PM.

General Information (*Required)

*Name:	
*Phone (Cell Preferred):	
*Email:	
*Number of times a day you check your email (Estimate):	
*High School:	
*College:	
*Major (If not decided yet, give us your top two options):	

Answer the following questions using 200 - 250 words

1. Why are you interested in becoming a member of the NYCIML executive committee?

2. What types of leadership experiences have you had in the past?

3. List any technical skills you have (e.g. math software, programming and website design; one - two examples/links may be attached):

4. What experiences do you have in a team environment and what role do you usually play on teams?

5. Select from the given positions (Division Coordinator, Secretary, Webmaster & Marketing) and rank them based on your interest. Then also briefly explain why. Please make each choice a unique position.

Top Choice:	
Second Choice:	
Third Choice:	
Fourth Choice:	

Thank you for completing this application form and for your interest in the NYCIML Executive Committee. All candidates will be considered and contacted prior to June 30th.