

What Information Do I Need for My Section Annual and Meeting Reports?

(Bold items are required, but we encourage you to provide as much information as you can.)

Section Annual Report Checklist

- Section Name**
- Your Name & Email**
- Section Officer Information (Name/Email/Term Beginning/Term End)**
- Date of the most recent Executive Committee Meeting
- URL of your section newsletter
- How many Section Meetings did you hold this year?
- Do you have an institutional liaison program? Describe.
- Do you coordinate with any MAA SIGMAAs or other groups? Describe.
- What do you see as the greatest challenges your Section will face over the next five years?
- What would you like to share with other Sections (to be published in our newsletter)?
- What would you like to know about what other Sections are doing?
- What do you want the Committee on Sections to know?
- What would you like to be asked next time?

Section Meeting Report Checklist

- Section Name**
- Your Name & Email**
- Meeting Date**
- Meeting Location**
- Attendance (Total / Faculty / Grad / Undergrad/K-12 Students/ K-12 Teachers/MAA members/ Other)
- Do you use electronic registration? Comment.
- How many participants registered on-site?
- Do you provide incentives for early registration? Comment.
- Number of Presenters (Total / Faculty / Student)
- Did you have a... (Y/N)
 - Book sale?
 - Student Competition? Or other activity? Describe.
 - Section NExT or other program for early faculty?
 - Workshop or mini-course?
- Who were your invited speakers? Titles of talks? Do you give honoraria?
- Who was your teaching award winner?
- Did you give other awards? Describe.
- MAA Section Visitor (if any)
- Other comments. Anything you would like to brag about?
- Yearly Question

- The 2018 Question is: Do you have trouble attracting attendees in certain categories—grad students, research university faculty, other? What have you tried to solve the problem?