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?