

The Members' Guide to the Washington Student Math Association: 2011-2012

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Note: This is not an official document and is subject to change.

Introduction

The Washington Student Math Association (WSMA) is a student-run non-profit organization founded in 2009 by Skyline graduate Evan Shieh to (very generally) promote math education and enjoyment in Washington State. We aim to create a network of math communities throughout Washington State, foremost by communicating and interacting with all the math clubs in the state.

Mission

We encourage our members to interpret and understand the mission in their own terms.

"The Washington Student Math Association is a student-driven organization dedicated to promoting the uses and purposes of math that are not generally covered in the current school curriculum. The Washington Student Math Association will accomplish this mission through the advocacy of alternative uses of math and the provision of assistance in the startup and improvement of local math clubs."

I. Services

Note: not all services may develop this year and many more services may be added to the list provided here. The WSMA leadership will decide how to proceed with services.

A. TestHub

The TestHub will be a database of past tests from local and national math competitions. It will be similar to the database of problems on artofproblemsolving.com, but will include local competitions like Math is Cool and Northwest Math Championship in addition to competitions like the AMC.

B. Elementary Math Expo

The Elementary Math Expo is held about once per month at local libraries (so far Sammamish, Issaquah, Bellevue, and Redmond) and invites elementary school children and their parents to take some time to do math

activities. We typically have math worksheets ranging from single-digit addition to two digit multiplication, worksheets with puzzles (such as counting the number of triangles in a figure), and worksheets with elementary level competition math. We plan to expand our list of non-worksheet math activities with the next year's expos; new activities may include math bingo and the card game 24. We have candy (mostly chocolate) for students upon participating in an activity. The students tend to be young, in the K-3 range.

C. Grants

We are in the process of applying for various grants. We can use grant money to buy materials such as books, or help fund math clubs in financial need.

D. Math Applications

We are collecting examples of ways math is practical and therefore important. We plan to display applications on the website and in other projects. We appreciate any suggestions for "real-world" applications of math.

E. Math Bowl

The math bowl is an annual College Bowl-style math competition hosted by WSMA. WSMA officers, Leads, and Contributing Members write problems and plan for the event. Please visit the WSMA website for more information.

F. Math Club Starter-Pack

The starter-pack is an extensive document-guide to starting and maintaining a math club. It was developed in the organization's first year and is available for free on the website.

G. Math Practices

During the school year, especially before certain competitions, WSMA leaders or leaders of local math clubs may help lead regional math practices at various convenient locations.

We will also host ARML practices, find, train, and recruit possible ARML team members, and provide information about the Washington ARML team.

H. Presentations

We are considering giving presentations during the year on a variety of math-related topics. Some title ideas include "Why Math-Club?" and "How to Win a Math Competition."

I. Tutoring

We may consider a one-on-one tutoring program provided through WSMA. We may "WSMA certify" our tutors to promote a high standard of tutoring.

J. Statewide Network

We are in the process of constructing a statewide network of math clubs in order to bring math clubs together. We plan to foster communication among math clubs and volunteers, as well as help start new math clubs.

K. Website

See the "Website" section below.

II. Communications

A. Online Presence

We will improve how we convey ourselves to the public on our website, Facebook page, and other external communication tools.

B. Information Distribution

We will send regular email updates to our members about upcoming events, 3rd party competitions and programs, and volunteer/support opportunities. We will also provide up-to-date content on our online pages, including the list of upcoming competitions and summary of leadership meetings. We will be as transparent as possible in our operations.

C. Systems Development

We will be investigating, designing, programming, and configuring new communication systems and online tools such as the TestHub.

D. Internal Collaboration

We will work on improving information flow, information transparency, and teamwork within the leadership team through email updates, online meetings, and the website.

III. Public Relations

A. Creative media

We plan to use mediums such as graphic design, t-shirts, photography, and videos to promote our cause and raise awareness about our association.

B. Recruitment

We need to recruit talented new Contributing Members to our team to serve as future leadership and to continue to build the organization.

C. Fundraising

Contributing Members will work with the Treasurer in obtaining grants, fundraising at events, and campaigning for donations.

D. Community Outreach

We will promote math awareness and the WSMA mission by reaching out to the community through visits to farmers' markets, local presentations, talks at schools and competitions, and more.

IV. Website

The WSMA website, located at www.wastudentmath.org, is currently being updated, but has many useful pages for members. Membership is not required to access the website, but registering as a WSMA member allows you to edit the Calendar of Events and view items such as the documents from leadership meetings.

Among other features, the website includes a "Calendar of Events" for various upcoming activities, a list of high school, middle school, and elementary school level competitions, and a page for the Math Bowl. We are also working on the TestHub.

See the "TestHub" subsection above for a summary of the TestHub.

V. Membership

The President, VP of Services, VP of Communications, VP of Public Relations, Secretary, Treasurer, Leads, Board of Directors, and Contributing Members – the WSMA Leadership Team – compose the core group of WSMA. These individuals lead meetings and events and otherwise direct the organization's progress.

The *President* presides over leadership meetings, oversees the work of other Officers and Contributing Members, and directs the development of the organization.

The *VP of Services* directs the development of services, such as events and projects.

The *VP of Communications* directs work on the website and related communications tasks.

The *VP of Public Relations* directs promoting and recruitment efforts.

(Note: the work of the Vice Presidents may easily overlap.)

The *Secretary* is responsible for taking notes during meetings, keeping track of meeting attendance, and other tasks to maintain the transparency of WSMA.

The *Treasurer* works with finances such as grants.

The *Lead Mathematics Advisor* is a Lead position (separate from the officers) and has general oversight over any math problems or technicalities. The LMA should serve as a resource and consultant regarding math questions.

Other *Project Leads*, as appointed ad hoc by Officers, will work with the Vice Presidents to lead specific projects we undertake during the year.

The *Board of Directors* (also "Board Members" or "Directors") serve to assist WSMA and consist of at least five individuals with a variety of math backgrounds. The Executive Director is the most active Board Member and oversees the actions of the Board.

Other members can distinguish themselves from simply registered WSMA members by attending leadership meetings, helping develop the website, planning for events, and otherwise working on projects directed by officers or project leads. All members regardless of commitment level are welcome to contribute ideas and work to the organization. All members who contribute to WSMA with any of the above tasks or more will be recognized as "*Contributing Members*."

WSMA member titles are flexible and may be changed or increased to recognize dedication and hard work. See the appendix for a list of current WSMA leadership.

VI. Meetings

We hold leadership meetings at the Sammamish Microsoft Building C, Redmond Microsoft Building 99, and online (check the appendix for addresses of the Microsoft Buildings). Although meetings are called "leadership" meetings, we would like everyone who can to attend. Live leadership meetings (those in person) are usually held on Saturdays and Sundays for a two hour period between 3 and 8pm. Online meetings are more flexible and can be held on weekdays and as late as 7-9pm. Online meetings take place on MSN or Live Messenger, but can potentially take place over Facebook Chat, Gchat, Skype, etc.

The President (or whoever will lead the live leadership meeting) should send out a reminder invitation to WSMA Officers and Contributing Members at least one week in advance about the date, time, location, and general agenda of the meeting. Please respond to those emails to say whether you can or cannot attend the meeting. The leader should already have arranged the meeting with a Microsoft volunteer who will be present to open the door to the building.

When you arrive at live meetings, a WSMA Microsoft volunteer should let you into the building. Have the President's cell number to call if nobody is at the door. Please register on the sign-in sheet when you enter the conference room.

WSMA Officers are expected to attend all live leadership meetings and Contributing Members are encouraged to attend as many live meetings as possible. We hope to have more meetings at the Redmond Microsoft Building 99 next year to accommodate more members.

We will have live leadership meetings every week when possible and once every two weeks or more when students are especially busy. During those busy times, expect more online meetings.

VII. Some Ways to Contribute

There are many more ways to contribute than listed. These will be made clearer as the year's leadership decides how to advance WSMA, but if you have any ideas, please contact the President.

A. Brainstorming

Think about ways to promote WSMA. Ideas could include

- how to better involve math clubs,
- how to attract parents, or
- how to spread WSMA outside of the King County region.

Think about ways to recruit new contributing members.

Think about ways to improve the website. This could include

- how to make the site easier to navigate for visitors,
- what more should be included on the website.

Think about how to use grant money effectively and for a valuable cause.

Think about how to improve any of our existing services, or suggest a new service.

B. Smaller Tasks

Besides brainstorming, you can check the website for errors, broken links, incorrect formatting, and outdated content. Email any errors you identify to the VP of Communications (unless directed otherwise).

C. Projects

If any project or service (math expo, math bowl, website, tutoring, etc.) especially interests you and you would like to be an integral part of its development, please let us know. You can contact the President and the appropriate VP or Project Lead.

VIII. Appendix

A. WSMA leadership (2011-2012)

1. Current Officers and Leads

Ashwin Rao

President

Sophia Wang

VP of Communications

Jihoon Lee

VP of Public Relations

Michael Li

VP of Services

Arthi Narayanan

Secretary

Rose Brallier

Treasurer

Sophia Xu

Lead Mathematics Advisor

Possible Project Leads include Creative Media Lead, Recruitment Lead, and School Networking Lead.

2. Board of Directors: (Currently changing, so please check the website)
3. Microsoft Volunteers:
 - Ms. Kathy Shieh (Board Member)
 - Mr. Sivaprasad Padisetty (Board Member)
4. Contributing Members:
 - If you are not one already, you can become a Contributing Member.

B. Addresses

Sammamish Microsoft Building C (off E Lake Sammamish Pkwy SE)
21925 SE 51st St
Issaquah, WA 98029

Redmond Microsoft Building 99 (off 148th Avenue NE)
14820 NE 36th St.
Redmond, WA 98007