

STANYS DAL Handbook



The Science Teachers Association of New York State, Inc. (STANYS) promotes excellence in science education. Its mission is to work with educators and communities to provide opportunities for all students to participate in and learn science.

(Revised October 15, 2016)

The purpose of the handbook is to allow DALs an opportunity to familiarize themselves with the mission and purpose of STANYS and the specific roles and responsibilities that come with the position of Director at Large. This document should be used as a guide for fulfilling the obligations of the office of DAL.

PURPOSE OF STANYS (from article 2 of the constitution and bylaws of STANYS)

The Purposes of this Corporation shall be set forth in the Certificate of Incorporation and shall also include:

1. To serve as an effective forum and voice for the science teachers throughout the State of New York by acting as liaison between the teachers and the New York State Education Department.
2. To sponsor a statewide meeting and to support regional meetings of science teachers, thereby serving as a medium of exchange for promoting science teaching and science curricula in the schools of New York.
3. To help exchange ideas concerning effective classroom procedures.
4. To take definite stands and actions publicly on issues that affect the preparation, work and welfare of science teachers; to promote better science teaching in schools.
5. To promote research in science education.

TABLE OF CONTENTS:

Pages 4-8 Tasks Calendar

Page 10 Spring DAL/SAR Planning Meeting

Page 11 DAL Strategic Planning Meeting

Page 12-13 Conference Event Preparation

Page 14 Budget Guidelines

Page 15 Preparing Semi-annual BOD Report

Page 16-17 Appendix A: Spring DAL/SAR Planning Meeting Worksheet

TASKS CALENDAR

This calendar has been developed to outline your DAL responsibilities throughout the year, and has been created in part by referencing the STANYS Policy and Procedures Manual. The Section of Policy that pertains to DAL roles and responsibilities can be found in Section III B and is pasted below.

Directors-at-Large (DALs)

1. The Directors-at-Large (DALs) shall serve for a term of three years and no more than two consecutive elected terms. They shall be elected in groups according to the sequence below specified by A, B, and C.
2. The following 11 areas are identified as areas of responsibility for Directors-at-Large.
 - a. Biology (B) e. Elementary (K-4) (C) i. Professional Development (A)
 - b. Chemistry (B) f. Intermediate Level (5-8) (C) j. Retirees (A)
 - c. College (B) g. Physics (A) k. Environmental Science (A)
 - d. Earth Science (C) h. Sections (A)
3. Specific duties of the Directors-at-Large are to:
 - a. serve on the Board of Directors, and on Committees as designated.
 - b. become familiar with the Constitution and By-Laws, and the Policies and Procedures of STANYS.
 - c. become fully aware of the financial policies and procedures.
 - d. make semi-annual reports to the Board of Directors, through the President, about their activities.
 - e. attend the STANYS Annual Conference, and be available to consult with the membership.
 - f. coordinate, suggest priorities and implement work to be done in the DAL area.
 - g. work cooperatively with other Directors, and the Executive Committee.
 - h. foster membership activities.
 - i. suggest names of potential replacements to the Nominating Committee.
 - j. disseminate information about and make nominations for awards when appropriate.
 - k. suggest members' names for committee assignments.
 - l. be aware of and keep the Association informed of pertinent State Education Department policies, rulings and activities.
 - m. keep accurate record of all activities in the DAL area during their tenure and present it to their successor.
 - n. request the appointment of committees in the DAL area when the need arises and help in the selection of its membership.
 - o. recommend activities and workshops in the DAL area to the Conference Committee.
 - p. submit an annual budget request.
 - q. chair the SAR Committee in the DAL subject area.
 - r. attend Executive Committee meetings at Association expense when requested to do so.

- s. submit at least two articles per year for the Newsletter. DALs are encouraged to submit for the September/October newsletter as well as at least one out of the remaining four newsletters.

4. All newly elected DALs (announced at the fall conference in November) shall be invited to attend the March DAL/SAR planning meeting and the spring BOD meeting. (Motion 04/30/11 BOD 18)

Action	Who	By	Done
Work with President to develop draft agenda for October DAL Strategic Planning Meeting	DAL PD	1-Aug	
Circulate professional development needs assessment survey to all DALs for feedback if necessary for future planning	DAL PD	1-Aug	
Email DALs dates and logistics of October DAL Strategic Planning Meeting	DAL PD	15-Aug	
Start planning fall conference events*	DALs	Aug	
Circulate agenda for October DAL Strategic Planning Meeting to DALs & Exec. Committee	DAL PD	1-Oct	
Create draft agenda for Spring DAL/SAR planning meeting based on feedback from August DAL needs assessment	DAL PD	1-Oct	
Start writing Nov/Dec newsletter article due October 31st	All	Sept	
Attend DAL strategic planning meeting. Confirm logistics and agenda for Spring DAL/SAR planning meeting including: location, sessions, hotel, and gifts for SARs.	DALs	Early October	

Prepare and submit BOD report to STANYS president	DALs	15-Oct	
Send to conference treasurer names of section SARs scheduled to present approved workshop at annual conference and reimbursement choices.	DALs	15-Sept	
Notify SARs and Section Chairs of official date and location of Spring DAL/SAR planning meeting	ALL	31-Oct	

Action	Who	By	Done
Submit Newsletter article for November/December	ALL	31-Oct	
Attend Fall Conference	ALL	Early November	
Send conference treasurer and section chair list of SARs (and section) with approved Annual Conference workshop	DAL PD	1-Nov	
Send to DAL PD list of SARs (and section) who presented approved Annual Conference workshop	DALs	15-Nov	
Send to conference treasurer and section chair list of SARs (and section) who actually presented approved Annual Conference workshop	DAL PD	30-Nov	
Prepare and submit budget requests to chair of finance committee for next fiscal year	ALL	1-Dec	

Start writing Jan/Feb newsletter article due December 31st	ALL	Dec	
Submit Article for January/ February newsletter	ALL	31-Dec	
Start writing March/April newsletter article due February 28th	ALL	Jan	
Action	Who	By	Done
Email DALs to send reminder to SARs about details for Spring DAL/SAR planning meeting	DAL PD	1-Feb	
Email SARs with reminder about Spring DAL/SAR planning meeting and gather lodging and meal details from SARs	DALs	1-Feb	
Send to DAL PD final list of SAR attendees and lodging and meal requirements for Spring DAL/SAR planning meeting	DALs	15-Feb	
Send final copy of Spring DAL/SAR planning meeting agenda to DALs. Ask them to forward to their SARs.	DAL PD	15-Feb	
Forward Spring DAL/SAR planning meeting agenda to SARs	DALs	15-Feb	
Prepare for Spring DAL/SAR planning meeting *	DALs	Feb	
Send to Spring DAL/SAR planning committee final list of SAR attendees and lodging and meal requirements	DAL PD	15-Feb	

Submit Article for March/April Newsletter	ALL	28-Feb	
Prepare evaluation tool for Spring DAL/SAR planning meeting	DAL PD	1-Mar	
Attend and facilitate workshops at Spring DAL/SAR planning meeting	ALL	Mid-March	
Send to DAL PD list of SARs (and section) who attended Spring DAL/SAR planning meeting	DALs	15-March	

Action	Who	By	Done
Complete Spring DAL/SAR planning meeting evaluation and respond to other feedback requests from DAL PD	DALs	31-Mar	
Send treasurer and section chair list of SARs (and section) who attended Spring DAL/SAR planning meeting	DAL PD	1-Apr	
Start writing May/June newsletter article due April 30 th	ALL	Apr	
Prepare BOD report	ALL	Apr	
Submit BOD report by due date	ALL	15-Apr	
Submit article for May/June Newsletter	ALL	30-Apr	
Attend BOD meeting	ALL	Early May	
Ensure SAR workshop proposals are submitted for Fall conference- critical that SARs indicate these are SAR workshops.	DALs	15-May	
Start writing Sept/Oct newsletter article due July 1 st	ALL	June	
Submit Article for September/October Newsletter	ALL	1-Jul	

* = see separate section with specific tasks and guidelines			
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Helpful Guidelines for Planning DAL Events

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1
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SPRING DAL/SAR PLANNING MEETING

It is crucial that each curriculum DAL maintain accurate and up to date information on the SARs in each STANYS Section. This information can be found in the STANYS leader list acquired from the STANYS Secretary. DAL records should include SAR name, section, and contact information (email and phone number).

- Make contact with each SAR to ensure that they are aware of this meeting and to find out their attendance status. Make it clear to them that they must attend this meeting (or send a substitute) in order to receive reimbursement for conference attendance and potentially for their Section to receive reimbursement.
- Download and print copies of the STANYS reimbursement voucher from the STANYS web site, sign, and give to each SAR in attendance. This is used for reimbursement for their travel and hotel expenses.
- Provide new SARs with copies of the STANYS policy manual and constitution.
- Prepare an agenda for the day and distribute to SARs. This agenda may include but is not limited to the following:
 - o SAR introductions/updates
 - o Discussion of November conference theme and workshop proposals
 - o Recent updates from SED
 - o Section activities SARs have participated in or will participate in
 - o Create a list of SARs and their potential workshop ideas
 - o Reiterate procedure for submitting workshops proposals
- Prepare the workshop you will be presenting (if applicable) based on DAL PD guidelines
- Take attendance at the meeting and submit this to DAL PD. The attendance sheet should include: SAR name, SAR subject area, Section, email address, signature. Give this attendance to the DAL PD as soon as possible.
- Remind SARs to include their title as SAR in their workshop proposals and to check the box that they are a SAR when submitting a proposal.
- Send email reminders to SARs about the May 15th workshop proposal deadline. Do this more than once before the deadline, and ask SARs to send their workshop proposals to you as well. Keep a record of their official SAR workshop titles to make your reporting easier when you are asked for this information for SAR reimbursement purposes.
- Details regarding SAR reimbursement can be found in the STANYS Policy and Procedures Manual, Section VIII Association Finances, B. Financial Procedures, #22, 28.

DAL PROFESSIONAL DEVELOPMENT STRATEGIC PLANNING MEETING GUIDELINES

Please reference the Tasks Calendar in this Document for a chronological listing of specific responsibilities. Also:

- You should have a suggestion for a speaker (with biological sketch) for the Spring DAL/SAR planning meeting to share with DALs at this meeting.
- Agenda for spring DAL/SAR planning meeting will include STANYS logo, date, and session times to assist teachers in obtaining in-service credit.
- Use feedback from DAL PD needs assessment survey to create agenda and use recommendations from President also.
- Ask Conference Committee Chair to provide you with a list of official SAR workshops for the upcoming November Conference so that data can be cross checked by DALs
- Agenda items that MUST be included for this meeting are: November conference updates from DALs and Spring DAL/SAR Planning meeting preparations
- At the conclusion of this meeting, a draft agenda should be in place for the Spring DAL/SAR Planning Meeting
- Other possible agenda items for this meeting include:
 - o How to support SARs in their Section duties
 - o Newsletter article themes
 - o Utilization of the STANYS web site
 - o Plan to offer a new SAR workshop at the spring DAL/SAR planning meeting
 - o Discuss/edit evaluation tool for the spring DAL/SAR planning meeting
- If a STANYS calendar of meetings, events, and other information is available, give this calendar to DALs and encourage them to share this information with their SARs

CONFERENCE EVENT PREPARATION

Make arrangements for DAL Exhibit Tables and appropriate materials. These could include tri-fold board with SAR contact information, handouts, links to resources.

If you organize a breakfast or lunch at the conference, do the following:

- Find out who sponsors this event and what this sponsorship covers (i.e./speaker expenses, raffle items, etc)
- Secure a guest speaker if applicable. Speakers do not receive an honorarium from STANYS.
- If your speaker's expenses are not covered by the event sponsor, you must make arrangements for one night's hotel stay for them. Contact the conference chair for the procedure to follow. Limited travel reimbursement is also available. Monies for hotel and travel reimbursement comes from your DAL budget, so be aware of the amount available before securing a speaker.
- Work with the outgoing DAL to determine other activities appropriate at your event, i.e. SED updates, giveaways, etc. You are not allowed to solicit donations from vendors but can secure STANYS Store items (or certificates) or purchase other items using your DAL budget monies.
- Request A/V and technology for the event location, special room set up needs i.e. additional long tables for giveaways, podium, screen
- Plan on arriving at your event location at least 30 minutes prior to event and coordinate your needs with the hotel staff
- Details to consider in your planning:
 - o Place handouts at each table
 - o Delegate jobs to SARs so that you may attend to your guest speaker
 - o Place giveaways on long table in front of room
 - o Reserve a table for SARs and guest speaker
 - o If doing a giveaway you need something that serves as a raffle ticket.
 - o Consider giving a small gift to your SARs
 - o In your introduction (power point), include a recognition of each SAR and their section, any honorees in attendance, NYS news and updates, and a biographical sketch of your speaker.
- When you create your agenda, coordinate with your guest speaker how much time they need for their talk and make that a priority
 - o Start your welcome and introduction no later than 15-30 minutes into your event to ensure speaker has sufficient time for their presentation.

- o Remember to leave enough time for your giveaway
- Work with SARs who will be at the conference to help you with event activities.
- Plan on staying after your event to help with clean-up and guest speaker needs.
- Write thank you letters to the guest speaker, and to any persons who otherwise assisted with the event.

Suggested Timeline:

- The sooner you find a guest speaker the better. You must submit a workshop proposal for your event by the May 15th deadline and this proposal should include information about your speaker and other event activities. Give yourself a deadline of April 30th to have a commitment from a guest speaker.
- Send your guest speaker more specific information about your event (and hotel accommodations if applicable) as the conference approaches. Unless your speaker is only attending your event, they should register for the conference. Speakers who register for the conference must pay all expenses out-of-pocket.
- Provide all necessary information to the speaker by early October for their planning purposes. (Event date, time, location, agenda, approximate number of attendees)
- Determine the needs of your guest speaker and coordinate with the conference committee chairperson how those needs will be met (travel arrangements, transport to and from airport, meals, lodging, conference registration, technology and A/V needs)

BUDGET GUIDELINES

- Ask for a copy of the previous years' budget for your DAL area as a guide for past practice.
- \$1 per conference event (breakfast or lunch) attendee for giveaways is the rule of thumb. Find out from the conference committee chair approximately how many people attended your event in past years.
- Remember that unless your sponsor covers the travel and lodging expenses of your conference event guest speaker, your budget must do this.
- You may request budget monies for copies and or supplies for the conference event and SAR workshop expenses
- Budgets are due December 1, so begin thinking about your budget needs and rationale by October and November.

PREPARING SEMI-ANNUAL BOD REPORTS

Suggested items to share in this report include:

Spring:

Conference event debrief
List of SAR presented workshops at November Conference and SAR feedback
Spring DAL/SAR Planning Meeting debrief
Plans for upcoming fall conference
Writing STANYS newsletter articles
Section level work (workshops presented, section activities and duties)
Other related activities (work with SED, science education activities outside of STANYS like workshops, publications, etc.)

Fall:

List of workshops to be presented by SARs at conference
Conference event information including biological sketch of speaker
Strategic Planning meeting debrief
Writing STANYS newsletter articles
Section level work (workshops presented, section activities and duties)
Other related activities (work with SED, science education activities outside of STANYS like workshops, publications, etc.)

Appendix A

Spring DAL/SAR Planning Meeting Worksheet

Chain of Roles & Responsibilities

Timeframe:

- Program Development
- Establish Site (Specific needs for site)
- Find suitable lodging & Acceptable Contracts
- Determine Meal Arrangements & Acceptable Contracts
 - o Friday Evening Dinner
 - o Saturday
 - Breakfast-Hopefully with lodging
 - Lunch
 - Dinner
 - o Sunday
 - Breakfast- Hopefully with lodging

Financial Planning

- Use Past Expenditure Reference sheet for cost planning

Other items to consider

- Establishing tax exempt status for vendors (meals, gifts, etc.)
- Procedures for ordering gifts for STANYS SARs
- Resources from meeting added to STANYS website (guest speaker power point, handouts)

Past Expenditures for Reference

Item	2010	2011	2012	2013	2014	2015	2016
Site Expenses			cancelled	105	0		
Lodging/night	72	72		80	56		
Total Lodging				3400	1848		2900
Friday Dinner				847.75	1077.13	893	1235
Sat Breakfast				90	68		
Sat Lunch				471.31	627.66	1142	1000
Sat Snacks				61.15	78.63	450	450
Sat Dinner				205.81	389.32	722	300
Sun Breakfast							
Total travel				3635.22			2000
SAR gift				322.25	279.68		
Speaker				0			3500
Section Reimbursement				1550			
Other Expenses							
Total Cost				10768.49	4424.42		7885
Number in attendance							
DALs					10	10	10
SARs					59	79	95
Execs					4	5	5
Guests					2	2	4
Total					75	96	114
Overall Avg. Cost/person							

Notes:

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