Secretary
of the American Mathematical Society

The American Mathematical Society is seeking candidates for the position of Secretary, one of the most important and influential positions within the Society. The Secretary participates in formulating policy for the Society, participates actively in governance activities, plays a key role in managing committee structures, oversees the scientific program of meetings, and helps to maintain institutional memory.

The first term of the new AMS Secretary will begin February 1, 2021, with initial appointment expected in January 2020 in order that the Secretary-designate may observe the conduct of Society business for a full year before taking office.

All necessary expenses incurred by the Secretary in performance of duties for the Society are reimbursed, including staff support. The Society is prepared to negotiate a financial arrangement with the successful candidate and the candidate’s employer in order that the new Secretary be granted sufficient release time and provided staff support to carry out the many functions of the office.

QUALIFICATIONS

The Secretary should be a research mathematician and must have substantial knowledge of Society activities. Although the AMS Secretary is appointed by the Council for a term of two years, candidates should be willing to make a long-term commitment, as it is expected that the new Secretary will be reappointed for subsequent terms pending successful performance reviews.

DUTIES

• Organize and coordinate the Council and its committees.
• Serve as a member of the Council, Executive Committee, and several other committees, including the five policy committees, the Development Committee, and the Editorial Boards Committee.
• Work closely with the President to coordinate and administer the activities of committees.
• Oversee, together with the Associate Secretaries, the scientific programs of all AMS meetings.

APPLICATIONS & NOMINATIONS

A Search Committee, with Tara Holm as Chair, has been formed to seek and review applications. Persons wishing to apply should do so through MathPrograms.Org. Nominations and questions should be directed to the Chair of the Search Committee: ssc-chair@ams.org.

For full consideration, applications, nominations, and supporting documentation should be received by May 15, 2019.

The American Mathematical Society is committed to diversity. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.