

# Associate Secretary

## (Southeastern Section)

### **Position**

The American Mathematical Society is seeking applications and nominations of candidates for the post of Associate Secretary of the Southeastern Section. That section consists of the states southeast of the boundary determined by Virginia, West Virginia, Kentucky, Arkansas, and Louisiana, each of which is in the section. John L. Bryant, the current Associate Secretary there, wishes to step down when his present term ends on 31 January 2005. Whenever possible, the AMS identifies a new Associate Secretary well before the appointment begins, in order for him/her to observe a full year's cycle of the duties.

An Associate Secretary is an officer of the Society and is appointed by the Council to a two-year term, ordinarily beginning on 01 February. In this case the term would begin 01 February 2005 and end 31 January 2007. Reappointments are possible and desirable. All necessary expenses incurred by an Associate Secretary in performance of duties for the Society are reimbursed, including travel and communications.

### **Duties**

The primary responsibility of an Associate Secretary is to oversee scientific meetings of the Society in the section. Once every four years an Associate Secretary has primary responsibility for the Society's program at the January Joint Mathematics Meetings. An Associate Secretary is a member of the Secretariat, a committee consisting of the four Associate Secretaries and the Secretary, which approves all applications for membership in the Society and approves all sites and dates of meetings of the Society. Occasionally an Associate Secretary is in charge of an international joint meeting. Associate Secretaries are the principal contact between the Society and its members in the various sections. They are invited to all Council meetings and have a vote on the Council on a rotating basis.

### **Applications**

An Associate Secretary is appointed by the Council upon recommendation by the Executive Committee and Board of Trustees. Applications – including a brief CV and names of three references – should be sent to: Robert J. Daverman, Secretary, American Mathematical Society, 312D Ayres Hall, University of Tennessee, Knoxville TN 379961330; email: [daverman@math.utk.edu](mailto:daverman@math.utk.edu).

Applications received by 30 June 2003 will be assured full consideration.

**The American Mathematical Society is an Equal Opportunity Employer.**