



# ASSOCIATE SECRETARY

## Eastern Section

### Position

The American Mathematical Society is seeking applications and nominations of candidates for the post of Associate Secretary of the Eastern Section. The section is loosely described as the states and provinces from the Atlantic Ocean as far West as Pennsylvania and Southeastern Ontario and as far south as Maryland and Delaware. Lesley Sibner, the current Associate Secretary there, wishes to step down at the end of her present term.

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 should begin 01 February 2009 and end 31 January 2011. 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 Meeting. An Associate Secretary is a member of the Secretariat, a committee consisting of all 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 should be sent to:

Robert J. Daverman, Secretary, American Mathematical Society,  
312D Ayres Hall, University of Tennessee, Knoxville TN 37996-1330

email: [daverman@math.utk.edu](mailto:daverman@math.utk.edu)

Applications received by 30 September 2007  
will be assured full consideration.