SECRETARY

Position

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, 2013, with initial appointment expected in Fall 2011 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 travel and communications. The Society is prepared to negotiate a financial arrangement with the successful candidate and his/her employer in order that the new Secretary be granted sufficient release time 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, for it is expected that the new Secretary will be reappointed for subsequent terms pending successful performance reviews.

Duties of the office include:

Organizing and coordinating the Council and its committees.
Serving as ex officio member of the Council, the Executive Committee, the Agenda and Budget Committee, the Liaison Committee, the Long Range Planning Committee, the Committee on Meeting and Conferences, the Committee on the Profession, and the Committee on Publications. The Secretary also serves as a non-voting member of the Committee on Education and the Committee on Science Policy. Working closely with the President to coordinate and administer the activities of committees. Overseeing, together with the Associate Secretaries, the scientific program of all Society meetings.

Applications

A Search Committee with Eric Friedlander as chair has been formed to seek and review applications. Persons wishing to be considered or to make a nomination are enthusiastically encouraged to inform

AMS Secretary Search Committee
c/o Robert J. Daverman
Department of Mathematics
University of Tennessee
Knoxville, TN 37996-1320

For full consideration, nominations and supporting documentation should be received before April 15, 2011.