



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. The states comprising that section are highlighted on the map to the left.

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 2013 and end 31 January 2015. 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 as well as part-time support for secretarial help.

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
238 Ayres Hall, University of Tennessee
Knoxville TN 37996-1320

email: daverman@math.utk.edu

Applications received by 15 September 2012 will be assured full consideration.