

# CALL FOR APPLICATIONS & NOMINATIONS

## AMS Associate Secretaries of the Central & Western Sections

*Guide AMS Scientific Meetings and Help Steer the Society.*

### POSITION

The American Mathematical Society is seeking applications and nominations of candidates for the posts of Associate Secretary of the Central Section and of Associate Secretary of the Western Section.

The Council will appoint the two Associate Secretaries to two-year terms, beginning on February 1, 2022 and ending on January 31, 2024. 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. Each Associate Secretary may request additional financial support for their work. The nature of this support is flexible and can change year to year. It could be, for example, in the form of release time, administrative support, or a stipend.

### QUALIFICATIONS

We welcome applications from any research mathematicians with substantial knowledge of AMS activities.

### DUTIES

AMS Associate Secretaries play key roles in creating the scientific programs of AMS meetings, as well as providing essential input to several AMS committees.

- Each is responsible for two sectional meetings per year in their respective geographic section. This includes overall responsibility for the scientific program, as well as the responsibility of arranging host institutions and guiding local organizers.
- Once every four years an Associate Secretary has primary responsibility for the scientific program at the January Joint Mathematics Meetings.
- The AMS conducts an active international joint meeting program, and Associate Secretaries are involved in these meetings on a rotating basis.
- Associate Secretaries are supported by, and work closely with, the AMS Department of Meetings and Conferences.
- An Associate Secretary is an officer of the Society, a member of the AMS Council, and a member of the Secretariat—a committee consisting of the four Associate Secretaries and the Secretary, which has considerable responsibility and authority in the direction of the AMS meetings program.

### APPLICATIONS & NOMINATIONS

Associate Secretaries are appointed by the Council upon recommendation by the Executive Committee and Board of Trustees. Please submit your application—including a brief CV and names of three references—through [www.MathPrograms.org](http://www.MathPrograms.org).

Please send nominations or questions to: [ssc-chair@ams.org](mailto:ssc-chair@ams.org)

Applications received by **July 1, 2021** will be assured full consideration.

