



MAA

MATHEMATICAL ASSOCIATION OF AMERICA

MAA Associate Secretary

The Mathematical Association of America seeks candidates for the position of Associate Secretary. The Associate Secretary is a crucial leader in the MAA and one of the more important faces of MAA to its members. The MAA seeks candidates with a demonstrated commitment to MAA's mission to advance the understanding of mathematics and its impact on our world. The Associate Secretary oversees the in-person and virtual scientific programming of the MAA's national meeting, MAA MathFest, as well as potential other virtual meetings and programming as they arise.

Major responsibilities:

- Serve on the MAA Board of Directors, serve as the Chair to the MAA Meetings Management Committee
- Fulfill the strategic objectives of the Board of Directors as they relate to diverse and international audiences for MAA meetings
- Serves as an ex-officio member on the committees that fall under the umbrella of the MAA Council on Meetings
- Oversee the development and scheduling of the MAA MathFest (and other select meetings) scientific program in conjunction with the MAA Meetings & Events staff
- Issue invitations, and work with committees who issue invitations, to invited address speakers
- Coordinate with MAA MathFest speakers and session leads as needed on their sessions.
- Work with the MAA Meetings & Events Department to determine programs best presented in-person or virtually while framing the focus or theme of the meeting
- Attend site selection visits as needed with the MAA Meetings & Events staff
- Take a lead role in developing and expanding MAA's portfolio of virtual programming
- Explore ways to evolve MAA MathFest and other meeting models in a direction that is reflective of the changing conference environment
- Upon request, assists MAA Sections with recommendations for scientific programming for their regional meetings

The incoming Associate Secretary will serve as Associate Secretary Elect, beginning February 1, 2022, before taking office as Associate Secretary in August 2022; the first term ends August 2026, with the possibility of reappointment for an additional 4-year term. While the work varies based on scheduled meetings of the Board and other key responsibilities, it is anticipated that the work will require approximately 1.5 days/week. The Associate Secretary works primarily from their home location. All necessary expenses incurred by the Associate Secretary in performance of responsibilities are reimbursed. A formal agreement to support the work of the Associate Secretary's office will be negotiated with the successful candidate and their employer.

A successful candidate will possess many of these traits: strong people skills, proven leadership experience, substantial experience with MAA, a commitment to MAA's mission, and a creative imagination for how evolving technologies may change and improve MAA operations.

An application includes (i) a letter of application detailing how qualifications and experience can support MAA's values of community, inclusivity, communication, and teaching & learning; (ii) a CV, and (iii) names of three pertinent references. These materials should be submitted electronically to hr@maa.org. Questions may be directed to Martha Abell (martha@georgiasouthern.edu), chair of the search committee. Review of completed applications will begin September 7, 2021.

Equal Opportunity Employer