

Purpose

The International Secretary is an elected Officer, Member of Council, and Trustee of the London Mathematical Society and chairs the International Affairs Committee. As a Trustee of the charity, the role holder is responsible for ensuring the Society complies with the objectives in accordance with its Royal Charter, By-Laws, and other legal and regulatory guidelines. The International Secretary is also responsible for delivering the Society's strategic goal about LMS in the Global

Person specification

- A member of the London Mathematical Society.
- Dedication to the advancement of the mathematical sciences.
- Specific interest and expertise in relation to international affairs connected with the mathematical sciences.
- Experience of committee work.
- Sufficient time and commitment to fulfil the role.

Time and commitment

The International Secretary is an elected Officer position which is elected annually starting from the close of the Annual General Meeting. It is expected that the individual will serve for an initial term of 4 years, and subject to re-election, but can serve in the post for up to eight years.

The International Secretary is expected to:

- Attend the five meetings of Council which take each year.
- Attend the four meetings of the Finance and General Purposes Committee which take place each year.
- Chair meetings of the International Affairs Committee (currently meeting annually) and held virtually.

Meetings are held in accordance with the Society's meeting policy which means meetings are usually held online (except for the meetings held alongside the Annual General Meeting and General Meeting which are in-person).

In addition, the International Secretary may also:

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