



London Mathematical Society

International Secretary, Role Description

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 Community. This goal is focussed on the LMS playing an active role in the international mathematical community and develop our international partnerships and our membership, building on the global status of the Society.

International responsibilities

The main responsibilities of the role in relation to the Society's international functions are:

- Chair the International Affairs Committee and report annually to LMS Council on the achievements of the Committee and to advise on any relevant strategic developments.
- Oversee the reciprocity arrangement for LMS international membership and represent the view of LMS international members within the LMS.
- Act as the liaison point for Society's key international partners: International Mathematical Union (IMU), European Mathematical Society (EMS), American Mathematical Society (AMS) and the African Institute for Mathematical Sciences (AIMS).
- Support the development of plans to implement the Society's international aspirations outlined in the LMS strategic framework.
- Promote equity, diversity and inclusion and promote sustainability across the mathematical community and LMS operations.
- Ensure good governance of the International Affairs Committee and in work with other partners.
- Establish effective communication with LMS staff and other stakeholders.

Officer and Member of Council (Trustee) responsibilities

The main responsibilities of the role are to:

- Ensure that the Society as a charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and annual returns and accounts as required by law.
- Ensure that the Society as a charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Participate in strategic planning to forward the Society's strategy and approve the strategic and operational plans of the Society.
- Attend meetings of the LMS Council and the Finance and General Purposes Committee.
- Work with the Executive Secretary (CEO) and senior staff to support them in their duties whilst also holding them to account for delivery.
- Abide by the LMS Trustee Code of Conduct and discharge any other duties or functions required of them by law or under the Society's governing documents.

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:

- Represent the Society at meetings with key stakeholders.
- Support the President, as necessary, in representing the Society at meetings of the International Mathematical Union and European Mathematical Society.

**Approved by Council
November 2023**