

Duties and Responsibilities of an ICMI Executive Committee (EC)

The present document describes the general responsibilities, the composition, the duties and the commitments of all the Executive Committee (EC) members. For more details on the ICMI tasks and projects mentioned below, please see <https://www.mathunion.org/icmi>

General responsibilities, composition, duties and commitments

- The ICMI EC is in charge of governance, administration, and general policy of the organization and its functions in full coordination with the IMU, of which ICMI is a commission.
- The EC consists of 4 ICMI Officers (President, 2 Vice-Presidents, Secretary-General), 5 Members-at-Large, and 3 Ex-Officio Members (the immediate ICMI Past President, the IMU President and the IMU Secretary General). The IMU President and Secretary General may delegate their ICMI responsibilities to up to two other IMU EC members.
- In order to compensate for missing coverage or representation, the ICMI Executive Committee may exceptionally co-opt one additional member, in consultation with the IMU Executive Committee.
- Decisions of the ICMI Executive Committee are generally taken by consensus. In instances where a vote is required, all members of the Committee, including ex-officio members and the co-opted member, if any, shall have the right to vote.
- The 4 ICMI EC Officers and the 5 Members-at-Large are elected in the ICMI General Assembly (GA) usually held one day prior to an ICME conference (in years that are multiple of 4) for a four-year period (starting on January 1, following their election). The EC members are elected by the ICMI Country Representatives (CR), from a slate selected by Nominating Committee (NC) appointed ad hoc by the ICMI President (For details, see https://www.mathunion.org/fileadmin/IMU/EC/Procedures_ICMI_2006-31-12_2012-01.pdf).
- ICMI EC members work pro bono.
- ICMI EC members commit themselves to attend and fully participate in all four EC annual meetings and in online EC meetings that may be required between the annual meetings.
- ICMI EC members commit themselves to actively participate in all communications in between the annual meetings.
- ICMI members will be supported with travel/and or accommodation expenses only in the case that they cannot fund these expenses from own institutional or research funds.
- ICMI EC members commit themselves to carry out tasks assigned by the ICMI President (see details below).
- ICMI EC members are encouraged to propose projects, initiatives and activities to be carried out by ICMI.
- The ICMI EC is permanently assisted and guided by the ICMI Administrative Manager, who is appointed and employed by the IMU Secretariat based at the Weierstrass Institute, Berlin, Germany, where the IMU headquarters functions.

ICMI President

The President of ICMI is elected for one term of four years and is not eligible for immediate re-election to the same office. The President oversees all ICMI activities. A major responsibility and many major tasks remain with the ICMI President (P) assisted by the Secretary-General (SG). The P can (and typically will) assign to, delegate to and/or co-lead tasks with the Vice-Presidents (VPs) and the Members-at-Large (ML). The P leads the EC meetings and takes overall responsibility of the decisions and their implementation, as described below.

ICMEs

The process to set up and organize an ICME is well institutionalized, and the P's role (assisted by the Secretary-General) is:

- a) to conduct and lead the site visit to potential hosts (during the 3rd year of the term in office towards an ICME to take place 5 and a half years later);
- b) to report to the EC on the visits (and the bidding documents) and to lead the discussion towards a decision about the host;¹
- c) to establish and lead within the EC the process for the selection of the International Program Committee (IPC) of the ICME, to officially appoint all the members and interact with the ICME Chair (Convenor) to ensure the committee is well functioning;
- d) to act as an ex-officio member of the IPC and to play a critical role in assisting the ICME Chair (Convenor) in the process of delineating the scientific program. The IPC has sovereignty over decisions in the IPC, where the P and SG each have representation and so one vote each. Their major role is to ensure that the ICMI statutes and spirit are preserved at all times and in any decision;
- e) to officially open an ICME.

Note: No EC member may have any invited role in the particular ICME scientific program for which the committee is ultimately responsible, including any plenary role, invited lecture, survey team, or invited role in a TSG.

ICMI Studies

Usually, during each EC term one or two ICMI Studies are ongoing (at different stages of work) and one or at most two new studies are launched, following proposals from either the EC or colleagues from around the world. The P should:

- a) carry out the duties of a Series Editor of the ICMI Study volumes;
- b) make sure that the guidelines of an ICMI Study are updated and/or amended as needed and to oversee the corrections;
- c) follow up/monitor (in contact with the previous P when required) the ongoing ICMI studies in whatever stage they are and solve emerging problems;
- d) lead the discussion in the EC about conducting a new ICMI Study, either following a proposal (of a theme) from the field or a decision made by the EC;
- e) once a theme is decided for a new Study, to select and appoint (in consultation with the EC) the co-chairs and the IPC and to establish a time frame;

¹ The ICMI EC decides the host of the next ICME (based on the bid and site visit).

- f) monitor the progress and future of ongoing Studies;
- g) open the ICMI Study Conference;
- h) launch evaluation studies with the agreement of the EC when deemed necessary;
- i) be ex-officio member of the ICMI Study IPC, but not have any role in the Study Conference, the writing of chapters or the production of the Study volume (except as Series Editor as stated above).

CANPs

The ICMI President oversees all the activities related to the CANPs since the inception of the project in 2011.

Awards

The two award committees carry out their work independently from the EC. The exclusive responsibility of the President is to appoint the Chairs and the members. Only the name of the Chair is disclosed. The others remain undisclosed until the end of their term. The P leads the process of amendments of the award regulations (e.g., their number and frequency) discussed and decided within the EC.

Nominating Committee for the EC

Towards the middle of the term in office, the ICMI P appoints the chair of the Nominating Committee (NC) for the next EC. The core members of the NC (the appointed chair, the ICMI President and the IMU President) appoint the remaining four NC members, according to the statutes. The four member names are only disclosed when the process of electing the EC is completed.

ICMI Affiliate Organizations

The ICMI P, with the assistance of the Secretary-General, oversees all aspects related to the Regional and Thematic Affiliate Organizations, such as appointing EC members as liaison persons, leading discussions about granting (or withdrawing) the status of affiliation with ICMI and more.

General Policy and Global Issues

The P may lead discussions within the EC on issues of general policy in mathematics education and accordingly and in coordination with the IMU officers to propose decisions regarding whether, when and how make public statements about the official position of ICMI on certain issues.

IMU

The ICMI President with the assistance of the SG are in ongoing contact with the IMU President and SG. The ICMI P attends the General Assembly of IMU and presents the ICMI four-year report.

ICMI Secretary-General

The Secretary-General (SG) holds office for a term of four years and is eligible for immediate re-election for one additional term of four years. The ongoing duties of the SG are:

- Assisting and advising the ICMI P;
- Serving as Treasurer of the ICMI finances with support by the ICMI Administrative Manager;
- Producing annual and quadrennial content and financial reports for IMU (together with the ICMI Administrative Manager);

- Establishing the agenda (together with the P) of the annual meetings.
- Producing the minutes of each annual EC meeting, and distributing them among the EC for their comments and approval;
- Producing and editing (together with a VP and/or a member-at-large and with the Administrative Manager) the quarterly Newsletter (appearing March 15, June 15, September 15, and December 15 each year);
- Organizing, together with the ICMI Administrative Manager, the ICMI General Assembly (GA) (which is usually held the day before the opening of an ICME) and producing the minutes;
- Organizing, together with the ICMI Administrative Manager, the ICMI Special Dinner held during an ICME;
- Delivering the closing speech at an ICME and at the ICMI Study Conferences;
- Producing and distributing the different calls and announcements, and collecting the information and/or proposals that result from these calls;
- Keeping fluent communication with the ICMI Country Representatives (CR) and IMU Adhering Organizations (AO), and work on the renewal of ICMI CR appointments;
- Serving as an ex-officio member of the IPCs of ICMEs and ICMI Studies, attending but without any invited role in an ICME or a Study Conference (except as Series Editor together with the ICMI P);
- Assisting with the elaboration of ICMI guidelines and policy documents;
- Assisting with the arrangements/changes in the website;
- Assisting with the preparation and carrying out of any task decided by the EC;
- Assisting the P in the negotiations with publishers regarding ICMI publications;
- Coordinating the bidding processes for ICMEs and participating in the ICME site visits;
- Maintaining fluent communications with the IMU President and IMU Secretary General, the ICMI Regional and Thematic Affiliate Organizations; the IMU Secretariat staff members and the ICMI and IMU archivists;
- Keeping ICMI records and archiving key documents;
- Seeking together with the P legal advice when needed.
- If possible, participating together with the ICMI President at the IMU General Assembly held prior to an ICM.

ICMI Vice-Presidents

The two Vice-Presidents (VP) are elected for a term of four years and are eligible for immediate re-election. They may represent the President when the President is unavailable. In the event of death, incapacity or resignation of the President, one of the Vice-Presidents will be chosen by the Executive Committee to carry on the functions of the President.

Members at Large

The five Members at Large are elected for a term of four years and are eligible for immediate re-election for one additional term of four years to the same office.

Ongoing Projects

Currently, the following ongoing and long-term projects and activities are undertaken by EC members (or by external members of the community) appointed by the ICMI P. When a new EC takes office, the tasks are re-assigned accordingly. ICMI EC members are also encouraged to propose new projects, initiatives and activities to be carried out by ICMI.

- **Liaison with ICMI's Regional and Thematic Affiliate Organizations**

The duties of the liaison person include maintaining contact with the Organization's leadership, keeping the information about the Organization on the ICMI website up to date, reporting on any issues concerning the Organization's structure and governance arrangements that affect its viability and sustainability, and monitoring ongoing alignment between the aims of the Organization and ICMI. ICMI may cover the travel and accommodation costs for liaison persons to attend conferences of Regional Affiliate Organizations.

- **Liaison with CANP regions**

ICMI EC members serve as Liaison persons for the five CANP regions. The duties of the liaison person include maintaining contact with the CANP regional representatives, reporting on any issues concerning developments that affect its viability and sustainability, and monitoring ongoing alignment between CANP and ICMI. ICMI may cover the travel and accommodation costs for liaison persons to attend key conferences of CANP.

- **Klein Project**

This project has run its initial course, and the current EC has appointed a member of the Klein Group to take the lead in sustaining and developing the project further, including possible links with the International Day of Mathematics. One ICMI EC member serves as ICMI EC liaison officer.

- **CDC – Commission for Developing Countries**

The CDC is an IMU Commission with a mandate to manage all IMU initiatives in support of mathematics in developing and economically disadvantaged countries. The ICMI EC appoints one of its members as a representative to the CDC for a four-year term. This relation is crucial as it is one of the channels to procure funds for colleagues in under-represented or developing countries.

- **AMOR – Awardees Multimedia Online Resources**

This project produces online resources (video lectures, written papers and more) reflecting influential research in mathematics education at an international level, that could serve as a reference not only for researchers in the field, but also for educators, teachers, curriculum developers and policy makers and other agents in the field. In particular, the project could serve as a basis for a PhD training program and induction into mathematics education research. The project showcases the work of the Felix Klein Hans Freudenthal and Emma Castelnuovo awardees. The ICMI EC appoints the AMOR Advisory Board, which has a term of four years. The ICMI EC is represented in the AMOR board by at least one ICMI EC liaison person.

Other ICMI EC liaison

- **Archiving**

This task consists of collecting, storing, maintaining and making available (upon request) documents and other materials relevant to the history and evolution of ICMI as an organization. The current curator is Bernard Hodgson who works with the IMU Archivist from the IMU Secretariat. The ICMI curator is appointed by the ICMI EC and reports directly to the EC.

- **Contractual Relationship with Publishers**

ICMI has a frame contract with Springer who publishes all the ICMI Study volumes and also volumes coming out of CANP activities, governed by contractual relations that require ongoing negotiations as our work and the publishing industry develop and change. ICMI is currently funding the ICMI Studies publications as open access. All communication with publishers goes via the ICMI President and ICMI Secretary General.

A final comment

Much of the work of the ICMI EC has consolidated and become institutionalized to ensure a smooth transition between ECs. In addition, any new EC should continue to build an inclusive ICMI network. Inclusiveness implies ensuring the representation of all geographical regions, genders, areas of work (mathematicians, teachers, curriculum developers, policy makers and researchers in mathematics education) and levels of mathematics education (from K to university as well as adult education). CANP has been central in this endeavor with its emphasis on initiating and building networks in and across under-represented countries, many of which are 'under-developed'. This is an ongoing commitment for the IMU as a whole and so too ICMI as a commission in the IMU, and one that constantly presents ICMI with new challenges/considerations. In this context, the leadership of ICMI needs to a) know and appreciate the history related to an issue within ICMI; b) be willing to navigate inevitable political considerations, locally (for ICMI) and then on the international terrain. Key decision-making in ICMI requires this sensitivity, commitment and dedication.