

Memorandum of Understanding

The Parties to this memorandum of understanding are the Instituto de Matemática Pura e Aplicada, a research and education institution with headquarters at Estrada Dona Castorina 110, Rio de Janeiro, Brazil, and the Mathematical Council of the Americas, an international network of mathematical institutions and organizations in the Americas.

Purpose of Memorandum

This memorandum will clarify the terms under which the Instituto de Matemática Pura e Aplicada (IMPA) will act as the treasurer's office of the Mathematical Council of the Americas (MCoFA).

Procedures for Collection and Administration of Funds

1. IMPA will appoint a mathematician and one part time administrative staff to act as the office of the treasurer of MCoFA;
2. the treasurer's office will be responsible for:
 - maintaining the list of Council member representatives and their contact information;
 - maintaining the list of billing contacts for the Council members;
 - invoicing the Council members for their annual dues;
 - receiving and processing the quarterly fiscal reports from the American Mathematical Society (AMS);
 - drafting a yearly report to the Executive Committee of MCoFA on the financial state of the Council;
 - drafting a 4-year fiscal report to be presented at the Council regular meeting;
 - requesting checks from the AMS office when appropriate;
 - keeping contact with the AMS office for all matters pertaining to the finances of the Council.
3. This service will be provided free of charge through the year 2018. By mid-2018, IMPA will draft and send the Executive Committee of MCoFA a report on the functioning of the treasurer's office, including an estimate of the administrative workload involved, based on which these terms may be re-negotiated by IMPA and the MCoFA.
4. Any future changes to this agreement will be negotiated by IMPA and MCoFA and will be effective as of January 1st of the year subsequent to the new agreement.

INSTITUTO DE MATEMÁTICA PURA E APLICADA

Date: _____

By: _____

Marcelo Viana, Director

MATHEMATICAL COUNCIL OF THE AMERICAS

Date: _____

BY: _____

Susan Friedlander, Executive Committee Chair