

**MathSoc General Meeting
Fall 2014**

Agenda

MathSoc General Meeting – Fall 2014
Tuesday, November 18th 4:45PM
MC Comfy Lounge

Agenda

1. Executive Reports
 - a. President Report
 - b. Vice President, Finances Report
 - c. Vice President, Operations Report
 - d. Vice President, Events Report
 - e. Vice President, Academic Report
2. Other Reports
 - a. Office Services Manager Report
 - b. Executive Evaluation Committee Report
3. Approval of Council Seat Allocation for 2015
4. General Meeting Notice Bylaw Change
5. Executive Honorarium Bylaw and Policy Changes

1) Approval of Council Seat Allocation for 2015

Motion: To approve the following allocation of seats for MathSoc Council for the 2015 year:

Software Engineering: 3

Math/Business: 4

Statistics: 2

Computer Science: 5

First Year: 5

Actuarial Science: 3

Math Studies and Other: 4

Computing and Financial Management: 1

Pure Math, Applied Math and Combinatorics and Optimization: 2

Math Teaching: 1

2) General Meeting Notice Bylaw Change

Motion: To amend Bylaws Section 7.2 to read:

Notice shall be delivered to the voting members of the society via their official university email no less than 10 business days before the meeting.

The complete agenda, including the full text of any motions for which notice shall be required, shall be delivered to the voting members of the society via their official university email no less than 5 business days before the meeting.

Posters detailing the time, place, and tentative agenda shall be posted in physical and visible locations within the Faculty buildings (currently DC, MC, M3) no less than 5 business days before the meeting.

The society should endeavor to publish notice of a meeting in the appropriate student publications.

Instead of:

Notice shall be publicly posted in visible locations within the Faculty including the time, place, and agenda of a general meeting for the duration of the ten business days leading up to the meeting.

Notice shall also be placed in appropriate student publications.

The complete agenda, including the full text of any motions for which notice is required, shall be made available publicly no less than five business days before the meeting. Prior to this, items can be added to the agenda by the President, by Council, or by any twenty five voting members, upon petition in writing.

3) Executive Honorarium Bylaw and Policy Changes

Motion: To amend Policy 10.3 – Powers and Duties (Executive Evaluation Committee) to read:

The committee shall:

1. Follow and update Appendix A as a set of objective metrics for use in evaluating Executive performance;
2. Evaluate the current Executive against these metrics, meeting with them, in person, at least twice during their term;
3. Report the overall findings of these evaluations to the regular General Meeting for the subsequent term;
4. Provide a confidential report to each Executive ~~at an in-person meeting with the chair of the committee~~, detailing feedback and recommendations for improvement

Instead of:

The committee shall:

1. Construct a set of objective metrics for use in evaluating Executive performance;
2. Evaluate the current Executive against these metrics;
3. Report the overall findings of these evaluations to the regular General Meeting for the term;
4. Provide a confidential report to each Executive at an in-person meeting with the chair of the committee, detailing feedback and recommendations for improvement

And to add Appendix A (below);

And to amend Bylaw VI.4 – Renumeration of Executives to read:

This honorarium will be awarded through a single payment within two weeks of the report on their performance being presented to a General Meeting.

Instead of:

This honorarium will be awarded through a single payment, to be made in the first month of the subsequent academic term.

Appendix A – Executive Evaluation Criteria

The following table shall be used as a standard list of metrics to evaluate the Executives. It shall be maintained and updated by the Executive Evaluation Committee as defined in Policy 10 of this document.

Executive	Metrics
All	<ul style="list-style-type: none"> ▪ Attends most council meetings. ▪ Attends most meetings with the Executive team. ▪ Attends most committee meetings of which they are a member. ▪ Attends any meetings with the Dean (unless available). ▪ Maintains office hours or is otherwise regularly available to students. ▪ Makes best effort to attend “core” MathSoc events (e.g. Pints with Profs, Pi Day, etc.). ▪ Ensures that volunteers are selected and ratified. ▪ Ensures that all incoming communication is responded to in a timely manner.
President	<ul style="list-style-type: none"> ▪ Must run a general meeting, following all relevant bylaws, that is well advertised and organized. ▪ Sends out regular communication to all students. ▪ Meets with the C&D Manager during their term. ▪ Meets with the Federation of Students during their term. ▪ Coordinates meetings with the Dean and other Faculty members for the Executive team. ▪ Coordinates regular meetings with a representative of the Dean for the Executive team. ▪ Coordinates regular meetings with the Executive team. ▪ Present at most MathSoc events. ▪ Meets with each Club/Service executive at least once per term. ▪ Ensures smooth transition between Executive teams.
Vice President, Finances	<ul style="list-style-type: none"> ▪ Prepares a budget for the term and ensure it gets approved by the Federation of Students. ▪ Presents a financial report at the general meeting. ▪ Ensures that clubs and services receive reimbursements in a timely manner. ▪ Enforces proper cash handling practices for the Society. ▪ Ensures that the MathSoc Office cash drawer is appropriately managed every day. ▪ Ensures refund requests for the MathSoc fee are open for the first 3 weeks of classes. ▪ Meets regularly with the Federation of Students Society Accountant.

Executive	Metrics
Vice President, Operations	<ul style="list-style-type: none"> ▪ Meets regularly with the Office Manager. ▪ Ensures Office Workers/Volunteers are properly trained. ▪ Ensures MathSoc Office has consistent hours. ▪ Ensures all keys and FOBs are issued in a timely manner, pursuant to Policy 7. ▪ Ensures all online MathSoc services are working properly. ▪ Ensures posters are posted in a timely manner. ▪ Ensures MathSoc Office inventory is up to date and stocked. ▪ Ensures equipment and room bookings are handled in a timely manner. ▪ Ensures that the MathSoc Office is clean and organized. ▪ Makes sure the MathSoc website is up to date.
Vice President, Events	<ul style="list-style-type: none"> ▪ Completes event forms for all MathSoc Events. ▪ Informs clubs/services how to complete event forms. ▪ Present at most MathSoc events. ▪ Provides advertising for all MathSoc events. ▪ Plans Charity Ball [Spring and Fall VPE]. ▪ Runs a Welcome Week and Clubs Day at the start of term. ▪ Runs Pints with Profs (or equivalent). ▪ Runs Pi Day (or equivalent). ▪ Organizes some form of volunteer appreciation.
Vice President, Academic	<ul style="list-style-type: none"> ▪ Run at least two academic events of some sort. ▪ Gives Council an update on academic meetings. ▪ Solicits student feedback about upcoming academic changes. ▪ Meets with the Associate Dean at least once a term. ▪ Attends (or sends alternates to) all meetings of the Undergraduate Affairs Committee.