



MathSoc Volunteer Application Form

Spring 2014



Ways to Get Involved

Directors

MathSoc Directors are the backbone of the Society and take on a **significant amount of responsibility**. Directors can expect to spend a non-trivial amount of time per week **leading a team of other volunteers, working with the Executive team** to fulfill their responsibilities, **organizing meetings** and **documenting their progress**.

There are many areas of the Society which have Directors. Carefully read their descriptions below and complete the application on the last page.

How to Apply

- 1) Read the descriptions below and choose a position(s) that interests you. You may choose up to 3 positions to apply to.
- 2) Submit SEPARATE application forms for each position you wish to apply for. **If you apply to more than one, clearly indicate your order of preference on the form.**
- 3) Submit your application by either emailing it to **prez@mathsoc.uwaterloo.ca (with the subject "MathSoc Volunteer Application")** or submitting it to the **MathSoc Office (MC 3038)**.
Applications are due on Wednesday, May 14th 2014 at 4:30 p.m.

Next Steps

- The MathSoc Executive team may wish to conduct an interview with some of the candidates to help make the best decision. If a candidate is to be interviewed, they will receive an email on Wednesday, May 14th between 4:30pm and midnight. Be sure to check the email you provide on the application form below.
- Interviews will be held on Thursday, May 15th and Friday, May 16th in MC 3039.
- Not all candidates will receive an interview.
- Candidates will be contacted on Saturday, May 17th and Sunday, May 18th about any positions they are being offered.

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Reporting to the President (Febrian Sidharta)

Role	Description	Time Required
Executive Assistant	Assists executives with their tasks, including being responsible of communications with students, faculty and external organizations, and assisting with special projects as needed.	4-5 hours/week
Clubs Director	Update the clubs manual to assist clubs in running events, elections, and working with MathSoc. Develop methods for tracking and promoting club events.	2-5 hours/week

Reporting to the Vice President, Academics (Abby Hu)

Role	Description	Time Required
Academic Resources Directors (2 positions available)	Maintains and updates MathSoc's Exam Bank, through liaising with professors to ensure new exams are added on a regular basis, and MathSoc's Textbook Library, including inventory management, ordering new books, and improving borrowing practices.	2-5 hours/week
Professional Development Sessions Directors (2 positions available)	Responsible for organizing and executing sessions associated with students' professional development, such as mock interview sessions and resume critique sessions, to help co-op students improve their communication skills, including recruiting volunteers, designing potential interview questions, and advertising to interested students.	5-10 hours/week (leading up to event)
Communication Directors (3 positions available)	Responsible for ensuring academic information, such as important academic policy changes, are communicated to students, including participating in academic discussions, communicating with students on a regular basis, and presenting results. One director will specifically be responsible for managing information regarding co-op.	2-5 hours/week
Student Survey Director (1 position available)	Responsible for designing and running student surveys to gather opinions about MathSoc and its services, including writing reports on the results and presenting them.	1-2 hours/week

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Reporting to the Vice President, Events (Jessica Chau)

Role	Description	Time Required
Games Director (2 positions available)	Organizes games night on the 3rd floor of MC every week. This includes creating/putting up posters, selecting games from the MathSoc Office, purchasing food, and setting up in the Comfy on a weekly basis. They are also responsible for organizing game tournaments & 24 Hour Games Night(s).	2-5 hours/week
BBQ Day and Sports Day Director (3 positions available)	Responsible for coordinating and organizing the first spring term's Math BBQ day and a few sports day events throughout the term. This position entails managing the volunteers, promoting the event, and planning and implementing the BBQ day and the sports day events.	2-5 hours/week (leading up to event)
Wonderland Trip Event Director (2 position available)	Responsible for coordinating and organizing the Canada wonderland day trip for students in the Math faculty. This includes promoting the event and coordinating subsidies with the finance director. Note: This director will be required to be available on the date of the wonderland trip	2-5 hours/week (leading up to event)
Spirit Days Director (2 position available)	Responsible for organizing small, individual spirit events throughout the term. These events are meant to be unique, short and give students a pick-me-up at several points during the term. They may include food giveaways, contests, etc.	2-5 hours/week (leading up to event)

Reporting to the Vice President, Finance (Rochelle Fainchtein)

Role	Description	Time Required
Finance Director (multiple positions available)	Assists the Vice President of Finance in various responsibilities that involve managing the club's money. This may include assisting in budgeting for the club's events, processing reimbursements, distributing money to fulfill the club's needs, counting the float in the MathSoc Office and tasks involving the Society's finances. Previous finance and budgeting experience is considered an asset.	5-10 hours/week

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Reporting to the Vice President, Operations (Simone Hu)

Role	Description	Time Required
Computing Director	The Computing director is tasked with updating and maintaining the physical aspects of the technical infrastructure within MathSoc. This may include hardware maintenance, software installations, ordering new hardware/software and advising the Executive on areas where MathSoc could improve its technical services. An ideal candidate is comfortable building and maintaining computers/hardware of many different varieties and should have some knowledge of network administration.	2-5 hours/week
Marketing Directors (2-3)	Responsible for all postings on MathSoc's bulletin boards. This may include designing posters for events, upgrading bulletin boards on the third and fourth floor of MC, and timely/frequent posting of flyers brought to the MathSoc Office.	2-5 hours/week
Novelties Director	Create, order, and keep inventory of the MathSoc Novelties for sale in the MathSoc Office. Organize Novelties "Sidewalk Sales" and spirit days on the second and third floor of MC (three or four times a term). Experience using modern image editing programs (Photoshop, Illustrator, etc.) is desired. <i>(Please mention your experience in the application)</i>	2-5 hours/week

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Name: _____ Year/Term: _____

Program: _____ Email Address: _____

Applying For: _____ UWID: _____

(If you are applying for more than one director position, please submit a separate form for each position, noting on each form your order of preference.)

Why are you interested in this position?

How are you qualified for this specific position? Do you have any prior experience?

Name (and explain) one unique thing you can offer MathSoc by holding this position.

If appointed to this position, what are some of your ideas and plans for this term?

I have read and I understand the requirements of being a director (listed on the first page): Yes

Directors are required to hold office hours (one hour per week) in the MathSoc Office. Are you willing to commit to this responsibility? Yes

Please submit this form to the MathSoc Office or to prez@mathsoc.uwaterloo.ca.