

# MathSoc Director & Board Applications

Winter 2012

Thank you for your interest in becoming a MathSoc director!

There are a few things you should consider before submitting your application. Our directors are the foundation of the society, and are held to very high standards by council and the executive. Each director will be responsible for their duties as outlined in the following pages as well as continuous communication with council and the corresponding executive member. More specifically, each director will:

- Provide the exec member to whom they report with a weekly report (written or oral) on their activities.
- Attend bi-weekly council meetings and provide a similar report at each meeting.
- Prepare a budget for their activities for approval by council during the budget meeting.
- Maintain at least one office hour per week.
- Prepare a written report at the end of the term outlining their activities over the past term of the Board to be filed in the record binder for that directorship for future reference.

Applications are due **Thursday, January 19th at 4:00 p.m.** to the VPO mailbox, or by email to [vpo@mathsoc.uwaterloo.ca](mailto:vpo@mathsoc.uwaterloo.ca).

We look forward to receiving your application!

Cheers,

Harrison Gross, Sean Hunt, Ty Rozak and Lauren Hurley  
MathSoc Winter 2012 Executives

Position	Description
Reports to Vice President, Operations (Lauren Hurley)	
Novelties Director	Responsible for creating, ordering and keeping inventory of the MathSoc Novelties for sale in the office. They will also 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. (Please mention your experience in the application)
Reports to Vice-President Events (Ty Rozak)	
Games Night Directors (2)	Responsible for organizing games night in the MC Comfy every Wednesday. This includes creating/putting up posters, selecting games from the MathSoc office, purchasing food, and setting up in the Comfy on a weekly basis. These directors may also organize game tournaments, as well as work with the "Wednesday Night" directors on 24 Hour Movie and Games Night.
Variety Night Directors (2)	Formerly "Movie Night Directors, these directors will be responsible for organizing events on every Wednesday night (movie nights, karaoke, etc. – whatever can sustain a reasonable level of attendance and participation from students). This includes creating/putting up posters, purchasing food/material, and setting up equipment in the Comfy on a weekly basis. They will also work with the Games Night directors on 24-Hour Movie and Games Night.

# **MathSoc Director & Board Applications**

Winter 2012

Name: \_\_\_\_\_ Year/Term: \_\_\_\_\_

Program: \_\_\_\_\_ Email Address: \_\_\_\_\_

Applying For: \_\_\_\_\_ UWID: \_\_\_\_\_

Would you like to be a:      Director       Board Member

**(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. NOTE: You may be contacted to set up an interview on Thursday Jan 12 or Friday Jan 13.)**

Why are you interested in this position?

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

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

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

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As a director, you may be expected to manage a board, which is responsible for helping you implement your ideas. How would you manage a board?

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If you have any questions, comments, or concerns, please contact the Vice-President of Operations, Lauren Hurley ([vpo@mathsoc.uwaterloo.ca](mailto:vpo@mathsoc.uwaterloo.ca)).