

MathSoc Director Descriptions

Spring 2010

Position	Description	Positions Open
Computing	The Computing Director is tasked with providing a useful computing environment for MathSoc council and general Society members. Our array of equipment includes a dedicated Linux server, a Windows 2003 domain controller, and a number of office workstations for general use by math students. An ideal candidate for the position of Computing Director / board member should have at least some basic knowledge of Linux and/or Windows server administration, and hardware maintenance.	
Canada Day	The Canada Day director is responsible for helping run the Children's booth on Canada day.	
External	The External Director chairs the External Board of Mathsoc. <i>The External Board</i> acts as a non-academic liaison between the Society and the Federation of Students and the other student societies and ensures that the Society is suitably represented on any committees where such representation is available.	
First Years Affairs	The FYA Director coordinates, mentors, and provides first year students with an 'outlet' to express their concerns to the Math Society. The FYA director is also responsible for planning, organizing, and implementing social and academic events for first year students.	
Games	The Games Director organizes game night every Wednesday in the MathSoc office (or in the comfy).	
Internal	The Internal Director is responsible for many tasks: Recommending amendments to the Society's Bylaws and Policies to Council, Reporting violations of the Bylaws to Council, Acting as a resource person on all matters regarding the interpretation of the Bylaws, Acting as a liaison between the Society and its clubs, charged with the following tasks: Keeping a record of all minutes submitted by clubs, receiving and reviewing constitutions and constitutional amendments of clubs recognized or seeking to be recognized by the society.	
Movies	The movie's director is responsible for organizing movie night every Thursday night at 7pm! Usually in the comfy.	
Novelties	The novelties director is in charge of the ordering, inventory and creation of novelties for sale from MathSoc in the office.	
Office	The duties of the Office Manager are to maintain the MathSoc Office (MC 3038).	
Postings	The Postings Director is responsible for timely posting of approved bills and enforcement of rules against illegal bill postings.	
Publicity	The duties are to let people know what's going on, advertise events, etc.	
Resources	The resources director is responsible for MathSoc's exam bank. This includes obtaining exams from professors and students, laying out exams for scanning and maintaining the Online Exam Bank.	
Social	The Social Director is responsible for the social events from the Mathematics Society.	
Website	The website director/board member is responsible for maintaining, troubleshooting, and updating the Society's website. An ideal applicant for this position would have some existing knowledge of web design and/or development; in particular, some prior exposure to, or strong willingness to learn HTML/CSS and PHP is desired. Visual Artists are also welcome.	

MathSoc Director Applications

Spring 2010

Name _____

Program _____

Year/Term _____

Email Address _____

Applying For _____

Why did you apply for this position?

How are you qualified for this position?

Name one unique thing you can offer MathSoc by holding this position.

Please fill in the following information and submit by **May 14, 2010 3:30 pm** either through email (vpas@mathsoc.uwaterloo.ca) or at the MathSoc Office (MC3038).



If you have any questions, comments, or concerns, please contact Joycelin Karel (vpas@mathsoc.uwaterloo.ca) as soon as possible.