

MathSoc Board Applications

Fall 2011

Thank you for your interest in becoming involved in MathSoc! We look forward to working with an awesome team during the Fall 2011 term!

Becoming a board member is a great way to start getting involved in MathSoc. Directors and the executives will rely on you to make sure your specific area is running smoothly.

Descriptions of each of the boards' duties and responsibilities can be found below. Each board is chaired by the corresponding director. In general, board members will be responsible for attending regular meetings with the director, other board members, and the executive, and for making sure that the board's duties and responsibilities are being taken care of.

Applications are due **Wednesday September 21st at 4pm** to the VPO mailbox, or by email to amerkoul@uwaterloo.ca.

If you have any questions feel free to contact us or attend our **volunteer information session (Wednesday, September 14th at 6:00pm in MC 2066)** where we will talk about director, council, and office worker positions and will be available to answer your questions!

We look forward to receiving your application!

Cheers,

Andre Magalhaes, Bryanne Pashley, Jessica Janssen, Alexandra Russell and Anna Merkoulovitch
MathSoc Fall 2011 Executives

MathSoc Board Applications

Fall 2011

Position	Description
Internal Board	Responsible for recommending amendments to the Society's Bylaws and Policies to Council, reporting violations of the Bylaws to Council, acting as a resource on all matters regarding the interpretation of the Bylaws. This board acts as a liaison between the society and clubs including: Keeping a record of club membership and submitted minutes of all club meetings. They also receive and review constitutions and constitutional amendments of clubs recognized or seeking recognition from the society.
External Board	Acts as a non-academic liaison between the Society and the Federation of Students/other student societies to ensure that the Math Society is suitably represented on any committees where such representation is available. They will also work with the social board to help organize inter-faculty events.
First Year Affairs Board	In the fall and winter terms the FYA board coordinate, mentor, and provide first year students with an 'outlet' to express their concerns to the Math Society. The FYA board is also responsible for planning, organizing, and implementing social and academic events for first year students.
Computing Board	The Computing board 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. Board members should have at least some basic knowledge of Linux and/or Windows server administration, and hardware maintenance.
Novelties Board	The novelties board is in charge of the ordering, inventory and creation of novelties for sale from MathSoc in the office. This board also works to organize novelties "side-walk sales" and spirit days on the MC third floor (three or four times a term).
Publicity Board	This board is responsible for all media and advertising related to the Society or its clubs. This includes creating and putting up posters, maintaining information boards around MC, regularly updating Facebook, Twitter and mailing list(s), and working on any other appropriate forms of marketing. During the Fall term they will also work with professors to organize some system of advertising in classes.
Website Board	Responsible for maintaining, troubleshooting, and updating the MathSoc website. This Fall, they will also be responsible for designing/implementing web applications to be used by directors and executives to increase efficiency (this may include, but is not limited to, a novelties order system, improved room booking requests and publicity request form). Board members should 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.
Games Night Board	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. The board may also organize games tournaments, and work with the movie directors on 24 Hour Movie and Games Night.
"Thursday Night" Board	Formerly "Movie Night Board", responsible for organizing movie night in the MC Comfy every Thursday. The board will be responsible for organizing events on every Thursday 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. The board will also work with the games directors on 24-Hour Movie and Games Night.
Social Board	The Social board works on all social events run by the Math Society. Event coordinators

MathSoc Board Applications

Fall 2011

	will be responsible for individual events, and social board members will be responsible for assisting the social director and the event coordinators in the organization and implementation of events. (Event coordinators applications can be found with director applications).
Resources Board	The resources board 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. They are also responsible for organizing sessions (such as resume critique workshops) to ease the process of securing a co-op job; providing feedback on the co-op system to ensure students' opinions are well-represented; and smoothing the transition between study and work terms. Furthermore, they are responsible for organizing professional events to improve the professionalism of Math students.

Please fill in the following information and submit by Wednesday, September 21, 2011 4:00 pm either through email (amarkoul@uwaterloo.ca) or at the MathSoc Office (MC 3038). Feel free to attach extra pages!

MathSoc Board Applications

Fall 2011

Name: _____ Year/Term: _____

Program: _____ Email Address: _____

Applying For: _____ UWID: _____

Why are you interested in this position?

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 for this term?

If you have any questions, comments, or concerns, please contact the Vice-President of Operations,
Anna Merkoulovitch (amerkoul@uwaterloo.ca).