

MathSoc Director Applications

Fall 2011

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

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

Interviews will take place on **Thursday Sept 22nd and Friday Sept 23rd** with sign-ups taking place on a first-come first-serve basis (Submit your application early to get first pick).

Finally, we will be hosting a Director Welcome Party on **Monday, Sept 26th at 4:30 pm** for the chosen directors. We'd like all directors to be present at the meeting so please plan accordingly, if you are unavailable let us know on the application.

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 Merkoullovitch
MathSoc Fall 2011 Executives

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Position	Description
Reports to President (Andre Magalhaes)	
Internal Director	Responsible for 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. This director 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 Director	Chairs the <i>External Board</i> of MathSoc, which 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 director to help organize inter-faculty events.
First Year Affairs (2)	In the fall and winter terms the FYA directors coordinate, mentor, and provide first year students with an 'outlet' to express their concerns to the Math Society. The FYA directors are also responsible for planning, organizing, and implementing social and academic events for first year students.
Reports to Vice-President Operations (Anna Merkoulovitch)	
Computing Director	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 should have at least some basic knowledge of Linux and/or Windows server administration, and hardware maintenance. (Please indicate this on your application)
Novelties Director	The novelties director is in charge of the ordering, inventory and creation of novelties for sale from MathSoc in the office. This director also works to organize novelties "side-walk sales" and spirit days on the MC third floor (three or four times a term).
Office Managers (2)	The duties of the Office Managers are to maintain the MathSoc Office and to ensure that it is running smoothly. This includes training office workers, and ensuring the office maintains a professional and welcoming environment. They are also responsible for keeping a weekly inventory of materials, ordering new materials (as necessary), and using the new Point of Sale system.
Photography Director	Responsible for attending and photographing any events run by MathSoc.
Postings Director	The Postings Director is responsible for timely posting of approved bills and enforcement of rules against illegal bill postings.
Publicity Directors (2)	This director 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 Director	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) Applicant 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. Please mention your experience in the application.

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Reports to Vice-President Events (Alexandra Russell)	
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 games tournaments, and work with the movie directors on 24 Hour Movie and Games Night.
“Thursday Night” Directors (2)	Formerly “Movie Night Directors”, responsible for organizing movie night in the MC Comfy every Thursday. These directors 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. These directors will also work with the games directors on 24-Hour Movie and Games Night.
Social Director See event coordinators below	The Social Directors work on all social events run by the Math Society. They will work very closely with the VPE and be the primary contact for event coordinators, and will convey all necessary information to the VPE. This director must be very responsible and comfortable managing a large number of people. The social director will be responsible for ensuring that all planned events are implemented and detailed follow-up documentation is prepared. The social director is also responsible for any special events that occur during the term. This may involve working with clubs, other societies, or external organizations.
Event Coordinators (Report directly to the Social Director and to the VPE) You may select up to two positions.	
Carnival	Responsible for organizing and running an outdoor carnival for all math students (end of September).
Oktoberfest	Responsible for organizing Oktoberfest celebrations (mid-October). This will be an on-campus, all ages event.
Ralph Stanton’s Birthday	Responsible for planning appropriate activities and events to celebrate the birthday of our faculty’s founder, Ralph Stanton (October 21st).
Halloween	Responsible for organizing Halloween celebrations. (October 31)
Pi Day	Responsible for Pi Day on the 314 th day of the year (November 10th).
Pints with Profs	Responsible for Pints with Profs (mid to end of November).
Reports to Vice-President Academics (Bryanne Pashley)	
Resources Director	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.
Co-op Rep	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. A member of the Resources Board chaired by Resources Director.
Professional Development Rep	Responsible for organizing professional events to improve the professionalism of Math students. They are a member of the Resources Board chaired by Resources Director.
Reports to Vice-President of Finance (Jessica Janssen)	
Mathletics Director	This director is responsible for verifying applications for Mathletics funding (by teams) and ensuring cheques are written promptly.

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

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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. NOTE: You may be contacted to set up an interview on Thursday Sept 22 or Friday Sept 23.)

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?

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?

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