

MathSoc Director & Board Applications

Winter 2012

Thank you for your interest in becoming a MathSoc director! We look forward to working with an awesome team of directors during the Winter 2012 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 January 11th at 4:00 p.m.** to the VPO mailbox, or by email to lehurley@uwaterloo.ca.

Interviews will take place on **Thursday Jan 12th and Friday Jan 13th** 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, Jan 16th at 4:30 p.m.** 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 (Friday, January 6th at 4:30 p.m. in TBD)** 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,

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

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Position	Description
Reports to President (Harrison Gross)	
Internal Director	Acts as a liaison between the society and clubs, which includes: Keeping a record of club memberships and the submitted minutes for all club meetings. This director will receive and review constitutions and constitutional amendments of clubs recognized or seeking recognition from the society, as well as work with the VPF to ensure clubs submit their budgets on time. They will also be responsible for informing clubs regarding procedures for events.
External 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 on all matters regarding the interpretation of the Bylaws, as well as ensuring that any external agreements are in accordance with our Policies and Bylaws. This director act 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 Events Board to help organize inter-faculty events.
First Year Affairs (2)	In the fall and winter terms, the FYA directors coordinates, mentors, and provides 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 (Lauren Hurley)	
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	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)
Office Managers (2)	The duties of the Office Managers are to maintain the MathSoc Office and 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	Responsible for timely postings of approved bills and the enforcement of rules against illegal bill postings.
Website Director	Responsible for maintaining, troubleshooting, and updating the MathSoc website. They will also be responsible for designing/implementing web applications to be used by board members and executives to increase efficiency (this may include, but is not limited to, a novelties ordering system, improved room booking requests, and a publicity request form) Applicants 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 (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.
“Wednesday Night” Directors (2)	Formerly “Movie Night Directors”, is responsible for organizing movie nights in the MC Comfy every Wednesday. 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.
Team Building Director	Responsible for assisting directors in organizing team building events for their boards, as well as organizing these events for the director team. This director will also plan the MathSoc volunteer appreciation event at the end of term.
Publicity Directors (2)	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. Experience using modern image editing programs (Photoshop, Illustrator, etc.) is a definite asset.
Event Directors (Report directly to the VPE) You may select up to two positions.	
Casino Night	Responsible for organizing and running a Casino night for all Math students. This includes games, food, and entertainment. (End of January/Beginning of February)
Valentine’s Day	Responsible for organizing Valentine’s Day celebrations. (February 14)
Ski Trip	Responsible for organizing a ski trip for Math students. These coordinators will undertake a large amount of responsibility in creating a valuable trip for students. This will include organizing and providing a venue, transportation, and lift passes. (TBD)
Wine and Cheese Social	Responsible for planning a high class social event aimed at faculty and staff members, undergraduate students, graduate students, and alumni. These coordinators will work closely with all related parties, such as the dean’s office, to create a classy way of bringing everyone together. (Beginning of March)
Pi Day	Responsible for Pi Day on March 14 th (3/14). This is an event where free pie is provided to all math students. This also includes conducting a Pi Recitation Contest, watching a math-related movie, or other Pi related events. (March 14th)
Pints with Profs	Responsible for Pints with Profs. This is an event where students can invite their professors out to the Bombshelter Pub for socializing in a non-classroom setting. (Mid to end of March).
Reports to Vice-President Academics (Sean Hunt)	
Resources Director	Responsible for maintaining the Math Society's academic resources, such as the textbook library and Online Exam Bank. This includes reorganization of the exam bank, advertising to professors and students towards providing additional/recent exams, and scanning the exams into the bank.
Career Event Directors (2)	Responsible for coordinating career-related events, including resume critiques, mock interviews, and other events, which will assist Math students in improving their professionalism and job skills.

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Reports to Vice-President of Finance (TBD)	
Mathletics Director	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, January 11th, 2012 at 4:00 p.m. either through email (lehurley@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: _____

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?

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, Lauren Hurley (lehurley@uwaterloo.ca).