

# MathSoc Director Descriptions

Winter 2011

Position	Description
Reports to President	
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 liason between the society and clubs including: Keeping a record of club membership and submitted minutes of all clubs. 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.
First Year Affairs	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.
Reports to Vice-President Activities and Services	
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)
Charity Ball Director	The Charity Ball director is responsible for organizing Charity Ball in the Fall 2011 term. During the Winter term, their focus will be contacting various organizations for sponsorship, and quoting prices for initial planning. They will also be responsible for creating a detailed plan to be executed in the Spring and Fall terms. This director <b>must</b> be available (and very preferably on campus) to continue Charity Ball involvement in the Spring term.
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.
Movie Night Directors (2)	Responsible for organizing movie night in the MC Comfy every Thursday. This includes creating/putting up posters, selecting and renting movies, purchasing food and setting equipment in the Comfy on a weekly basis. These directors work with the games directors on 24-Hour Movie and Games Night.
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" on the MC third floor.
Office Manager	The duties of the Office Manager 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.
Social Director(2)	The Social Directors work on all social events run by the Math Society.
Postings Director	The Postings Director is responsible for timely posting of approved bills and enforcement of rules against illegal bill postings.
Publicity Director	This director is responsible for all advertising related to the Society.
Website Director	Responsible for maintaining, troubleshooting, and updating the MathSoc website. 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

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Reports to Vice-President Academics	
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 Representative	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.
Professional Development Director	Responsible for organizing professional events to improve the professionalism of Math students.
Reports to Vice-President of Finance	
Mathletics Director	This director is responsible for verifying applications for Mathletics funding (by teams) and ensuring cheques are written promptly.

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Winter 2011

Please fill in the following information and submit by Wednesday, January 12, 2011 4:30 pm either through email ([vpas@mathsoc.uwaterloo.ca](mailto:vpas@mathsoc.uwaterloo.ca)) or at the MathSoc Office (MC 3038).

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Year and Term: \_\_\_\_\_

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

Applying For (in order of preference):

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Why did you apply for 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 you have any questions, comments, or concerns, please contact Anna Merkoullovitch ([vpas@mathsoc.uwaterloo.ca](mailto:vpas@mathsoc.uwaterloo.ca)) as soon as possible.