

# **MathSoc Director Applications**

Spring 2011

Thank you for your interest in becoming a MathSoc director! We look forward to working with an awesome director team during the Spring 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 exec 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 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.

Lastly, we will be hosting a Director Welcome Party on Friday, May 13<sup>th</sup> at 3:00 pm for the chosen directors. So please make your weekend plans accordingly if you are applying for a position!

If you have any questions feel free to contact us or attend our volunteer information session (Wednesday, May 4<sup>th</sup> at 5:30pm in the Comfy Lounge) 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!

Regards,

Matthew McPherrin, Martin Ochwat, Bryanne Pashley & Alex Russell  
MathSoc Spring 2011 Executives

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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 liaison 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 (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. During the spring term, they will be responsible for liaising between the society and incoming first-years as well as preparing for the fall term. At least one of these directors <b>must</b> be available (and very preferably on campus) to continue FYA involvement in the Fall term.
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 Spring term, their focus will be on continuing to contact various organizations for sponsorship, booking facilities, and creating marketing materials to be used in the Fall. They will be working with the Charity Ball director from the winter term. This director <b>must</b> be available (and very preferably on campus) to continue Charity Ball involvement in the Fall 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.
"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.
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 of 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

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	a professional and welcoming environment. During the Spring term they will also be responsible for creating and implementing an improved lending and sales system.
Social Directors (8)	The Social Directors work on all social events run by the Math Society. An individual may apply for up to three different positions (outlined in the next section). Each director will be responsible for organizing, implementing, and providing detailed follow-up documentation on their own event(s) as well as assisting other directors during their events.
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. 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.
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
<b>Reports to Vice-President Activities and Services (Social Directors)</b>	
Canada Day Director	Responsible for MathSoc's events ("Children's Corner") at the Canada Day celebrations (July 1 <sup>st</sup> ).
Pi Day Director	Responsible for Pi Approximation Day events (July 22 <sup>nd</sup> ).
U@Waterloo Day Director	Responsible for MathSoc's presence at U@Waterloo Day (May 28 <sup>th</sup> ). This director will work closely with the FYA directors.
EOT Event Director	Responsible for creating and implementing an EOT event that is fun and accessible to all math undergraduate students (end of July).
Pints with Profs Director	Responsible for Pints with Profs (mid- to end of July).
MOT Event Director	Responsible for creating and implementing a midterm event (June).
Semi-Formal Director	Responsible for working with representatives from EngSoc and other societies to organize and sell tickets for a joint semi-formal.
Special Events Director	Responsible for any special events that occur during the term. This may involve working with clubs, other societies, or external organizations.
<b>Reports to Vice-President Academics</b>	
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.
<b>Reports to Vice-President of Finance</b>	
Mathletics Director	This director is responsible for verifying applications for Mathletics funding (by teams) and ensuring cheques are written promptly.

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Please fill in the following information and submit by Wednesday, May 11, 2011 4:30 pm either through email ([vpas@mathsoc.uwaterloo.ca](mailto:vpas@mathsoc.uwaterloo.ca)) or at the MathSoc Office (MC 3038). Feel free to attach extra pages!

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

Program/Year and Term: \_\_\_\_\_

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

Applying For: \_\_\_\_\_

(If you are applying for a social director position you may include up to three social director positions, in order of preference. 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.)

**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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**If appointed to this position, what are some of your ideas and plans for this term?**

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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 Alex Russell ([vpas@mathsoc.uwaterloo.ca](mailto:vpas@mathsoc.uwaterloo.ca)) as soon as possible.