

2021

# DIRECTOR ROLES & RESPONSI BILITIES

UNSW MATHEMATICS SOCIETY  
MATHSOC

President: Grace Li  
Vice President: Philton Zhu  
Secretary: Justin Clarke  
Treasurer: Merry Chu  
Arc Delegate: Gerald Huang

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## ABOUT MATHSOC

The UNSW Mathematics Society (MathSoc) is the society for mathematics students at UNSW, with membership open to anyone who has an interest in mathematics.

We are affiliated with Arc @ UNSW and with the School of Mathematics and Statistics, and with over 3000 members, we are one of the largest societies at UNSW!

## OUR GOALS

- To enhance the sense of community amongst mathematics students
- To inform students of the maths-related opportunities in their studies and careers
- To support students in their studies and to provide a forum to discuss all aspects of mathematics.

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## REQUIREMENTS

The following conditions are required to be eligible for a Directorship role with MathSoc:

- Must be a current UNSW student;
- Must have at least one year remaining until the completion of their degree; and
- Must be studying at UNSW for all three terms in 2021.

## SELECTION CRITERIA

- The selection of Directors will occur through a formal online application, followed by an interview conducted by the Executives of 2021.
- Candidates will be assessed primarily on their drive, motivation and commitment to contributing to MathSoc in a directorship role.
- A candidate's ability to manage their time effectively, work towards deadlines and make positive contributions as part of a team will also be a key consideration.

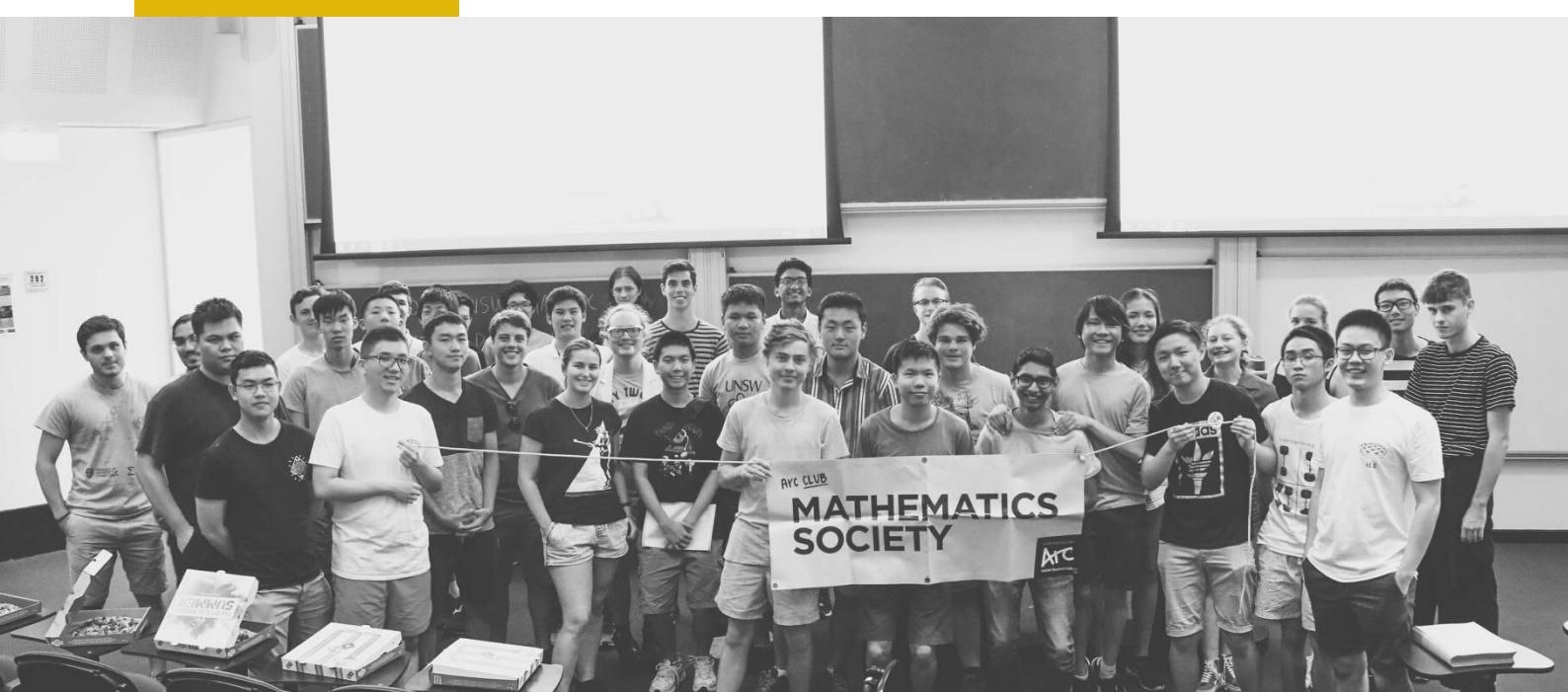
## IMPORTANT NOTES

- Other selection criteria specific to each portfolio is covered in the *Director Roles and Responsibilities* Section.
- The position of MathSoc Director is a considerable time commitment. It requires consistent motivation and work over the course of a year, including weekends and holidays.
- The applicant should therefore be completely sure they will be able to remain committed to the role prior to their submission of an application.
- Directors who consistently perform unsatisfactorily in their role over a considerable period of time are open to termination of their position on the directorship team at the discretion of the MathSoc Executive team.

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# PORTFOLIO DIRECTORS ROLES & RESPONSIBILITIES

- 3 X EDUCATION DIRECTORS
- 2 X EVENTS (CORPORATE) DIRECTORS
- 2 X EVENTS (SOCIAL) DIRECTORS
- 2 X HR DIRECTORS
- 1 X IT DIRECTORS
- 3 X MARKETING DIRECTORS
- 2 X SPONSORSHIP DIRECTORS



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# EDUCATION DIRECTOR

## ***Role and Responsibilities***

We are looking for enthusiastic Education Directors who are passionate about facilitating the academic development of students through a variety of workshops and seminars, and those who are interested in developing materials for competitions throughout the year. Your responsibilities include, but are not limited to:

- Maintaining online resources
  - Running academic events and technical workshops throughout the year
  - Coordinating with the School of Mathematics and Statistics
  - Assisting in the organisation of competitions
  - Facilitating team culture within the subcommittee

## **Key Attributes**

- Proficiency in Level One Mathematics courses (MATH1081 / MATH1131 / MATH1141 / MATH1231 / MATH1241)
  - Proficiency in LaTeX
  - Team player with leadership qualities

## *Preferred Skills*

- Proficiency in Level Two and Three Mathematics courses
  - Strong presentation and teaching skills
  - Experience with mathematical computing software such as MatLab

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# EVENTS (CORPORATE) DIRECTOR

## *Role and Responsibilities*

We are looking for passionate Corporate Directors to plan and organise career-oriented events throughout the year, with a particular focus on Mathematics students. You will be responsible for delivering high-quality events that are consistent with our values. Your responsibilities include, but are not limited to:

- Planning all corporate events
- Working with the Sponsorship Directors to address sponsor needs
- Communicating and liaising with sponsors and other societies throughout event planning
- Facilitating team culture within the subcommittee

## *Key Attributes*

- Innovation and creativity
- Foresight to develop your ideas into high-quality events
- Excellent time management skills
- Excellent verbal and written communication skills
- Ability to think on your feet particularly in challenging and unexpected situations

## *Preferred Skills*

- Professional communication skills when liaising with sponsors
- Previous experience in event management

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# EVENTS (SOCIAL) DIRECTOR

## *Role and Responsibilities*

We are looking for passionate Social Directors to plan and organise events throughout the year, with a particular focus on fostering a community with the students at UNSW. You will be responsible for delivering high-quality events that are consistent with our values. Your responsibilities include, but are not limited to:

- Planning all social events
- Communicating and liaising with other societies throughout event planning
- Facilitating team culture within the subcommittee

## *Key Attributes*

- Innovation and creativity
- Foresight to develop your ideas into high-quality events
- Excellent time management skills
- Excellent verbal and written communication skills
- Ability to think on your feet particularly in challenging and unexpected situations

## *Preferred Skills*

- Previous experience in event management



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# HUMAN RESOURCES DIRECTOR

## *Role and Responsibilities*

- We are looking for energetic HR Directors to plan and organise internal events throughout the year that foster team cohesion and bonding for all committee members. Your responsibilities include, but are not limited to:
- Planning all internal bonding events, in-person and online
- Working with Executives to facilitate team bonding and cohesion
- Facilitating team culture within the committee

## *Key Attributes*

- Innovation and creativity
- Foresight to develop your ideas into high-quality events
- Excellent time management skills
- Excellent verbal and written communication skills
- Ability to think on your feet particularly in challenging and unexpected situations

## *Preferred Skills*

- Excellent interpersonal and teamwork skills

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# IT DIRECTOR

## *Role and Responsibilities*

We are looking for a proficient IT Director who can coordinate and maintain the systems that support and run our technology services, used both internally and externally. Your responsibilities include, but are not limited to:

- Updating the content of the website regularly to reflect changes, such as new events or resources
- Managing hosting issues
- Updating the design of the website
- Facilitating team culture within the subcommittee

## *Key Attributes*

- Familiarity with HTML, CSS and Git
- Fundamental computer networking knowledge (IP and common network protocols)
- Knowledge with deploying common services such as web or database servers

## *Preferred Skills*

- Interest in Web Design

# MARKETING DIRECTOR

## *Role and Responsibilities*

We are looking for creative Marketing Directors to design, plan and coordinate all marketing activities. You will be responsible for heightening our presence across social media and on campus. Your responsibilities include, but are not limited to:

- Designing and implementing comprehensive marketing strategies to create awareness of our activities and services
- Managing and growing our social media presence on Facebook, Instagram and LinkedIn
- Designing of merchandise
- Editing and publishing our newsletters
- Updating the design of the website
- Facilitating team culture within the subcommittee

## *Key Attributes*

- Clear understanding of design
- Clear sense of innovation and forward thinking
- Knowledge of marketing campaigns and web technologies available for marketing purposes
- Excellent communication and interpersonal skills

## *Preferred Skills*

- Graphic design
- Experience in photography and/or videography



# SPONSORSHIP DIRECTOR

## *Role and Responsibilities*

We are looking for confident Sponsorship Directors to strategically plan and coordinate the search for potential sponsors. Your role will be to network directly with company representatives to create new partnerships. Your roles and responsibilities include, but are not limited to:

- Developing strong relationships within the industry to maintain a pool of potential sponsors
- Managing communication with all potential sponsors
- Taking responsibility for pitching to potential sponsors, primarily throughout November and December
- Facilitate the involvement of sponsors during corporate events for our members, possible in conjunction with other societies on campus

## *Key Attributes*

- Strong verbal and written communication skills
- Strong interpersonal skills and ability to liaise with a diverse range of people

## *Preferred Skills*

- Negotiation skills
- Knowledge of networking etiquette

