

UNDERGRADUATE MATHEMATICS SOCIETY COUNCIL

EXECUTIVE & COORDINATOR ROLES

1. EXECUTIVES

The Executives of the Club shall be elected annually and shall be as follows.

- President
- Treasurer
- Vice President
- VP Social
- VP Academic
- VP Communications

2. COORDINATORS

The Coordinators of the Club (maximum of 2 each) shall be appointed by the Executives and shall be as follows.

- Social Coordinator
- Academic Coordinator
- Communications Coordinator

3. EXECUTIVE DUTIES

PRESIDENT

- Act as liaison to the Student Administrative Commission.
- To be the spokesperson for the Club and to act as club representative to the Math Department.
- To call a General Meeting for club Executives/Coordinators at least once a month.
- To initiate, organize, and chair the General Meetings.
- To maintain club documentation and ensure it is updated regularly.
- To facilitate/help all the other Executives/Coordinators in fulfilling their duties.
- To ensure that tasks are delegated appropriately among the Executives/Coordinators.
- To acquire external sponsorships to increase the Club's funding.
- To ensure that the club room is clean and in order.

TREASURER

- Act as liaison to the Finance Commission.
- Act as the sole signing officer.
- To approve (or disapprove) budgets and purchases proposed by Executives/Coordinators.
- To oversee club finances.
- To document all expenditures and revenue.
- To maintain a \$1500.00 safety margin in the main club bank account at all times.
- To acquire external sponsorships to increase the Club's funding.
- To manage stock merchandise and exam packs.
- To ensure that the club room is clean and in order.

VICE PRESIDENT

- To assist in administrative and miscellaneous club duties as needed.
- To maintain and update the mailing list.
- To be responsible for the safekeeping of club passwords and important documents.
- To ensure good communication among the Executives/Coordinators.
- To ensure that meetings of the Executives/Coordinators are held sufficiently regularly.
- To facilitate/help all the other Executives/Coordinators in fulfilling their duties.
- To ensure that tasks are delegated appropriately among the Executives/Coordinators.
- To acquire external sponsorships to increase the Club's funding.
- To ensure that the club room is clean and in order.

VP SOCIAL

- To plan and execute casual club social events (e.g. board game nights, dinners, karaoke, etc.). See Bylaw 7: General Event Responsibilities.
- To plan and execute yearly club social events (e.g. a Women in Mathematics event for International Women's Day, a Pi Day event, a Welcome Back event in Term 1 and Term 2 in collaboration with the Physics Society).
- Act as one of two Booking Representatives.
- Responsible for reaching out to other organizations and/or student bodies for purposes relating to advertising, borrowing equipment and/or resources, and collaborating on events.
- To coordinate with the Academic VP to enlist volunteers in conjunction with the Math Department to run Putnam Practice weekly meetings in Term 1 and Math Circle weekly meetings in Term 2.
- To ensure that the club room is clean and in order.

VP ACADEMIC

- To plan and execute casual club academic events (e.g. the Undergraduate Lecture Series in Mathematics). See Bylaw 7: General Event Responsibilities.
- To plan and execute yearly academic events (e.g. the SFU vs. UBC Undergraduate Mathematics Competition, which is in collaboration with SFU's Mathematics Student Union).
- Act as one of two Booking Representatives.
- To promote and maintain good relations with the Mathematics Graduate Council and graduate student body.
- Responsible for reaching out to other organizations and/or student bodies for purposes relating to advertising, borrowing equipment and/or resources, and collaborating on events.
- To coordinate with the Social VP to enlist volunteers in conjunction with the Math Department to run Putnam Practice weekly meetings in Term 1 and Math Circle weekly meetings in Term 2.
- To ensure that the club room is clean and in order.

VP COMMUNICATIONS

- To represent the Club when contacted by outside parties.
- To manage the club Social Media accounts (Discord, Facebook, Instagram, Reddit, etc.), email, and website.
- To create engaging write-ups for all advertisements.
- To compose any document or proposal that will be used to apply for club funding.
- To assist in booking guest speakers and/or managing refreshments if needed (for events).
- To update the Club's calendar so that all Executives/Coordinators are aware of upcoming meetings, events, and deadlines.
- Will have access to a Canva Pro account.

4. COORDINATOR DUTIES

SOCIAL COORDINATOR

- To assist in planning and executing casual club social events (e.g. board game nights, dinners, karaoke, etc.). See Bylaw 7: General Event Responsibilities.
- To assist in planning and executing yearly club social events (e.g. a Women in Mathematics event for International Women's Day, a Pi Day event, a Welcome Back event in Term 1 and Term 2 in collaboration with the Physics Society).

ACADEMIC COORDINATOR

- To assist in planning and executing casual club academic events (e.g. the Undergraduate Lecture Series in Mathematics). See Bylaw 7: General Event Responsibilities.

- To assist in planning and executing yearly academic events (e.g. the SFU vs. UBC Undergraduate Mathematics Competition, which is in collaboration with SFU's Mathematics Student Union).
- To promote and maintain good relations with the Mathematics Graduate Council and graduate student body.

COMMUNICATIONS COORDINATOR

- To assist in managing the club Social Media accounts (Discord, Facebook, Instagram, Reddit, etc.), email, and website.
- To assist in creating engaging write-ups for all advertisements.
- To assist in composing any document or proposal that will be used to apply for club funding.
- To assist in booking guest speakers and/or managing refreshments if needed (for events).
- To design the graphics, posters, and merchandise prints.
- Will have access to a Canva Pro account (that contains all past graphics and posters).
- It is suggested that club event posters contain "Undergraduate Mathematics Society Presents".
- It is suggested that club academic posters have a solid black background.

5. GENERAL EVENT RESPONSIBILITIES

This is meant to be a non-exclusive list of responsibilities to help guide the Social and Academic VP and Coordinators in planning and executing events.

- Booking (with the help of a Booking Representative) an appropriate venue.
- Ascertaining a budget for any expenditures (to be approved by the Treasurer).
- Overseeing an advertising campaign.
- Coordinating with Communications VP and/or Coordinators to create advertisements and/or memorabilia, and, if needed, to get assistance in booking guest speakers and/or managing refreshments.
- Creating registration forms using UBC Qualtrics or Google Forms.
- Coordinating with the Math Office and outside organizations to purchase and deliver refreshments and memorabilia.
- Assisting with room decoration and set-up.