

# UNDERGRADUATE MATHEMATICS SOCIETY

## EXECUTIVE & COORDINATOR ROLES

### EXECUTIVES

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

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

### 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
- Design Coordinator
- Communications Coordinator
- Sales Coordinator

### 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.

## VICE PRESIDENT

- To assist in administrative and miscellaneous club duties as needed.
- To maintain and update the mailing list.
- 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.

## 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 ensure that the club room is clean and in order.

## SOCIAL VP

- To plan and execute casual club social events (e.g. board game nights, dinners, karaoke, etc.). See 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.

## ACADEMIC VP

- To plan and execute casual club academic events (e.g. the Undergraduate Lecture Series in Mathematics). See 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.

## COORDINATOR DUTIES

### SOCIAL COORDINATOR

- To assist in planning and executing casual club social events (e.g. board game nights, dinners, karaoke, etc.). See 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 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.

### DESIGN COORDINATOR

- 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.

### COMMUNICATIONS COORDINATOR

- To manage the club Social Media accounts (Discord, Facebook, Instagram, Reddit, etc.) and website.
- To create engaging write-ups for all advertisements.

### SALES COORDINATOR

- To manage stock and sales of merchandise and exam packs.
- To coordinate with the Treasurer to choose appropriate suppliers.
- To communicate with suppliers and ensure timely delivery of merchandise.
- All purchases need to be approved by the Treasurer.

## 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 the Communications and Design Coordinators to create advertisements and/or memorabilia.
- 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.