

Positions and Responsibilities at the Mathematics Union

1 President

General Description. The president oversees the Mathematics Union. The main responsibility is to use the ample resources bestowed on the MU by ASSU to further the interests of undergraduate math students at the University of Toronto. You will need to collaboratively set the general vision and yearly goals for the MU, and help the other executives lead small action-groups for attaining each goal. One line summary of the position: Highly motivated team-player with executive and leadership experience.

Responsibilities. Oversee monthly/bi-monthly MU meetings; set and send the agendas. Supervise and follow-up on MU's fund-management (and act as a signing officer). Follow-up and be in close communication with the other executives. Attend monthly ASSU meetings. Collaborate with the Mathematics Department (secretary, associate chair, outreach office) and attend their functions, as necessary. Promote the MU to the students body. Organize 2-3 large events for the benefit of students body.

Experience (Recommended). Major or Specialist Subject POST in Mathematics. Experience with leading small groups, or sitting on the executive committee of NPOs. Experience communicating with large administrative bodies, like ASSU. Experience organizing medium-size functions (up to 100 people), or successful fund-raising events. Holding a prior seat on the MU executive committee, or on the executive committee of some other UofT student body will be an asset.

2 Secretary

General Description. The secretary is the administrative backbone of the entire organization. As secretary, you are the go-to person for any concern or question about interfacing with the different hierarchical levels of the university, from the department to the faculty of arts and science and above. You will be responsible for recording and summarizing the meetings, making sure that everyone who reads the minutes knows what they have to do before the next meeting ("action items."). You might also be asked upon to serve as vice-president should the president be unavailable.

Responsibilities. Attend monthly/bi-monthly MU meetings; record the minutes and publish them promptly (in pdf format). Attend monthly ASSU meetings. Gain familiarity with ASSU regulations, and the MU charter; advise the executive committee on issues having to do with these regulations. Follow-up with the various subcommittees and solicit a summary of their activities. Be ready to fill in for the president if called upon to do so.

Experience (Recommended). Math Subject POST. Experience sitting on the executive committee of a student-body or an NPO. Familiarity with parliamentary procedures in general, and with "Procedures for Meeting and Organizations" (Kerr & King), or "Robert's Rules of Order" will be an asset.

3 Treasurer

General Description. The treasurer assumes responsibility for the financial affairs of the union. As a student union we gain most of our budget from ASSU, but in the past we've held fundraising events as well. You will have to work together with the other executives to come-up with a budget for their desired activities, propose a budget (put it to a vote), and then dispense the voted-upon funds. You will also need to keep a record of expenses, and make sure everything is in order.

Responsibilities. Attend monthly/bi-monthly MU meetings. Prepare a semesterial budget. Attend monthly ASSU meetings. Gain familiarity with ASSU's financial regulations; advise the executive committee on issues having to do with these regulations. Oversee the financial affairs of the MU (and act as a signing officer). Follow up with the organizers of MU functions to collect receipts and compensate them for expenses. Make a semesterial financial report of MU activity and submit it to ASSU.

Experience (Recommended). Math Subject POST. Relevant financial experience. Experience sitting on the executive committee of a student-body or an NPO.

4 Academics Officer

General Description. The Academics Officer is in charge of academically-oriented events. These includes lectures (at a suitable levels for undergraduate students) by faculty and visiting faculty, and lectures by fellow students (perhaps showcasing their research). The Academics Officer is also the go-to person in case of an academic dispute between students and professors, in which case you will be asked upon to help represent the students.

Responsibilities. Attend monthly/bi-monthly MU meetings. Oversee the academic committee, in charge of academically-oriented events within and out of the university (collaborations with the Fields Institute, other universities and organizations). Organize the specialist help-center in the specialist lounge (coordinating with the math department). Organize 1-2 semesterial special academic lectures (inviting professors/researchers). Organize 2-4 semesterial public lectures (inviting professors/graduate students/undergraduate students).

Experience (Recommended). Major or Specialist Subject POST in Mathematics. Experience with events organization of at least 20 people. Experience sitting on the executive committee of a student-body or an NPO will be an asset.

5 Communications Officer

General Description. The Communications Officer is the link between the MU and the students. The main responsibility is to raise awareness of the MU and its various activities. We have a lot to offer to math students, but they need to know we're there to begin with! Our website was completely revamped in 2013, and we also opened a Facebook group. In addition to managing these, you will also need to make sure that we have a few representatives on the ground, who can make announcements at the beginning of math classes.

Responsibilities. Attend monthly/bi-monthly MU meetings. Maintain the Facebook page and MU website. Oversee the PR-committee (comprised mainly of the year-representatives) to make sure students are aware of MU events and messages. Attend recruitment events of the math department (2-3 yearly), for incoming high-school students.

Experience (Recommended). Math Subject POST. Previous experience with marketing OR relevant experience with social media. Experience sitting on the executive committee of a student-body or an NPO will be an asset.

6 Events Coordinator

General Description. The Events Coordinator is in charge of social events. They breath life into the union. Many successful mathematicians recall these kind of social gatherings as the best, most creative and fun times of their student days. This gives opportunity to math enthusiasts to meet each other outside the classroom, and to talk about university, job prospects, grad school, and inevitably about math! As an example, the mathematics graduate students' union have a very successful weekly tea-hour.

Responsibilities. Attend monthly/bi-monthly MU meetings. Oversee the social committee. Organize 1-2 semesterial social events, or monthly/weekly social activities (board-games nights, movie nights, trivia, etc.). Attend recruitment events of the math department (2-3 yearly), mainly for incoming high-school students.

Experience (Recommended). Major or Specialist Subject POST in Mathematics. Experience organizing events of at least 20 people. Enthusiasm and creativity! Experience sitting on the executive committee of a student-body or an NPO will be an asset.

7 Year Representative

(10 positions.)

General Description. The Year Representative (2 for each year) are our voice and eyes. Their main responsibility is to work with the Communication Officer to publicize our events among the mathematics students. Simply ask the Prof for 2 minutes at the beginning of class to make the announcement when necessary (most professors are quite used to that). You will also have the opportunity to participate in the various subcommittees at the math union; helping to organize an academic or social event. Finally, you are encouraged to let the union know about students' needs and requests.

Responsibilities. Attend at least 2 MU meetings per semester. Serve on an MU subcommittee. Make in-class announcements.

Experience (Recommended). Math subject POST. Intend to take at least 1 full course or 2 half-courses at the year which you represent (e.g. MAT 257Y for second year, MAT 347Y for third year, etc. OR MAT 223H & MAT 224H for second year, MAT 301 & MAT 315 for third year, etc.)