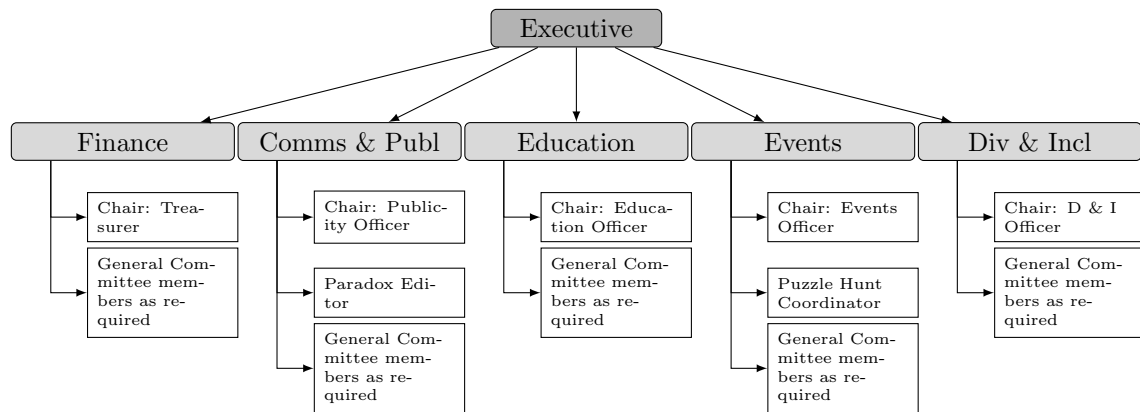


Subcommittee delegation and position descriptions of the Committee of the Melbourne University Mathematics and Statistics Society

August 2021

This document outlines suggested distribution of responsibility amongst the different positions and subcommittees of the MUMS Committee. This document is a guideline only, and the MUMS Executive may choose to distribute responsibility differently so long as it is within the bounds of the constitution.

1 Delegation of each subcommittee



General committee members may also include first year representatives if appropriate.

1.1 Executive

- Chair: President
- Members:
 - Secretary

- Treasurer
- Education Officer
- Publicity Officer
- Events Officer
- Diversity & Inclusion Officer
- Key duties:
 - general oversight and ultimate responsibility of entire club
 - strategic planning
 - stakeholder management (building and maintaining relationships with department, sponsors, university, other organisations)
 - membership management
 - emails & venue bookings
 - delegating responsibility and resource allocation to each subcommittee
 - determining delegation (how much money) each subcommittee is allowed to decide to spend
 - approval of budget (prepared by finance subcommittee)
 - organising AGMs, SGMs, and any co-option of general committee members or first year representatives throughout the year
- Estimated meeting frequency: 1-2 per fortnight

1.2 Finance

- Chair: Treasurer
- Members:
 - 1 additional member of Executive
 - 1-2 general committee members (suggested)
- Key duties:
 - preparing an annual budget
 - processing & approving payments through the MUMS bank account
 - applying for UMSU grants and completing all required paperwork
 - sourcing sponsorship, preparing documents related to sponsorship and liaising with sponsors

- ensuring all committee members are appropriately reimbursed for any approved expenditure accrued on behalf of the Society
- estimated meeting frequency: as required

1.3 Communications & Publicity

- Chair: Publicity Officer
- Members:
 - 1 additional member of Executive
 - Paradox editor
 - 1-3 general committee members (suggested)
- Key duties:
 - event publicity (posters (creation and distribution), social media, lecture bashing, etc)
 - social media content
 - website maintenance & development
 - newsletters to members
 - Paradox (collecting submissions, editing submissions, creating content, collating and formatting)
 - clubroom noticeboard
 - promotion of general awareness of the club amongst maths students
- estimated meeting frequency: 1 per fortnight

1.4 Education

- Chair: Education Officer
- Members:
 - 1 additional member of Executive
 - 1-3 general committee members (suggested)
- Key duties:
 - planning and running seminars & workshops (confirming speakers, times, locations, booking venue, liaising with Communications & Publicity subcommittee to ensure adequate promotion of event)

- planning and running study groups
- in collaboration with the events team, flagship events such as School Maths Olympics and University Maths Olympics
- any other education based activities
- estimated meeting frequency: 1 per fortnight

1.5 Events

- Chair: Events Officer
- Members:
 - 1 additional member of Executive
 - Puzzle Hunt Coordinator
 - 3-6 general committee members (suggested)
- Key duties:
 - planning and delivering events, including:
 - * small regular social events (games night, picnic)
 - * UMO & SMO (in collaboration with Education subcommittee)
 - * Puzzle Hunt (the Puzzle Hunt Coordinator has primary responsibility for planning and running the Puzzle Hunt)
 - * careers night
 - * trivia competitions
 - * any other events
 - ‘planning and delivering’ includes scheduling time and location, securing venue, liaising with Communications & Publicity team to ensure adequate promotion, and event operations (organising who will set up and pack down each event, MC, etc)
 - supporting the Puzzle Hunt coordinator
- estimated meeting frequency: 1 per fortnight

1.6 Diversity & Inclusion

- Chair: Diversity & Inclusion Officer
- Members:
 - 1 additional member of Executive

- 1-3 general committee members (suggested)
- Key duties:
 - promoting diversity, inclusion & representation in the club and wider maths community
 - advocating on behalf of maths students
 - planning and delivering autonomous events
 - special projects and events (eg mentoring program)
- estimated meeting frequency: 1 per fortnight

2 General duties of a Subcommittee Chair

A Subcommittee Chair shall:

1. Schedule meetings of that subcommittee as required.

Ideally, these should be scheduled at times which work for as many subcommittee members as possible, and the time communicated with subcommittee members several days in advance. Most subcommittees should probably meet at a regular fortnightly time, with the exception of the Finance committee, which may be small and require less frequent meetings.

2. Run subcommittee meetings - this includes preparing a rough agenda, ensuring decisions required are made during the meeting, managing discussion in the meeting to ensure it is productive.
3. Delegate tasks with associated deadlines (in a reasonable manner) to members of the subcommittee.
4. Share notes (complete minutes generally not required) from the meeting as required.
5. Adhere to the budget as delegated by Executive.
6. Report on the activity of the subcommittee to Executive.
7. Bear ultimate responsibility for the carrying out of the delegation of that subcommittee. For example, if an event is scheduled by a subcommittee, even if the organisation has been delegated to a member of that subcommittee, it is ultimately the responsibility of the Chair to ensure the event is a success.
8. Prepare handover documents for future Chairs of that subcommittee upon completion of their term.

3 General duties of a Subcommittee Member

A member of a subcommittee shall:

1. Attend subcommittee meetings as scheduled by the Chair, or if this is not possible, communicate their apologies with the Chair.
2. Respond to communication from the Chair and other members in a timely fashion.
3. Complete tasks delegated to them by the requested deadline, or communicate with the Chair if this is not possible.

4 Role of the General Committee

General Committee meetings are to be organised by the Secretary, and it is anticipated a frequency of 2-3 times per semester should suffice. Executive are to report to the whole of committee on their activities.

5 Further comments on the subcommittee system

The subcommittee system does not preclude work being undertaken outside of the system where required. Examples of situations where this may be necessary include:

1. The Communications & Publicity Committee may request all committee members to lecture bash in lectures of classes they are taking to promote an upcoming event;
2. The Events Committee may request volunteers from the general committee to assist with setting up and packing down large events.
3. A new subcommittee may temporarily be formed to organise a large-scale event - for example, members of Events and Education Committees may collaborate in order to plan the SMO.

Each subcommittee is also expected to have an additional member of Executive as a member, in order to ensure effective oversight and collaboration. This may often be either the President or the Secretary, although this can be decided based on availability.

6 Position descriptions

All members of Executive can consider the delegation of their subcommittee their position description, with the exception of the additional duties for President and Secretary.

6.1 President

- Bears ultimate responsibility of all activities the club undertakes.
- Key contact to liaise with the School of Maths and Stats.
- Support the subcommittees in their operations

6.2 Secretary

- Support and work closely with the President - given the absence of a Vice President role, the Secretary may be occasionally required to fulfill such duties.
- Support and build the leadership capabilities of the subcommittee chairs.
- Ensure the Society is compliant with all reporting duties to UMSU.

7 Non-executive positions

7.1 Paradox Editor

Key duties:

- Oversee the publishing of Paradox (collecting submissions, editing submissions, creating content, collating and formatting).
- Attend general committee meetings and the subcommittee meetings of the communications and publicity subcommittee.

7.2 Puzzle Hunt Coordinator

Key duties:

- Liaise between the Puzzle Hunt team and committee.
- Attend general committee meetings.
- In conjunction with the Puzzle Hunt team, oversee the running of Puzzle Hunt.

7.3 Undergraduate Representatives

Key duties:

- Attend general committee meetings and the meetings of the subcommittee they belong to.
- Support the operations of the subcommittee they belong to.

7.4 Graduate Representatives

Key duties:

- Attend general committee meetings and the meetings of the subcommittee they belong to.
- Support the operations of the subcommittee they belong to.