

SECRETARIAT 101

A GUIDE TO MANAGING & PLANNING CONFERENCES IN MUN



POSITIONS

- **Upper Secretariat**
 - **Secretary-General**
 - Overlooks all conference activities and manages both the External and Internal teams of the conference. In charge of making the final decision on major part of the conference.
 - **Director-General**
 - Manages the appearance of the conference when it comes to registration, media, and the website. Guides the USGs to create an appealing and approachable conference.
 - **Chief of Staff**
 - In charge of all the USG of Committees and the quality of the staff as well as their committees. Makes sure to teach staff ROP and guide them through their background guides.

POSITIONS

- **USG Department**
 - **USG of Media**
 - Designs conference materials and manages conference marketing
 - **USG of Committee**
 - Helps a set of committees with ROP, debate, and Background Guide
 - **USG of Finance**
 - Makes sure the conference gains a profit for future years
 - **USG of Delegate Affairs**
 - Constructs the registration system for delegates/delegations
 - **USG of Technology**
 - Updates the website with relevant information and registration

APPLYING

- **Applicant Pool**
 - Although applicant pools for Secretariat positions are much smaller, the students applying are often very qualified and have extensive Model UN experience. Make sure that your application highlights what makes you unique and why you are the best candidate for the given position.
- **Application Questions/Essays**
 - Make the "paragraph" read:
When completing the Secretariat application questions, be detailed, thorough and provide concrete and specific examples and answers. Plan out your answers, do not stick to clichés, and read over your answers before submitting to check for grammar and spelling mistakes.
- **Cover Letters/Resumes**
 - When required to submit one, applicants should keep their resumes formal and clean and should focus on their Model UN and debate experience. Resumes should highlight your experience with working with a team and leadership through school and/or extracurricular activities or jobs.
- **Interviews**
 - Secretariat interviews are extensive and thorough. Expect specific questions regarding the position you are applying for and come prepared with prior knowledge of the conference as well as your own goals for the conference and the position(s) you are applying for. In your interview, keep your answers concise, but fully answer the question to showcase your knowledge of the topics.

INTERVIEW

- **Formal Interview**
 - If in Person
 - Plan your travel, accordingly, walk in composed and confident.
 - If Online
 - Test your internet connection/video calling quality
 - Emails/notifications open to receive call link/messages regarding your interview
 - Wear WBA (Western Business Attire)
- **General Interview Tips**
 - Be yourself, answer the questions honestly.
 - Think about possible answers to questions prior to beginning your interview.
 - Be confident. Even if you are not completely sure on your answer, deliver it with confidence.
 - Be clear and concise with your answers. Do not ramble!

DUTIES

- **Internal**

- The internal department deals with hiring staff and working with them to complete the background for the committees. They teach the staff ROP and debate rules with the goal of preparing them for the core content of the conference.

- **External (these duties are distributed individually)**

- With the appearance of the conference in mind, the external department deals with forming connections with delegates as well as securing a venue for the conference. Their main source of outreach is through email, website, and social media.

KEY SKILLS

- **Teamwork**

- As a Secretariat member, it is important that you have strong teamwork skills. The Secretariat work together in all aspects of conference preparation, so it is essential that you can work with a team.

- **Communication**

- Having strong communication skills is key for any Secretariat member. Being able to keep your department and other Secretariat members up to date on your progress is incredibly important. Additionally, always ask and confirm your questions. It may be intimidating at first, but do not be afraid to ask questions or for help--that is what the team is for.

WORKLOAD

- **5 - 10 Hours a week**
 - Constant communication
 - Specific tasks assigned each week
 - Varies for different roles
- **Maintaining Consistency**
 - Respond to all messages/emails
 - Perform all tasks assign per week
 - Don't overload yourself on a single day

DURING CONFERENCE

- **Constant Momentum**

- SG: Looking over Internal and external
- DG: Looking over the External department
- COS: Looking over the Internal department
- Media: Create ceremony videos, take committee photos, fix materials, manage social media
- Committees: Managing Staff, checking on committees
- Delegate Affairs: Checking attendance, helping advisors
- Finance: Recording expenses/profits, managing sales