

STAFFING 101

A GUIDE TO STAFFING COMMITTEES IN MUN



STAFFING CYCLE



POSITIONS

- **Director**

- The Director is the head of the dais of the committee. At PACMUN 2019, they will assume responsibility for the entirety of their committee - the USG will only communicate with the Director, who will be responsible for delegating work to their Chair and Assistant Director.
- The Director sets the vision for the committee and will be responsible for editing and vetting the work done by the other committee staff on the Background Guide. During the conference, they will be primarily tasked with ensuring the flow of debate is meeting the committee's goals.

- **Chair**

- The Chair is senior to the Assistant Director and will assist with writing the Background Guide. At the conference, their role is to ensure that the committee is following the Rules of Procedure as closely as possible.

- **Assistant Director**

- The Assistant Director is the junior member of the committee staff and will assist with the writing of the background guide alongside the Chair and Director. At the conference, their primary responsibility is to keep track of the motions and speeches made by delegates, ensuring that everyone can participate.

APPLYING

- Hiring Announcements
 - Staff applications are often announced over social media. Follow conferences' social media pages but also check conference websites and discuss opportunities with your delegation's leadership.
- Application Writing
 - Create a separate document
 - Create draft responses, then edit
 - Be concise yet thoughtful
 - Be original in your answers

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!

BACKGROUND GUIDES

- **Productivity**
 - Allocate appropriate time for Background Guide research and writing
 - Approach Background Guide writing section by section
- **Teamwork**
 - Always stay connected with your committee members
 - Reminders and cooperation is key
 - Understand the needs and tendencies of your team
- **Quality**
 - Check for spelling and grammar mistakes, write with a formal tone
 - Devote thought into each section
 - Conduct important research questions

RULES OF PROCEDURE

- Understanding Rules of Procedure
 - Read through the conference's Long-Form Rules of Procedure
 - Ask questions during staff meetings
 - Know ROP related to the committee
- Practicing Rules of Procedure
 - Perform mock committees
 - During club meeting
 - During staff session

POSITION PAPERS

- Read through Position Papers
 - Make comments about content **NOT** grammar
 - Look for core components of a position paper
- Decide on the best papers
 - Based on research quality and explication supporting their position
 - Read through the best papers as a Dais
 - As a group decide the best one
 - Select the Best Position Paper Award

CONFERENCE PREP

- Before the Conference
 - Reread your own Background Guide
 - Check your ChairMUN/Debate Management System
 - Communicate consistently with your Dais members
 - Bring your laptop/tablet
 - Make sure delegates have sufficient supplies

DURING CONFERENCE

- **Start Serious, End Relaxed**
 - Set the committee as a professional environment
 - Later be lenient and interactive
 - Be polite and confident in direction
- **If Delegates Misbehave:**
 - Adhere to Conference Policies
 - Report to Secretariat
- **Notice delegates worthy of awards**
 - Keep track of delegates who keep debate going and contribute strong ideas