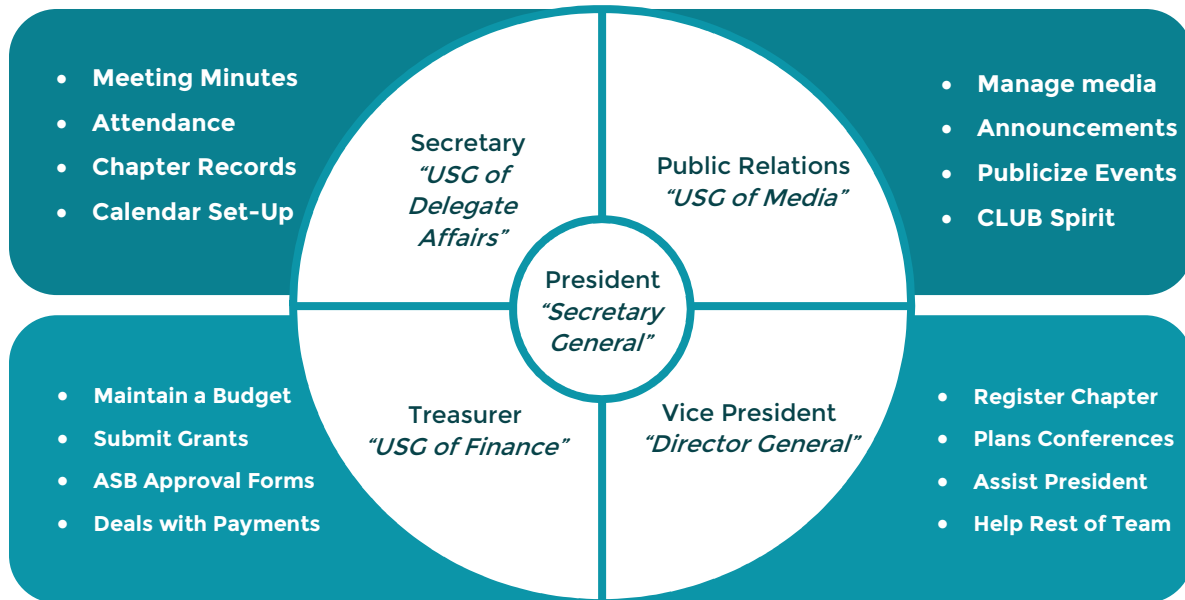


# CLUB STRUCTURE

## Roles & Descriptions



### CENTRIC STRUCTURE MODEL



### FORMAL DESCRIPTIONS

**President** - The team always needs a leader, and the president is that leader. Said person manages each role of the executive council and assigns tasks to each person. They look over the club and conduct meetings. In addition, the president makes sure that the club is satisfied with their experience throughout the year.

**Vice President** - When it comes to registering the delegation or helping the president with a random task, the Vice President oversees it. They are responsible for conference management and ensuring that the club is prepared for the conference. May it be helping secretary, public relations, or treasurer the Vice President wants each conference to be a success.

**Secretary** - Writing down meeting notes, checking attendance, and setting up a cohesive calendar for the year, the Secretary is in charge or recording all that happens throughout the club. The Secretary should have contact information from everyone in the chapter as well as making sure that all information is stored in a secure location for easy access.

**Public Relations** - Club Hype! The Public Relation officer must oversee the social media accounts and advertise events that the club hosts as well as conferences that are coming up throughout the year. They should increase club spirit as well as successfully advertise the club to the school.

**Treasurer** - Managing money, filing expenses, and searching for sponsorships, this all fall into the role of the Treasurer. The Treasurer must make sure the club is cycling through money throughout the year, as well as manage the money that comes through fundraisers to subsidize conference costs. The goal is to make conferences as cheap as possible so that more delegates can afford to go.



# PROMOTION GUIDE

## Tips & Ideas



## COLOR SCHEME

There are many ways in which a club could tackle a color scheme for their chapter. What is most important about a color scheme is how easy it is on the eye. This means that the colors work together to create a sense of satisfaction when the audience is looking at said poster, post, or announcement. Color scheme could be set up by random choice, matching complementary colors together, or creating a monochromatic scale based off one color. A great way to figure out a good color scheme is to go online and research colors schemes that work best for your chapter and your school. Example websites: <https://bit.ly/33ENLz4>, <https://bit.ly/2rWm17T>

## CREATING LOGO

When creating a logo its important to factor in the goal of the color. Some logos for chapters resembles mascots from their school others resemble core features of the club. It is up to the entirety of the club to decide how they want to be preserved through the logo. A good idea to get a mush input as possible for a logo is to open it up to the entire chapter. Lets all the members of the club have a change to make their own logo, and through debate decide on which one is the best. There are numerous online sources that can assist with logo creation. Here are some websites that can help: <https://bit.ly/2OTLNHN>, <https://bit.ly/2yQVM5N>

## POSTERS/SOCIAL MEDIA

Creating social media posts and posters help with growth in your club. These not only help advertise an event but also shows club presence and spirit at your school. Both are best when they are clear and to the point. Having too much information on a social media post or a poster is unappealing and traps out key points that need to be relayed to the public. They need to always include your logo and your color scheme to show continuity throughout your club. Websites to make posters/posts: <https://canva.com>, <https://piktochart.com>

## CLUB GEAR

Club gear is great at any event. When going to conferences having club gear promotes your club and increases networking between different clubs. Gear could be shirts, lanyards, pins, or stickers. On your gear advertise your logo as well as your color scheme. Website for clothing: <https://customink.com>, <https://customlanyard.com>



# CHAPTER MANAGEMENT

## Fundraising, Meetings, & Members



### DELEGATE ORGANIZATION

In order to manage a club successfully, it is important to have all the information about your chapter's members. From name, parents, emails, phone numbers, and dietary restrictions, all this information is vital to have when it comes to signing up for conferences or trying to contact a delegate. This information is most important when trying to reach out to delegates during conferences and knowing where they are at and what they are doing. Keep all this information stored somewhere that can be accessible to the entire chapter executive team. In addition, make sure that all delegates are aware of conferences in your area and can sign-up for each one under your chapter's name. Stay active on social media, especially Facebook, as there are many conferences in the area that post about registration times and conference dates.

### GENERAL MEETINGS

Meetings for Model United Nations should be fun yet informative. Meetings should start with a PowerPoint outlining the agenda for that date and what the club will be providing to its members. In this PowerPoint, have a lesson plan to teach delegates something new and talk about upcoming events in the area so they stay intune with the MUN community in their area. This way, delegates will be able to sign-up for more opportunities as well as learn more about their own circuit in Model United Nations. After the informative and lesson part of the meeting, add an activity where members can stand up, put that lesson into action and practice their debating skills and public speaking. There is a wide variety of games to choose from, some can be found on PACMUN's Resources Page. Activities will help everyone be engaged in the learning of Model United Nations and will overall help their skills as a delegate at conferences.

### FUNDRAISING

Conference prices are always going to be a huge factor when it comes to delegate attendance at a conference. It is important to support delegates in the chapter by subsidizing events and conferences through fundraisers hosted by your club. As a club, brainstorm different ideas that would bring in the most money and how everyone at your school could participate. Then, confirm with your school about the availability of a venue for your event and the financial logistics that are involved with it. Finally, make sure everyone in the club is involved when hosting the event, and don't forget to express excitement for it throughout your school.

