



McGill Model United Nations Assembly 2012 Secretariat Application



Dear Applicant,

Hello and welcome to the application for the McGill Model United Nations Assembly (McMUN) Secretariat 2011-2012! First and foremost, your interest in applying as a member of the 2011-2012 Secretariat is greatly appreciated.

McMUN is an annual conference hosted by the International Relations Students' Association of McGill (IRSAM, Inc.). The conference is held on the last weekend of January, with 2012 being its 22nd anniversary. Over the course of the 4 days, 1400 student-delegates from Universities and academic institutions all around the world congregate at Le Centre Sheraton, Montreal, to play the roles of national representatives to the United Nations and various specialized agencies, debating issues on an international scale. These 4 days provide delegates with an opportunity to delve into pertinent global issues of from all disciplines, create an international network of intellectually driven peers, while enjoying the vibrant city of Montreal and its various offerings.

This year, McMUN is looking to institutionalize the reinvention it went through in the past year, while implementing substantive and inventive additions to fundamentally improve the standards of both McMUN, and the North American MUN circuit. We value enthusiasm, ambition, creativity, and dedication as we strive to engender a legacy of excellence, above and beyond the success of past years. That being said, please be aware of the fact that a position on the Secretariat is a substantial time commitment from your acceptance in mid-March to the dates of the conference. The position comes with serious responsibilities, including mandatory attendance at all IRSAM general meetings, McMUN secretariat meetings, and staff events for McMUN. Additionally, participation in our sister conference SSUNS, the Secondary Schools' United Nations Symposium, will be mandatory.

Be aware of the fact that working on the Secretariat may require time management skills that you have previously not had to utilize, as this time commitment in addition to a full university workload can be difficult to balance and has required sacrifices in the past. If you are prepared to make this commitment, you will quickly discover that the opportunities that result from your involvement with the Secretariat will be well worth the effort, and that the experience is truly rewarding.

Please fill out the application below and send it via e-mail, with all necessary attachments, to sg12@mcmun.org by **6pm** on **Wednesday, March 2nd**. Applications will be processed in the days following the deadline; *only short-listed candidates must be prepared for an interview in the days subsequent to submitting this application.*

Please be aware that while there are only a few positions on the Secretariat, opportunities to participate in McMUN are almost limitless. Whether as a member of our staff or committees teams, McMUN welcomes all those with enthusiasm and we hope to work with everyone and anyone with any interest in our organization.

Should you have any questions about McMUN, the Secretariat, or about any other opportunities to participate in the conference, please do not hesitate to contact me at sg12@mcmun.org.

Thank you for taking this time to submit your application. I wish you all the best and look forward to working with you at McMUN in some capacity over the next 11 months.

Sincerely,

Niranand Kumar
Secretary-General, McMUN 2012

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Secretariat Position Profiles

Described below are the positions currently available on the Secretariat. If you have questions about any of the positions or would like to have more information, please feel free to contact me at sg12@McMUN.org.

- **Undersecretary-General, Committee Affairs:** Responsible for overall organization of committees at McMUN. Responsibilities include: selecting committees and dais members, training committee staff, editing and composing background guides. Additionally, the USG Committees will supervise a team of three deputies in addition to the committees staff. Strong English communication skills and knowledge of international relations and the United Nations are required, as well as significant committees experience. Delegations experience is beneficial.
- **Undersecretary-General, Finance:** Responsible for the financial aspects of McMUN, including compiling and managing the conference budget, general accounting duties of both the secretariat and registering delegations, revenue projections, and cash management during the conference. The USG Finance will be the primary budgetary liaison between McMUN and its parent corporation, IRSAM, Inc. As such, they should be prepared to attend particular IRSAM Board of Directors meetings when necessary.
- **Undersecretary-General, Information & Technology:** Responsible for retooling McMUN' e-commerce website, including the Secretariat e-mail system, online invoicing, interactive communication methods and online records of delegations attending the conference. The USG IT will update the website throughout the year and be responsible for technological infrastructure throughout the duration of the conference. Knowledge of HTML is required; knowledge of PHP and Adobe Creative Suite is highly valued. This year, the USG IT will also be responsible for the supervision of any conference-related technology staff.
- **Chief of Staff:** Responsible for logistical staff, the organization of the Staff Room and Delegate Resource Centre, various entertainment events at and before the conference, merchandising and other logistical and personnel-related areas of concern to the Secretariat. The Chief of Staff is in charge of recruiting and training all staff members not working within the Committees portfolio, including Staff Coordinators, and coordinating logistics staff.
- **Chief of Operations:** Responsible for overall logistical infrastructure of the conference, including acting as a liaison between the Secretariat and the hotel, handling all contracts dealing with logistical aspects of the conference, and working with the Chief of Staff to organize merchandise, the Staff Room, Delegate Resource Centre, and various entertainment events at the conference.
- **Chargé(e) d'Affaires:** Responsible for maintaining and forming contacts with all potential delegations attending McMUN, the Chargé(e) is also responsible for all registration affairs including pre-registration brochures, delegate conference material, and other delegate services. The Chargé(e) stays in contact with all delegations throughout the year, ensuring that delegations are aware of approaching deadlines, informed about conference policies, and up to date on all fee payments.
- **Director of Public Relations:** Responsible for the overall promotion of the conference and the securing of sponsorship for general revenue and to fund many of McMUN's initiatives. Responsibilities also include organizing the committee guest speaker series, contributing to the delegate experience of Montreal, and obtaining discounts for use by conference participants.

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Secretariat Application Form

- To be submitted via email to sg12@mcmun.org no later than 6 pm March 2nd, 2011.

A. Personal Information

Name:	Year:
Email Address(es):	Faculty/Program:
Expected Graduation:	Phone Number(s):
Date of Birth (optional):	Gender:
Are you able to legally drive in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No	Languages spoken:

B. Secretariat Positions Available

1. Undersecretary-General, Committee Affairs
2. Undersecretary-General, Finance
3. Undersecretary-General, Information & Technology
4. Chief of Staff
5. Chief of Operations
6. Chargé(e) d'Affaires
7. Director of Public Relations

Please indicate your top 3 choices in order of descending preference (note that it is mandatory to put in *at least* 3 choices):

- 1.
- 2.
- 3.

C. Additional Questions: Please answer the following questions on a separate page. These questions are intended solely for the purpose of understanding more about you as an applicant. (There is no word count; just use your best judgement.)

- I. Briefly outline any previous experience or involvement in a Model UN conference or any other activity that may give a clearer profile of you and your related strengths. Additionally, please describe any other assets that you may bring to the Secretariat and the value they might add (such as bilingualism, proficiency in imaging software and design, teamwork experience, etc.).
- II. Outline your reasons for selecting the positions you have indicated above and why you feel you will make a suitable secretariat member in each position. What are your ideas and suggestions to improve the conference with respect to each of those portfolios?
- III. Describe a situation where you were presented with less-than-ideal circumstances in the recent past. What were your problem-solving strategies when you were able to influence and, conversely, if you had not able to influence the outcome of the situation?
- IV. At McMUN we are always looking to expand our creative base and experiment with new and exciting methods of running a truly innovative Model UN conference. Please outline any ideas or suggestions you may for McMUN that you may have learned of from other conferences or your own experiences, and how you feel they would benefit the overall quality of the conference.
- V. Briefly outline any other activities you currently participate in, as well as those you plan on continuing in the next 11 months if they have not already been mentioned.

If you have any other comments that may help your application, you are welcome to attach any forms, letters, or statements to this application.

I certify that the information on the form is accurate to the best of my knowledge and ability, and give permission for the Secretary General and chosen advisors to review it in its entirety

Signature:

Date:

Please submit the application form via email to sg12@mcmun.org, by 6pm on Wednesday, March 2nd, 2011