



# Secondary Schools' United Nations Symposium 2011 Secretariat Application

## Secretariat Application

Dear Applicant,

At the outset, thank you for your interest in SSUNS 2011! Being part of the SSUNS Secretariat offers you an opportunity to work with other hard working and passionate individuals to organize one of the premier high school model United Nations conferences in the continent.

Now in its nineteenth year, SSUNS has been held annually by the International Relations Students' Association of McGill (IRSAM, Inc.) each November, hosting approximately 1,100 high school student-delegates from schools across North America. Continuing this legacy of providing a unique instructive experience to both its delegates and staff, SSUNS XIX will be held from November 10-13, 2011. Over the course of four days, delegates will represent members of various United Nations bodies and other international organizations to discuss issues of international importance. Students come away from this experience having learned about international relations, foreign policy, diplomacy, negotiation, and the difficulties associated with international consensus building.

It is important to realize that Secretariat membership involves a substantial time commitment that spans from your acceptance of your position to the conference in November 2011. As well as completing the required tasks of your portfolio and those necessary for the execution of the conference, you will be expected to attend all IRSAM general meetings, SSUNS Secretariat meetings and SSUNS staff events. Your involvement on secretariat may prevent you from participating in other extracurricular activities and will require careful time management skills so as not to impede on schoolwork. Nonetheless, if you are willing to make such a commitment, I assure you that the opportunities on the Secretariat are limitless and the experience is tremendously rewarding.

Please fill out the attached application form below and return it to the IRSAM mailbox, Blue 101 on the 4<sup>th</sup> floor of the Shatner Building or send it via email, with all necessary attachments, to **sg@ssuns.org** by **6pm on Tuesday, January 11, 2011**. Applications will be processed in the week following the deadline; *only short-listed candidates must be prepared for an interview in the days subsequent to submitting this application.*

Should you have any questions about SSUNS, the Secretariat, or about any other opportunities to participate in the conference, please do not hesitate to contact me at **sg@ssuns.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 SSUNS in some capacity over the next 11 months.

Regards,

**Suryadeep Seal**  
Secretary-General  
Secondary Schools' United Nations Symposium 2011



# Secondary Schools' United Nations Symposium 2011 Secretariat Application

## *Secretariat Application*

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 [sg@ssuns.org](mailto:sg@ssuns.org).

- **Undersecretary-General, Committee Affairs:** Responsible for overall organization of committees at SSUNS. Responsibilities include: selecting committees and dais members, training committees staff, editing and/or composing background guides, organizing the Curriculum Component and receiving position papers from delegates. Strong English communication skills and knowledge of international relations and the United Nations are required.
- **Undersecretary-General, Finance:** Responsible for the financial aspects of SSUNS, including compiling and managing the conference budget, general accounting duties, revenue projections, and cash management during the conference. The USG Finance will be the primary budgetary liaison between SSUNS and its parent corporation, IRSAM, Inc.
- **Undersecretary-General, Information & Technology:** Responsible for revamping SSUNS' 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 all technology and equipment throughout the duration of the conference. Knowledge of HTML is required; knowledge of PHP and Adobe Creative Suite is beneficial.
- **Chief of Staff:** Responsible for conference personnel, 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 the Staff Room, Delegate Resource Centre, and various entertainment events at the conference. Entertainment events during the conference include the SSUNS Gala, and organizing tours of the McGill campus for interested delegates.
- **Chargé(e) d'Affaires:** Responsible for maintaining and forming contacts with all potential delegations attending SSUNS, the Chargé(e) is also responsible for creating registration packages as well as delegate preparation packages. 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 the SSUNS Scholarship Program. Responsibilities also include organizing the committee guest speaker series, contributing to the delegate experience of Montreal, and obtaining discounts for use by conference participants.



# Secondary Schools' United Nations Symposium 2011 Secretariat Application

## Secretariat Application

[Please attach this sheet to your application, whether you email it or turn in a hard copy.]

### A. Personal Information

Name:	Year:
Email Address(es):	Faculty/Program:
Phone Number(s):	Date of Birth (optional):
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 list any experience or previous 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. SSUNS 2011 seeks to provide both an instructive and an innovative experience for its delegates and staff. What are your ideas and suggestions to improve SSUNS 2011 with respect to each of the portfolios you have applied for?

***It may be useful to briefly outline other activities you are or plan to be involved in both inside and outside of the McGill community. 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Please return the application form to the IRSAM mailbox, 101 in the Shatner Building on the 4<sup>th</sup> floor or by email to [sg@ssuns.org](mailto:sg@ssuns.org) by **6:00 pm on Tuesday, January 11, 2011.**