

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 to be 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.

As Deputy, you would be an integral part of the 12-member team that puts together one of the premier conferences on the North American continent. As such, it should be well known that the time commitment involved by being a member is a substantial one. Not only are you responsible for the duties of your portfolio and the tasks therein, but also to attend weekly IRSAM and Secretariat meetings, as well as any other McMUN affiliated event. The responsibilities of the three Deputy Undersecretaries-General Committees and the Deputy Director of Public Relations are not limited to those listed below. Time management skills are necessary in balancing schoolwork, your social life, and McMUN, but it is doable and the experience is well worth the effort.

This application is due to sg@mcmun.org by 10pm on **Friday, March 18th**. Applicants shortlisted for an interview will be notified by Sunday evening of their interview time, date, and location.

While previous model UN experience is helpful, other experiences - such as debate/model Congress, design work, administrative internships, and event organizing are certain to be an asset for potential candidates. Should you have any questions about the Secretariat, or any other opportunities to participate in McMUN, please do not hesitate to contact us.

Sincerely,

Nir Kumar
Secretary-General
sg@mcmun.org

Matias Cava
USG, Committee Affairs
committees@mcmun.org

Adit Swarup
Director of Public Relations
pr@mcmun.org

Secretariat Positions

Described below are the positions currently available on the Secretariat. *Please note that this does not necessarily reflect the ultimate makeup of the Secretariat.* If you have questions about any of the positions or would like to have more information, please feel free to be contacted using the contact information above.

Deputy Undersecretary-General, Committee Affairs: (Please note that there are three deputy positions open in this portfolio) . Strong interpersonal skills, good communication abilities, current events knowledge, writing skills and dedication are requirements. Additionally, please keep in mind that all three positions require a large time commitment. All applicants should expect a heavy but rewarding workload.

1. **General Assembly/ECOSOCs:** responsible for assisting the USG Committees with the coordination of the General Assemblies and ECOSOCs Committees. Responsibilities include training daises and editing and/or composing committee background guides. The Deputy of GAs and ECOSOCs will be dealing with the largest committees at McMUN; therefore, applicants must be able to command the attention of large groups. Additionally, a firm grasp of McMUN Rules of Procedure is required.
2. **Specialized Agency:** responsible for assisting the USG Committees with the coordination of the Specialized Agencies Committees. Responsibilities include training daises and editing and/or composing committee background guides. This deputy will be dealing with smaller, more innovative committees. Applicants should be creative and be willing able to design modified Rules of Procedure.
3. **Crisis:** responsible for assisting the USG Committees with the coordination of the Crisis Committees. Responsibilities include training daises and editing and/or composing committee background guides. Applicants must have previous experience working in crises and be able to take charge in high-stress, fast paced situations.

Deputy Director of Public Relations

The Deputy Director of Public Relations will assist with the Public Relations portfolio. Duties will include conducting market research, designing information packages, maintaining communication with sponsors, acquiring book awards and food and drink deals, among other things. All of this will be done under the guidance of the Director of Public Relations.

The ideal candidate will have strong interpersonal skills, experience in marketing and a creative vision for McMUN 2012. Knowledge of French and proficiency with Publisher and Adobe In-Design are favorable assets.

Application

Please e-mail this to sg@mcmun.org by **Friday, March 18th at 10:00 PM.**

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:

Secretariat Positions Available

- Deputy Undersecretary-General Committee Affairs, GAs and ECOSOCs.
- Deputy Undersecretary-General Committee Affairs, Specialized Agencies
- Deputy Undersecretary-General Committee Affairs, Crisis Committees
- Deputy Director of Public Relations

Please indicate your top choices in order of descending preference.

- 1.
- 2.
- 3.

Questions

Please answer the following questions and attach it to this application.

1. Please outline why you are interested in the positions you have specified, and what qualities you possess that makes you an ideal candidate for each one.
2. Have you participated in IRSAM events in the past year? If so, which ones? What other Model UN experience do you have?
3. Do you have any other relevant experience to the position you are applying for (i.e. public relations, leadership, organization, event planning, writing/editing, etc.)? Please describe it below.
4. **For Committees only:** What is one interesting committee you think should be simulated at McMUN 2012?
5. **For PR only:** Please include an updated copy of your resume.
6. What is one personal life goal you have set for yourself in your life and what steps have you taken towards achieving it?
7. Please write a few paragraphs about a man who grows coconuts. Be as creative as you want.
8. **For PR only:** You are approaching a corporate sponsor and have arranged a meeting with its representatives. How would you pitch McMUN?
9. Briefly outline any other activities you will be involved in over the next 11 months.