

## Organizing Committee Vacancies

### General Qualities

In this document, you find an overview of the positions you can apply for, and the characteristics that are important for those positions. However, a lot of qualities are essential to have for someone in the OC as a whole, the most important ones being:

- To be collaborative, communicative and able to work in a team;
- To be creative and to quickly find solutions to problems you might run into;
- To be able to work clearly, hard and structured;
- To be willing to put in a little more effort and time than you may like;
- To be helpful and friendly to every party involved in making CalsMUN happening;
- To be willing to ask for help when needed.

These are some qualities that every OC member should possess, in order to make the organization as well as the conference itself as perfect, but definitely also as fun, as possible.

One last note: you can **NOT** apply for Expert Advisor and/or Headmin!

### Secretary General (1 position)

Inés Strubbe Selma

The Secretary General holds the most important position of all, as they are fully responsible for all the administrative tasks executed by the rest of the staff to ensure the smooth running of the conference. This individual oversees the whole conference and knows what the rest of the staff needs to do and is doing at all times. They must always be there to advise and solve problems. The SG organizes, plans, motivates, solves problems and communicates the progress to their supervisor. Thus, this individual must possess leadership qualities, organizational skills, excellent collaborative skills, as well as an excellent command in public speaking and public relations. They must be reliable, hardworking, disciplined and esteemed by peers and faculty. The SG must know how to keep the team together and encourage teamwork, whilst working in close collaboration with the MUN Board of Directors.

### Deputy Secretary General (2 positions)

DSG 1: Yusra Gutale

DSG 2: -

The DSG is the right hand of the SG and is always ready to step in. They must have all the knowledge and skills required to lead and oversee the whole conference, just like the SG.

### Main Tasks:

- Help planning the conference from beginning to end

- Organizing, assigning and overseeing tasks
- Promptly consult, give overview and update the MUN director
- Organizing meetings, setting tasks and deadlines and helping the SG see whether they are met
- Writing letters and articles (to parents, MUN-directors, newspaper etc.)
- Tying up all loose ends during and after the conference
- Keeping minutes at meetings and informing all parties

#### Administration (2 positions)

Head of Administration: -

Deputy Head of Administration: -

The Head of Administration and Deputy head of Administration are responsible for all the administrative work before and during the conference and carry a lot of the weight of the conference. They work in very close collaboration with the SG, MUN-directors, Housing Team and Conference Managers. They are responsible for all the correspondence with the MUN-directors and keep track of all the registrations. They must have excellent organizational skills, be very prompt at answering emails, have excellent writing skills, be friendly and polite, respectful and cooperative, but most importantly, responsible and reliable.

Main Tasks:

- Writing and sending invitation letters/e-mails to schools (in collaboration with SG)
- Creating and sending forms for registration
- Keeping a list of all the participants, schools and MUN-directors, and update it when necessary
- Including the SG and the MUN-director in all correspondences
- Helping organize the chairs and other conference issues

#### Finance (2 positions)

Head of Finance: Simona Karkalašev

Deputy Head of Finance: -

The Head of finance is responsible for recognizing and keeping track of the conference's budget. They must be very good at keeping track of the expenses and have excellent organizational skills. They must be responsible, reliable and communicative. They must work in close collaboration with the SG, the MUN-director and the finance department of the school.

Main Tasks:

- Making a budget plan for the conference and finds cost effective solutions
- Working closely with SG, MUN-director, school finance departments and school secretary

- Is responsible for all orders (stationary, catering, supplies etc.)
- Is responsible for sending invoices and receiving the registration fees from schools
- Corresponding with MUN-directors when necessary (e.g., sends payment reminders)
- Must take initiatives but always get authorization from MUN-director, SG and finance department of the school before execution

#### Press Team (2 positions)

Head of Press: -

Deputy Head of Press: -

The Head and Deputy Head of Press are responsible for all the media coverage before, during and after the conference. The press team's role is very important because they are responsible for communicating the CalsMUN spirit and character to the public before and after the conference. They must have excellent writing skills, public relation skills, and be very creative. They are responsible for forming a team and setting tasks to one another. The press team must be very reliable, proactive, innovative and creative.

Main tasks:

- Redesigning and updating the CalsMUN website
- Updating and be active on the CalsMUN FB page
- Designing posters and flyers to advertise at other MUNs
- Choosing and coordinating the press team before, during, and after the conference
- Updating website and FB after the conference posting pictures and the films

#### Conference Managers (3 positions)

Conference Manager 1: Lucie van den Berg

Conference Manager 2: Kyara Rutten

Conference Manager 3: -

These individuals are responsible for the operational part of the conference and make sure everything is running according to plan. Before the conference they come up with the issues, with the help of the OC, and they are also responsible for allocating the committees and countries to the delegates. They must have an excellent command of what the conference needs in terms of supplies and organizing the venue. MUN experience is highly required for this position. They must be proactive, creative and have excellent communication skills. They are responsible for setting up the venue and working closely with the school caretakers.

Main Tasks:

- Organizing and setting up rooms and committees
- Allocating of the delegates and rooms
- Making the issues for the committees

## Housing and Hospitality (2 positions)

Head of Housing and Hospitality: -

Deputy Head of Housing and Hospitality: -

These individuals are the backbone of the conference. They are responsible for finding and organizing accommodation for the participants. They must find ways to inform and encourage families to become host families for the weekend so that we can have as many host families as possible. They must have excellent organizational and communication skills and they must always be on top of things. They must be friendly, reliable, communicative and prompt at answering emails. Being social is a key-quality, and talking to strangers should not be a problem for you at all. In addition to the host families, these individuals are responsible for helping other delegates and directors find accommodation. They must know where all delegates and directors are staying during the conference and have everyone's contact details. During the weekend they are responsible for making sure delegates, directors, chairs, guests etc. receive a warm welcome, and they should always be available to answer questions and solve any occurring problems.

Main Tasks:

- Finding ways to inform and encourage families from our school to host
- Creating host family registration forms
- Keeping track of all families interested in hosting
- Keeping track of all schools (and chairs!!) interested in host families
- Allocating delegates to host families
- Finding accommodation possibilities for those who prefer this over host families
- Keeping track of arrival and departure times for all schools from abroad and assisting them where necessary (e.g.: public transport, arranging cabs etc.)
- Communicating with both host families and delegations

## Master of ceremonies (2 positions)

Master of Ceremonies 1: -

Master of Ceremonies 2: -

The Masters of Ceremonies will be responsible for organizing the opening and closing ceremony, as well as organizing the party on Saturday night. As Master of Ceremonies, you will need to be taking care of how the ceremonies will be scheduled, arranging the guest speakers and organizing everything needed for the party. As a Master of Ceremonies, you need to be excellent in communicating, organizing and slightly thinking out of the box.

Main Tasks:

- Arranging guest speakers
- Arranging everything for the party in advance

- Being in close contact with the Finances, school faculty and SG
- Making sure the ceremonies go as smoothly as possible

Catering (2 positions)

Head of Catering: -

Deputy Head of Catering: -

These two individuals are responsible for the catering of the conference. They must list the supplies needed and find individuals to help during the conference. They must be proactive and innovative and have excellent problem solving skills. They must be friendly, polite, cooperative and reliable.

Main Tasks:

- Keeping track the number of people they are catering for
- Finding staff to help during the weekend
- Planning the menu and supplies
- Working closely with the caretakers of the school and the finance team