Global Classrooms International Model United Nations
*Organized by LAU in partnership with UNA-USA*

**Conference Roles and Responsibilities**

At each of our conferences, we rely on the insight and integrity of experienced, hard-working teams of volunteers dedicated to the educational mission of Global Classrooms. Read the information below to learn how you can be involved and what responsibilities you will have at the conferences.

**Senior Secretariat Positions and Descriptions**

Secretary-General (SG)
Director General (DG)
Chief of Staff
Under Secretary-General of Logistics
Under Secretary-General of Conference Services
Under Secretary-General of External Relations
Under Secretary-General of General Assemblies
Under Secretary-General of ECOSOC
Under Secretary-General of Specialized Agencies (GCIMUN-only)
Under Secretary-General of Security Council & Press Corps (GCIMUN-only)
Under Secretary-General of Special Events
**Senior Secretariat Positions and Descriptions**

The Senior Secretariat is responsible for organizing logistical and substantive aspects of the Global Classrooms Model UN conferences. The roles include Secretary-General, Chief of Staff, and Undersecretaries-General of various UN bodies and conference logistics. Together, the Senior Secretariat manages the general Secretariat before and during the conference to ensure that the delegates experience the best conference possible.

All Senior Secretariat applicants must have prior experience organizing and staffing Model UN conferences. Ideal applicants should also have strong mass and interpersonal communication skills, are proactive problem-solvers, have the ability to manage a team and delegate tasks to ensure strong results, are organized and professional in their work, and are very responsive to email.

**Secretary-General (SG)**

The Secretary-General is the highest position in the Senior Secretariat and focuses mainly on managing and coordinating the Senior Secretariat. The SG works with the Chief of Staff in managing the general Secretariat. The SG serves as a liaison between the Senior Secretariat and LAU, reporting on progress and issues throughout the year. The SG must have prior conference leadership experience.

Specific Responsibilities include:

- Ensuring that all Senior Secretariat are accountable for meeting deliverables before and during the conference.
- Coordinating communication among the Senior Secretariat.
- Reporting activities and issues of the Senior Secretariat to LAU, and able to represent the interests and needs of the Senior Secretariat to LAU.
- Creating or delivery welcome letters, program materials, and opening and closing ceremony speeches.
- Communicating the Schedule of duties and events to the Secretariat.
• Assuming or efficiently delegating any responsibilities that are not accounted for.

**Director General (DG)**

The Director General works closely with the Secretary-General and Chief of Staff in overseeing the entire organization and execution of the conference. The DG is responsible for communicating important dates, deadlines, and meetings to the general Secretariat.

Along the line of the various duties of the Director General, the specific responsibilities include:

• Serving as one of the main points of contact between Senior Secretariat and general Secretariat.
• Maintaining staff contact directory.
• Managing general secretariat needs before and during conference, including the coordination of logistics and activities with the Chief of Staff;
• Building rapport and a sense of community amongst all staff members;
• Facilitating the communication between Senior Secretariat members and Secretariat;
• Assisting the USGs in overseeing all substantive matters of the conference.

**Chief of Staff**

The Chief of Staff is the leader of the general Secretariat and is responsible for communicating important dates, deadlines, and meetings to general Secretariat. The COS works closely with the Secretary-General in overseeing the entire organization and should be able to interact with many different personalities.

Specific Responsibilities include:

• Serving as one of the main points of contact between Senior Secretariat and general Secretariat.
• Solving interpersonal disputes between staff if they arise.
• Building rapport and a sense of community amongst all staff members.
• Assisting the Director General in overseeing all substantive matters of the conference.
• Managing general secretariat needs during conference, including the coordination of all on-ground logistics and activities.

**Under Secretary-General of Logistics**

The USG of Logistics oversees the behind-the-scenes production of the conference and is responsible for executing the facilities and supplies aspects of the logistics plan. The USG of Logistics should be organized and detail-oriented.

*Specific Responsibilities include:*

• Creating an extensive and detailed logistics plan for all staff before conference, as well as presenting said plan to the staff in a logical manner.
• Becoming familiar with all facilities used for substantive portions of conference, including committee rooms, advisor and secretariat lounges, etc.
• Working closely with USG of Conference Services to ensure that all transportation of materials to and between committees is achieved properly.
• Creating working maps and plans of facilities for use in the Delegate Guide, as well as coordinating staff to help delegates find their committees at all times.

**Under Secretary-General of Conference Services**

The USG of CS manages the Conference Services office during the conference including the printing and information technology needs. The USG of CS should have the technical/IT knowledge and customer service skills for this role.

*Specific Responsibilities include:*

• Managing the Conferences Services office and team during the conference which includes typing and printing of resolutions, placards, name tags, awards, and other documents.
● Creating materials before conference for staff, delegates, and faculty advisors.
● Working closely with USG of Logistics to ensure that all transportation of materials between committees is achieved properly.
● Assisting with troubleshooting of all hardware and software including laptops, printers, scanners, Microsoft Office, templates, and mail merges

Under Secretary-General of External Relations

The USG of External Relations serves as the point of contact for all delegates and faculty advisors who reach out to the conference with questions, concerns, and comments. The USG of External Relations should have excellent communication and customer service skills.

Specific Responsibilities include:

● Maintaining contact with all registered schools and delegates between registration through the end of the conference.
● Managing position paper submission (along with the USGs of committees), as well as dissemination of all other forms and informational/promotional items.
● Overseeing the conference check-in process.
● Working with and relays information to other members of the Senior Secretariat when appropriate, depending on the services or needs of schools.
● Participating in the faculty advisor feedback sessions.

Under Secretary-General of General Assemblies

Under Secretary-General of ECOSOC

Under Secretary-General of Specialized Agencies (GCIMUN-only)
Under Secretary-General of Security Council & Press Corps (GCI-MUN only)

These two USGs (GCIMSMUN) or four USGs (GCIMUN) are responsible for staffing, training, and managing the chairs, directors, assistant directors, and rapporteurs that make up the committee dais staff. Previous chairing experience is required.

The USG of GA oversees the largest committees at either conference. The USG of ECOSOC oversees the mid-sized committees at either conference. The USG of Specialized oversees specialized mid-sized committees at GCIMUN. And the USG of SC & PC oversees the smallest committees and crisis development at GCIMUN.

Specific Responsibilities include:

- Ensuring all pre-conference substantive preparation including the editing and publication of background guides or update papers by the dais staff.
- Managing the submission and evaluation process for position papers.
- Planning and conducting general staff training as well as position-specific training for the chairs, directors, and rapporteurs.
- Maintaining frequent communication and building team camaraderie with dais staff before and during the conference.
- Troubleshooting any substantive or procedural issues within committees.

Under Secretary-General of Special Events

The USG of Special Events is a GCIMUN-only position that is responsible for planning and coordinating all special events for delegates, including opening and closing ceremonies, guest speakers and presentations, and the delegate social.

Specific Responsibilities include:
• Planning and coordinating Opening and Closing ceremonies in their entirety including the awards process during the latter.
• Planning and coordinating any other conference events like Delegate Social.
• Aiding with the process of booking a keynote speaker or in-committee guest speakers and presentations.
• Working closely with the USG of CS and USG of Logistics to ensure that Special Events supplies and logistical details are communicated and executed properly.

Secretariat members are selected in winter and spring and assume the roles of the committee staff, including dais staff and crisis staff, and conference services and logistics staff.

Prior to the conference, the Secretariat participates in training exercises. During the day of the conference, Secretariat members will be assigned additional roles and responsibilities as deemed necessary by LAU and the Senior Secretariat.

The **Chair** is responsible for facilitating all of the committee's proceedings by following *Global Classrooms'* Model UN rules of procedure, ruling on points and motions, keeping time, and ensuring that the students have a lively debate.

The **Director** is responsible for overseeing the entire resolution process and approving draft resolutions. He or she must make sure that delegates are writing resolutions in the proper format and staying in character. In addition, the Director moderates proceedings when deemed necessary by the Chair.

The **Assistant Director** is responsible for aiding the Director in the resolution process, specifically with resolution formatting and non-substantive questions. The Assistant Director will be working directly with the students.
The **Rapporteur** is responsible for keeping the committee in order by maintaining the speakers' list, calling roll, and tracking all resolutions and votes. In addition, the Rapporteur is responsible for communications between the dais and the Senior Secretariat.

The **Crisis Director** is responsible for overseeing the creation and development of the crisis for specific Security Council simulations. He or she will coordinate between the dais staff and crisis personnel, as well as update the Under Secretary-General of Crisis Development on committee progress.

The **Crisis Staff** is responsible for assisting the Crisis Director for creation, organization, and the facilitation of the crisis. Their duties will include the writing of briefing papers and serving as home governments.

The **Conference Services Staff** is responsible for running Conference Services and producing committee materials. Their duties include assisting with conference registration, staffing the Conference Services office, answering general questions, and typing and photocopying committee resolutions. Conference Services Staff must be able to lift and move heavy objects.

The **Logistical Staff** is responsible for managing all logistical matters pertaining to the conference. Their duties include managing the flow of conference participants and VIPs in the conference venue, assisting with conference registration, serving as human arrows, and answering general questions. Logistics Staff must be able to lift and move heavy objects.

The **Chronicle Editor** is like the Chair of the Press Corps and is responsible for overseeing the process of producing the Conference Chronicle, the online newspaper of GCIMUN. This includes content planning and guidelines, setting the editorial processes, and ensuring content is produced at set deadlines. This position is only
available at GCIMUN and is recommended for those with experience in blogging, video editing, photography, and/or social media.

The **Chronicle Staff** is responsible for editing, formatting, and uploading articles and multimedia content produced by high school Press Corps students for the Conference Chronicle, the online newspaper of GCIMUN. This position is only available at GCIMUN and is recommended for those with experience in blogging, video editing, photography, and/or social media.