

VOLUNTEER DUTIES

NATIONAL MODEL UNITED NATIONS CONFERENCE

BENEFITS

- NMUN volunteers work as part of a diverse, international team and build skills in facilitation of debate, conflict resolution, and customer service while learning alongside delegates about emerging global issues. In addition, members of the substantive staff receive a publishing credit for their work on the background guide. The greatest reward is often lifelong friendships formed among volunteers.

RESPONSIBILITIES

- DIRECTORS research and write most of a committee's background guide within the deadlines set by the SG and DG from June through early September. They are expected to remain current in all of their topic areas and to be well versed in their committee's rules of procedure. For committees with an AD, Directors must maintain contact with their AD and edit their AD's work. At the conference, they (with the input of the AD) are responsible for facilitating the substantive work of the committee
- ASSISTANT DIRECTORS are primarily responsible for the research and writing of one section for the background guide and for completing most of a committee's Web site update in the spring. At the conference, ADs are responsible, with the Director, for facilitating the substantive work of their committee. ADs will also assist in choosing committee officers and take particular responsibility for managing the rapporteur(s). ADs are expected to be in close contact with their directors and USGs during the year.
- RESEARCH ASSISTANTS assist substantive volunteer staff by providing research, composition, and reviewing assistance. RAs are the first considered for vacant volunteer staff positions. Unsuccessful applicants for Director/AD positions are automatically considered for RA posts.
- OFFICE STAFF comprised of the network manager and office manager and administrative assistants have less pre-conference work; however their presence is crucial to the conference. Volunteers handle issues ranging from customer service to computer guidance to making photocopies. Most AAs return to staff in substantive or admin positions. The network manager must have additional computer and networking skills.

REPORTING

- Keep in contact with USGs about progress twice a month or as needed. (ADs often go first to committee directors).

EXPECTATIONS

- Provide advance notification of any vacations, meetings or other obligations that may cause me to be unavailable by e-mail or phone for an extended period of time or make me unable to meet an established deadline;
- Permit the NCCA/NMUN to use my photograph or likeness in any of its publications or promotions;
- Comply with all policies of the NMUN and the NCCA;

DISMISSAL

- Understand that the first failure to meet a deadline and/or failure to complete other tasks as assigned by any member of the Volunteer Senior Staff ("Senior Staff")¹ will result in a **verbal warning** from the Secretary-General and notification to the Director-General; failure to meet a second deadline and/or other tasks as assigned by any member of the Senior Staff will result in a **written warning** from the Secretary-General in consultation with the Director-General; and failure to meet a third deadline and/or other tasks as assigned by any member of the Senior Staff may result in **immediate dismissal** by the Secretary-General in consultation with the Director-General and the NCCA Board of Directors;
- Understand that failure to perform the duties described above and as assigned, and/or acting in a manner inconsistent with the NMUN/NCCA policies may result in immediate dismissal in consultation with the NCCA Board of Directors.

¹ The Senior Staff is comprised of the Secretary-General, Director-General Chief of Staff, the Assistant Secretaries-General and the Under-Secretaries-General.

VOLUNTEER STAFF PLEDGE
THE NATIONAL MODEL UNITED NATIONS CONFERENCE

The National Collegiate Conference Association is a non-profit organization that advances understanding of the United Nations and contemporary international issues. We positively affect the lives of participants and prepare them to be better global citizens through quality educational experiences that emphasize collaboration and cooperative resolution of conflict.

Mission Statement of the National Collegiate Conference Association (NCCA)

The goal of this Mission is:

A world comprised of civically engaged people who strive for peaceful, multi-lateral conflict resolution and equitable, sustainable human development.

Vision Statement of the National Collegiate Conference Association (NCCA)

To fulfill its Mission, the National Collegiate Conference Association (NCCA) sponsors the annual National Model United Nations Conference (NMUN) and relies solely upon volunteers to plan and complete this program.

I, _____, have read the duties of the volunteer position that I have been offered and pledge to accept responsibility for performing all of those duties necessary for the successful completion of the NMUN Conference, to abide by all NCCA policies, to work with others toward the fulfillment of the Mission of the NCCA, and to strive to create an environment that upholds the values of the NCCA.

I will work to provide a quality educational experience to the students who attend the annual NMUN Conference, an experience that emphasizes the importance of international awareness, civic engagement and collaboration in an environment that respects diversity and provides opportunities for personal growth and professional development.

I will exercise financial responsibility and good stewardship with respect to the resources at my disposal and will work toward the good governance of the NMUN Conference program.

Name, Volunteer Staff Member

Witnessed by:

NMUN Secretary-General

NMUN Director-General