

National Model United Nations • DC Volunteer Staff Duties

Benefits

National Model United Nations (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 volunteer staff receive a publishing credit for their work on the background guides. One of the greatest rewards is often the lifelong friendships formed among volunteers.

Positions and Responsibilities

Directors

- **Committee Staff: Directors (Ds)** research and write a section of the background guide within the deadlines set by the Secretary-General (SG) and Under-Secretaries-General (USGs). They are expected to remain current in the work of their committee and topic areas, and be well versed in their committee's mandate and [NMUN Rules of Procedure](#). Ds are further responsible for mentoring and maintaining contact with their Assistant Directors (ADs) throughout the year, including editing the AD's work during the writing process. At the conference, Ds (alongside the ADs) are responsible for facilitating the work of the committee and managing the dais and ensuring that delegates receive effective, constructive feedback on their work. Ds are expected to be in close, continual contact with their USG throughout the year and abide by NMUN communication and deadline policies.
- **Conference Management Staff: Director (D)** oversees a team of up to three Assistant Directors (ADs). They are responsible for mentoring these ADs and ensuring that they are prepared to handle the logistical needs of the conference and are fully versed in the [NMUN Rules of Procedure](#) and substantive editing such that they can operate in any committee. Under the direction of an Under-Secretary-General (USG), they may assist the revision and/or drafting of Background Guides. At the conference, the Director is responsible for overseeing the work of the Information Services room, posting draft resolutions, and coordinating with USGs and other staff to dispatch assistance to committees, in addition to handling logistical tasks. They also serve as a substantive and logistical resource to the rest of staff. Committee Director experience is strongly encouraged for those applying for this position.

Assistant Directors

- **Committee Staff: Assistant Directors (ADs)** research and write a section of the background guide within the deadlines set by the Secretary-General (SG), Under-Secretaries-General (USGs), and their Director (D). They are expected to remain current in all of their topic areas. At the conference, under the guidance of the D, ADs are responsible for facilitating the work of the committee and managing the dais. ADs are expected to be in close, continual contact with both their D / USG during the year and abide by NMUN communication and deadline policies.
- **Conference Management Staff: Assistant Directors (ADs)** serve under the direction of the Conference Management Director. They may assist with the production of background guides and with internal communications. At the conference, they staff the Information Services room and provide information assistance to conference participants and other Secretariat members. They assist with substantive duties and logistical support, such as serving as a committee Chair, editing working papers and providing feedback, and posting draft resolutions.

Expectations

- Volunteers are expected to comply with all NMUN policies including the [Conduct Expectations](#).
- Respond to any communication requiring a reply within 48 hours (preferably 24 hours), requesting extensions at least 48 hours in advance of deadlines, and providing advance notice of any obligations that may cause you to be unavailable for an extended period of time or make you unable to meet an established deadline.
- Volunteers agree to maintain professional conduct and cooperate with instructions from conference leadership.
- Volunteers commit to all scheduled conference and training dates and agree to perform all duties necessary. Everyone is expected to actively participate in pre-conference e-training activities.
- Volunteers agree that NMUN may use your photograph or likeness in any of its publications or promotions.

Dismissal

- In general, failure to meet deadlines, communicate, or perform an assigned role to expectations will result in a first warning from the USG, following consultation with the SG. A second infraction will result in a written warning from the SG after consultation with the USG. A third instance may result in immediate dismissal from volunteer staff by the USG/SG based on consultations with NMUN professional staff.
- Every situation is evaluated on a case-by-case basis. If an infraction is deemed serious, it may result in immediate dismissal, without any warnings, after consultation with NMUN professional staff.