

# National Model United Nations • NY Conference Volunteer 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** research and write a section of the background guide (from July through October) within the deadlines set by the Secretaries-General (SGs) and Deputy Secretaries-General (DSGs). Directors are expected to remain current in the work of their committee and topic areas, actively participate in pre-conference training (including attending fall staff training and engaging in various training activities from January through March), and be well versed in their committee's mandate and NMUN rules of procedure. At the conference, Directors are responsible for facilitating the work of the committee and managing the dais. Directors are expected to be in close, continual contact with their Under-Secretary-General (USG) throughout the year and abide by NMUN communication and deadline policies. For committees with an Assistant Director (AD), Directors are further responsible for mentoring and maintaining contact with their AD throughout the year, including editing the AD's work during the writing process.
- **Assistant Directors (ADs)** research and write a section of the background guide (from July through October) within the deadlines set by the SGs and DSGs. While ADs do not attend fall training, they are expected to actively participate in other assigned pre-conference training activities from January through March. At the conference, under the guidance of the Director, 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 Director and USG throughout the year and abide by NMUN communication and deadline policies.
- **Conference Services (CS)** is operated under the guidance of the USG for CS. The CS volunteer staff serve as the backbone of the conference by providing essential administrative and technical support for conference operations, as well as supporting volunteer committee staff and substantive USGs as requested. Positions available are:
  - **Office Managers (OMs)**, responsible for managing operations at either the Sheraton or Hilton CS venues. Beyond personnel management, OMs are tasked with final draft approval for social media posts and serve as the first point of contact for AAs. OMs must demonstrate a level of leadership and organizational capability in order to ensure a positive and supportive CS atmosphere that completes tasks efficiently.
  - **Administrative Assistants (AAs)**, tasked with a wide variety of responsibilities during the conference, including operating CS and interacting with external audiences, bringing materials to committees, and assisting with the substantive work of committees as needed. Among other duties, CS volunteers deal with customer service issues, provide computer assistance, sell t-shirts, and assist with the official NMUN•NY social media presence on Twitter and Instagram. Prior to the conference, AAs will engage in social media planning and preparation and may also assist with the drafting of background guides and participate in substantive pre-conference training.

## Expectations

- Volunteers are expected to comply with all NMUN policies including the [Conduct Expectations](#). This includes: responding 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.
- 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 DSG/SG. A second failure will result in a written warning from the DSG/SG after consultation with the USG. A third instance may result in immediate dismissal from volunteer staff by the DSG/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.