

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 from July-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, be well versed in their committee's mandate and NMUN rules of procedure, and actively participate in pre-conference training which includes attending fall staff training virtually and engaging in various e-training activities from January-March. 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.
- **Conference Management Staff: Directors (Ds)** assist with staff communications, may assist with the production of committee background guides from July-October, and may provide support to the ASGs with travel arrangements. Directors are expected to attend fall staff training virtually and engage in various training and planning activities from January-March. At the conference, they staff and facilitate the work in the Information Services (IS) room. In addition to assisting NMUN participants with informational requests, Directors provide oversight of the AD duties in the IS room, and may be assigned a role with the Hub as well as assisting the Secretariat in the preparation of committee outcome documents. They may be called upon to assist the ASGs with their duties at the conference.

Assistant Directors

- **Committee Staff: Assistant Directors (ADs)** research and write a section of the background guide from July-October within the deadlines set by the SGs and DSGs. ADs attend fall training virtually and are expected to actively participate in other assigned pre-conference e-training activities from January-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 Management Staff: Assistant Directors (ADs)** assist with internal communications from June-March and may assist with the production of committee background guides from July-October. ADs attend fall training virtually, and are expected to participate in other assigned pre-conference e-training activities from January-March. At the conference, these ADs provide information assistance to conference participants and other Secretariat members in the Information Services room, and provide assistance with substantive duties and logistical support for various at-conference events, as needed.

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 infraction 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.