



## Senior Staff Position Descriptions

### Secretary-General:

#### Pre-Conference:

- Establish the overall conference timeline and ensure deadlines are met
- Coordinate tech set-up and Information Services needs with NMUN
- Prepare program materials, including welcome letter and Rules of Procedure short form
- Ensure compliance with the budget allocations established by NMUN
- Coordinate plan for opening and closing ceremonies with NMUN
- Update Senior Staff Manual, Project Guides, and Example Communications documents
- Maintain an up-to-date country assignment matrix for staff tracking purposes
- Review and update staff application and oversee hiring process
- Oversee the work of the Under-Secretaries-General
- Oversee committee and topic proposal selection process, including approvals from the Advisory Group
- Provide high level oversight of writing process, including:
  - Coordinating with NMUN•NY Exec Staff on commonly used materials, including Committee Overviews
  - Work with USGs to establish deadlines for the writing process
  - Provide direction and mentorship to USGs throughout the writing process
  - Provide final approval on all background guides and crisis materials
- Build Position Paper submission form, track submissions, and create public website to access position papers
- Assist with substantive matters such as topic selection and Background Guides, as needed
- Hire staff, with a particular eye towards maintaining a balanced staff across the conference
- Prepare content for the staff website
- Ensure logistics items such as newsletters, staff travel, and hotel planning are complete
- Ensure Slack is set up for the conference
- Provide direction for USGs to develop pre- and at-conference training and approve all training plans/materials

#### At Conference:

- Act as main contact for Faculty Advisors and Head Delegates
- Lead all-staff meetings and oversee staff training
- Serve as final arbiter of rules of procedure and make any final decisions on substantive matters
- Oversee awards documentation and ensure that matrix is kept up-to-date
- Attend Head Delegates meetings, report feedback to USGs and staff
- Maintain the Announcements document for staff

#### Post-Conference:

- Review adopted resolutions for posting
- Obtain staff feedback
- Coordinate Senior Staff feedback on their staff
- Close out the budget
- Pass lessons learned and relevant feedback to the NY executive team
- Manage the transition to next year's Senior Staff and assist in startup as requested

## **Under-Secretaries-General**

### **Pre-Conference:**

- Review staff applications and make hiring decisions
- Propose topics to the Advisory Group
- Oversee the work of Directors and Assistant Directors
- Maintain consistent communication with Senior Staff and team, including through email and conference calls
- Provide direction and mentorship to Directors
- Oversee the writing process:
  - Prepare materials and communication at the direction of the SG
  - Assign topics to staff based on preferences
  - Thoroughly edit all drafts for their committees
  - Provide feedback to Directors on their editing of their AD's draft
  - Finalize BGGs for publication, following guidance from the SG
  - Prepare the SC crisis
- Plan training:
  - Work with the SG to propose a training schedule to the Advisory Group
  - Prepare e-training materials and distribute to departments
  - Track staff participation in e-training
  - Prepare at-conference training materials
  - Prepare guidance documents for staff
- Prepare committee documents:
  - Roll call sheets
  - Committee tracking sheets
  - Committee award sheets
- Other duties as assigned, including assisting in the coordination of staff travel, rooming assignments, and other logistical needs

### **At Conference:**

- Oversee assigned committees
  - USG assigned to SC oversees the crisis; USG assigned to IS oversees logistical needs
  - Provide progress information to SG
  - Ensure committees run on schedule and in compliance with policies set by Senior Staff
  - Assist staff with working paper reviews
- Lead staff training at the conference
- In coordination with the SG, respond to Delegate and Faculty Adviser concerns
- Lead daily departmental meetings
- Coordinate with the rest of Senior Staff throughout the day and at end-of-day meetings
- Assist in updating committee announcements
- Transfer committee award information into the matrix

### **Post-Conference:**

- Provide feedback on staff
- Compile lessons learned for the next year's USGs
- Finalize all adopted resolutions to be posted on the website
- Assist in preparing handover document for NMUN•NY Exec team