**YMUN XLVI – ASG Position Descriptions**

**What is YMUN?**

YMUN (Yale Model United Nations) is YIRA’s Model UN conference for high-school delegates hosted on Yale’s campus. Our **secretariat** is composed of around 30 first-years and sophomores who are responsible for the planning and logistics behind the conference. As a first-year, you are invited to join our team by applying for an Assistant Secretary-General position. You will also be working closely with a sophomore Under Secretary-General, who will mentor you and guide you along the way. Note that these positions are split into two teams: Operations, and Committees. Members of the Operations team are responsible for the logistics of the conference, while members of the Committees team are responsible for supervising our staff of more than 100 chairs and vice chairs. Below, you will find descriptions of all the positions and their responsibilities.

**Selection Process:**

The Assistant Secretary-General application is due by 11:59 p.m. on Sunday, September 15, 2019. It should be completed and sent to secgen@ymun.org by this time. If you are interested in a position but the deadline poses an issue for you, please feel free to reach out to me. Interviews will be scheduled from September 16 to September 18, shortly after applications have been received. Applicants will be notified by September 22.

**MUN Experience:**

Neither previous involvement in the Yale International Relations Association nor Model United Nations experience is required. In fact, many of us our most successful Secretariat members had no MUN experience prior to college. Almost everything you need to know will be taught to you along the way.

**General Responsibilities -** These are expected of all members of our secretariat.

* Attend weekly Secretariat meetings as well as additional meetings when deemed necessary or beneficial;
* Follow the directives laid out by the YMUN Secretary-General and the Secretariat according to the complexity, length, and urgency of each;
* Ensure constant communication with the Secretariat on task completion, projects, issues, and accomplishments;
* Attend all major YIRA events as members of the Secretariat;
* Attend the entirety of YMUN, from January 23 to January 26, as well as be present prior to the conference during winter break (must be available starting January 8). If you have a schedule conflict and you cannot be on campus during the dates of the conference, you are not eligible to participate on the Secretariat.

The following are the available positions for the Secretariat of YMUN XLVI and their corresponding responsibilities. Should you have any questions on the positions, do not hesitate to ask.

**Operations**

**Delegations:**

* Help oversee the conference’s entire registration process under the Under-Secretary-General of Delegations;
* Assist in the coordination of the financial aid program, including stipends, scholarships, applications, and more;
* Record all participating schools, both domestic and international, into different registration platforms, online databases, and spreadsheets;
* Direct country and position assignments for the committees alongside the Secretariat, as well as evaluate the English Supplement process;
* Collect and track delegation attendance and information, including liability forms, payment details, and other relevant information;
* Correspond punctually through email and other mediums with advisors regarding the registration process;
* Supervise registration process during the conference;
* Ensure that the registration process is run smoothly and efficiently.

**Branding:**

* Create the designs used for different documents and correspondence, both online and in-print, with the Under-Secretary-General of Branding;
* Use InDesign, Photoshop, and other programs to create templates, designs, and more for all parts of the YMUN XLVI conference planning process;
* Consider new ways to publish topic guides (e.g. Shorthand Social, etc.), design materials (e.g. pens, etc.), and produce merchandise (e.g. scarves, etc.);
* Ensure that YMUN XLVI’s social media presence is aesthetically pleasing through different posts on Facebook, Twitter, Instagram, and more.
* Create YMUN XLVI’s posters, advertisements, and other forms of publicity;
* Design digital and printed materials for the conference, including participation certificates, awards, placards, badges, maps, and more;
* Collaborate actively with the Business team regarding merchandise strategies;
* Responsible for the overall branding of YMUN XLVI.

**Business:**

* Order all conference materials, including pens, folders, printing materials, and merchandise;
* Oversee material stuffing in preparation for the conference;
* Coordinate the merchandise orders and designs alongside the Under-Secretary-General of Branding;
* Work with different vendors to implement cost-cutting strategies across YMUN’s material and merchandise purchases;
* Reserve equipment, as well as purchase any necessary items for the conference according to the Secretary-General;
* Arrange different sponsorship and local business opportunities alongside the Under-Secretary-General of Outreach;
* Coordinate busing and transportation schedules alongside the Director-General of Operations.

**Conference:**

* Plan out-of-committee events, such as panels and workshops, and educational curriculum that can both supplement and further committee learning alongside the Under-Secretary-General of Conference;
* Coordinate Yale Day, the application-based Global Exchange Program, the Delegate Dance, the Yale Showcase, and other possible activities;
* Brainstorm and implement new ways in which YMUN XLVI can refocus on promoting a year-long educational conference experience;
* Communicate with and invite different professors, student groups, and others to participate in the conference activities;
* Plan and execute diverse social events for the Secretariat and for Chairs prior to the conference;

**Outreach:**

* Work with the Keynote Speaker for the Opening Ceremony of the conference;
* Cultivate more positive relationships with different programs and departments at Yale, specifically the Jackson Institute for Global Affairs, Yale News, Yale Admissions, and more;
* Work with our non-profit partner for the conference;
* Negotiate and advertise different sponsorship opportunities with YMUN XLVI;
* Determine new and dynamic ways to increase non-delegation financial contributions to YMUN XLVI to augment YMUN XLVI’s financial accessibility and aid programs alongside the Under-Secretary-General of Outreach.

**Technology:**

* Develop innovative best practices for technological integration in committee and out-of-committee delegate experience alongside the Under-Secretary-General of Technology;
* Manage the YMUN website through Squarespace;
* Assist the Under-Secretary-General of Branding with YMUN’s online social media presence;
* Help the Under-Secretary-General of Delegations with navigating our registration platforms;
* Oversee livestreaming of committee sessions during the conference;
* Coordinate the development of a revamped online training program alongside the Director-General.

**Committees**

**General Assemblies:**

* Oversee the largest committees (the General Assemblies) with approximately eight different committees alongside the Under-Secretary-General of GAs;
* Learn UNA-USA Parliamentary Procedure to then train chairs and vice chairs prior to the conference;
* Assist in selecting chairs, setting and maintaining deadlines, and devising optimal educational experiences;
* Conduct routine check-ins and internal committee evaluations prior to and during the conference;
* Work actively with a set of different chairs and vice chairs to help them research, write, edit, and prepare excellent topic guides;
* Create new educational opportunities for the General Assemblies for inclusion prior to and throughout the conference.

**Economic and Social Councils (ECOSOCs):**

* Oversee the second-largest committees (the Economic and Social Councils) with approximately six to eight different committees alongside the Under-Secretary-General of ECOSOCs;
* Learn UNA-USA Parliamentary Procedure to then train chairs and vice chairs prior to the conference;
* Assist in selecting chairs, setting and maintaining deadlines, and devising optimal educational experiences;
* Conduct routine check-ins and internal committee evaluations prior to and during the conference;
* Work actively with a set of different chairs and vice chairs to help them research, write, edit, and prepare excellent topic guides;
* Create new educational opportunities for the Economic and Social Councils for inclusion prior to and throughout the conference.

**Regional Bodies (RBs):**

* Oversee the intermediate-sized committees (the Regional Bodies) with approximately six to eight different committees alongside the Under-Secretary-General of RBs;
* Learn UNA-USA Parliamentary Procedure to then train chairs and vice chairs prior to the conference;
* Assist in selecting chairs, setting and maintaining deadlines, and devising optimal educational experiences;
* Conduct routine check-ins and internal committee evaluations prior to and during the conference;
* Work actively with a set of different chairs and vice chairs to help them research, write, edit, and prepare excellent topic guides;
* Create new educational opportunities for the Regional Bodies for inclusion prior to and throughout the conference.

**Specialized Agencies:**

* Oversee the intermediate-small-sized committees (Specialized) with approximately six to eight different committees alongside the Under-Secretary-General of Specialized Agencies;
* Learn UNA-USA Parliamentary Procedure to then train chairs and vice chairs prior to the conference;
* Assist in selecting chairs, setting and maintaining deadlines, and devising optimal educational experiences;
* Conduct routine check-ins and internal committee evaluations prior to and during the conference;
* Work actively with a set of different chairs and vice chairs to help them research, write, edit, and prepare excellent topic guides;
* Create new educational opportunities for the Specialized Agencies for inclusion prior to and throughout the conference.

**Crisis Committees:**

* Oversee the smallest committees (Crisis) with approximately six to eight different committees alongside the Under-Secretary-General of Crisis Committees;
* Assist in selecting chairs, setting and maintaining deadlines, and devising optimal educational experiences;
* Conduct routine check-ins and internal committee evaluations prior to and during the conference;
* Work actively with a set of different chairs and vice chairs to help them research, write, edit, and prepare excellent topic guides;
* Assemble crisis maps alongside the chairs and vice chairs of the Crisis Committees;
* Create new educational opportunities for the Crisis Committees for inclusion prior to and throughout the conference.