



**TRABUCO HILLS MODEL UNITED NATIONS**  
**2017-2018 SECRETARIAT APPLICATION**

***APPLICATIONS DUE FRIDAY, MARCH 17TH @ 3:30, NO EXCEPTIONS!!***

*Descriptions of Positions Available*

**Secretary General of Delegate Affairs (SG-DA)**

- Must have been on Secretariat for at least one year
- Leads majority of meetings
- In charge of delegate training
- Deals with all issues that come up in the course of the year that have to do with delegates

**Secretary General of Conference Affairs (SG-CA)**

- Must have been on Secretariat for at least one year
- Helps the SG-DA with meeting agendas
- Registers for conferences
- Is the Student Liaison for delegates at all conferences (Acts as a Student Advisor)
- Is responsible for IIMUN Affairs

**Under-Secretary General**

- Is responsible for helping both SGs with their duties
- Must be able to take over duties of both SGs if need be

**Director of Finance**

- Is responsible for all dealings with the student store including:
  - Paying for conferences (sending checks, etc.)
  - Getting fees onto the webstore

**Director of Communications**

- Is responsible with all communications between Secretariat and Delegates including but not limited to:
  - Remind text updates
  - Email updates
  - Updates on THSMUN.org





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**Written Prompts:** *(Please have a typed response for every chosen position you have indicated above)*

**Secretary-General (DA):** At the end of your year as Secretary-General, what would you have achieved? What are your goals for the upcoming year? What do you expect your lasting legacy to be?

*Practical:* Provide a comprehensive club agenda for next year's first officer's meeting. Please consider events that are important during the first semester.

**Secretary-General (CA):** How would you as Secretary-General of Conference Affairs grow IIMUN and make it become even more successful than it currently is? What do you expect to be results from IIMUN and how would you continue the impact that IIMUN has in the local MUN community?

*Practical:* Provide a comprehensive IIMUN agenda for next year's first officer's meeting. Please consider events that are important during the entire year.

**Under-Secretary General:** What is the best way to go about training veteran delegates? How will you ensure recurrent training for veteran delegates to become better?

*Practical:* Provide training materials for one of the following: position-paper writing, resolution writing, or speech giving.

**Director of Finance:** How will you ensure that delegates make donations towards conferences in a timely manner? What will you do to encourage them to donate?

*Practical:* Provide a comprehensive budget for the next year. Include expected delegate donations for conferences, IIMUN VIII revenue, and fundraising efforts. Begin with an imaginary budget of \$1500.

**Director of Communications:** If you were faced with the issue of a problem member of the club, how would you deal with them? (This may entail someone acting up during meetings, behaving irresponsibly with you or other members of the club, etc.)

*Practical:* Provide a way of convincing a delegate who is no longer participating to come back to MUN.