

# National Model United Nations • NY Volunteer Staff 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

- **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. They will actively participate and engage in pre-conference e-training. 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)** oversee and mentor Assistant Directors (AD-CM) and ensure that they are prepared to handle the logistical needs of the conference. They are expected to attend fall staff training virtually as well as other e-training sessions and assist with the production of committee background guides from July-October. Throughout the year, they will support the development of monthly newsletters, social media content, and internal social planning, as well as assist with travel bookings, catering, and other pre-conference logistical planning. At the conference, the Director is responsible for overseeing the work of Information Services, posting draft resolutions, and coordinating with USGs to dispatch assistance to committees, in addition to handling logistical tasks, committee needs, and social media.

### 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. They will actively participate and engage in pre-conference e-training. 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 and support the Director and USGs with logistical aspects of the conference, including newsletters, social media, and planning of social activities. ADs are expected to assist with the production of committee background guides from July-October. They will actively participate and engage in pre-conference e-training. At the conference, ADs assist conference participants from the Information Services room, are deployed to committees to provide substantive and logistical support, assist in the execution of at-conference events, produce social media content, and complete other tasks 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 HQ.
- 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 HQ.