



## Volunteer Duties

### National Model United Nations • DC Conference

---

#### Benefits

- 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 staff receive publishing credit for their work on the background guides. One of the greatest rewards is often lifelong friendships formed among volunteers.

#### Responsibilities

- **Directors** research and write (from April through June) one topic and the Committee Overview of their assigned committee's Background Guide within the deadlines set by the Secretary-General (SG), Deputy Secretary-General (DSG), and the Under-Secretaries-General (USGs). They are expected to remain current in all of their topic areas and to be well versed in the NMUN Rules of Procedure. Directors must maintain contact with their Assistant Director (AD) and edit their AD's work. At the conference, they (with the AD's input) are responsible for facilitating the substantive work of the committee.
- **Assistant Directors** (ADs) are primarily responsible for the research and writing of one topic for the background guide within the deadlines set by the Secretary-General (SG), Deputy Secretary-General (DSG), Under-Secretaries-General (USGs), and their Director. At the conference, ADs are responsible, with the Director, for facilitating the substantive work of their committee. ADs are expected to be in close contact with their Director and USGs during the year and to remain current in all of their topic areas. Anyone applying for an AD position is also automatically considered for the position of **Substantive Assistant** (SA).
- **Substantive Assistants** (SAs) perform a variety of roles before and during the conference. Under the direction of the Director of Conference Services (DCS) they help staff Conference Services, work with Directors and ADs on Background Guides, and provide substantive and logistical support during the conference.

#### Reporting and Communication

- Keep in regular contact with USGs about progress (ADs often go first to committee Directors, SAs go first to the DCS) and respond to all communications within 48 hours.

#### Expectations

- Provide advance notification of any vacations, meetings, or other obligations that may cause you to be unavailable by email/phone for an extended period of time or make you unable to meet an established deadline.
- Permit the NCCA/NMUN to use your photograph or likeness in any of its publications or promotions.
- Comply with all policies of NCCA/NMUN.

#### Dismissal

In general, failure to meet deadlines or perform an assigned role to expectations will result in a first warning from the Under-Secretaries-General (USGs), following consultation with the Secretary-General (SG) and Deputy Secretary-General (DSG). A second failure will result in a written warning from the SG and DSG after consultation with the USGs. A third instance may result in immediate dismissal from staff by the SG after consultations with the NCCA/NMUN, DSG, and USGs. Serious infractions of policies may result in immediate dismissal (without any warnings), as determined with NCCA/NMUN staff input.