

Northwest Model United Nations 2020-2021

Job Description - Secretary-General

Position Description (Short)

Head of the Secretariat and Staff for the conference. Responsible for all elements of planning the conference, as well as for managing the Executive Secretariat. Will work with the Board of Directors and Advisory Board to create a logistical, financial and substantive plan for the conference and then manage the conference's staff to implement these plans. Will also be responsible for advising the Executive Director with regards to registration management. Will work with the Executive Director to manage outreach to potential delegations, communicating with the conference venue(s), and recruiting new staff members to fill vacancies on staff. Serves as the public face of the conference and its staff to the outside world. Functionally, serves as the final authority, within the conference-specific staff, on all decisions made. Finally, as the chief officer of the conference, the Secretary-General is responsible for assisting other staff members in the completion of their duties.

Necessary Competencies

- **Decision Quality:** Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgement.
- **Managerial Courage:** Provides direct and "actionable" feedback to others. Faces up to problems regarding people and situations quickly and directly, and is not afraid to take negative action when necessary.
- **Dealing with Ambiguity:** Can effectively cope with change; can shift gears comfortably, can decide and act without having the total picture, can comfortably handle risk and uncertainty.
- **Flexibility:** Ability to read a specific situation, or more generally to assess overall planning progress for the conference, and adjust their management style, allocation of time, and specific course(s) of action rapidly to react.
- **Conflict Management:** The ability to handle conflicting interests diplomatically and to help solve them.
- **Accurate Listening:** An openness to people and a willingness to hear what others are saying and not what you think they should say or think they are going to say.
- **Developing Employees:** The ability to review and analyze employees' strengths and weaknesses, to distinguish their talents and development needs, and to make sure they are enhanced appropriately.
- **Initiative:** The ability to recognize and create opportunities and to act accordingly. Rather starting something than waiting passively for it to happen.
- **Timeliness:** Completion of tasks at a pace that achieves the overall goals of the conference, and in a manner that allows for other tasks to progress without delays
- **Ability to Prioritize:** Is often required to make tradeoffs between options and choices, and must maintain a healthy balance as well as be able to devote their own limited time, and help the ES allocate their own limited time, to competing priorities.
- **Professionalism:** Approaching this role in the way one would approach a professional job, including reliability, competence, ethics, poise, accountability, and self-regulation.

Qualifications for Hiring (Required)

- Familiarity with Model United Nations
- Previous experience in an executive role at a Model United Nations conference

Qualifications for Hiring (Preferred)

- Familiarity with Northwest Model United Nations
- Experience in the Executive Secretariat of any NWMUN conference
- Willingness to serve in this role for two years
- Familiarity/experience with event/conference planning

Description of Tasks

- Management of the Executive Secretariat (~40% of time)
 - Outreach to candidates for Executive Secretariat positions, solicitation of applications, scheduling and conducting of interviews, and nomination of candidates for approval by the Board of Directors
 - Scheduling and chairing Executive Secretariat meetings,
 - Monitoring progress in assigned tasks
 - Performing disciplinary actions as necessary and in line with the organization's staff code of conduct and disciplinary policy
 - Mediating conflicts between staff members as necessary
 - Participating in the hiring of the rest of the conference staff with the Executive Secretariat member directly supervising each role
 - Providing input into tasks led by other Executive Secretariat members, such as:
 - Reviewing portions of the Conference Program as developed by the Assistant Secretary-General for Conference Services / providing an introductory letter
 - Reviewing (with Executive Director) proposed Committee Proposals, Topic Proposals, and changes to the Rules of Procedure (drafted by the Director-General) before they are sent to the Advisory Board for approval
 - Signing off on drafts of external emails before they are sent (usually by the Assistant Secretary-General for Logistics)
 - In the event Executive Secretariat members are unable to complete their assigned tasks, completing those tasks for them by the deadline originally assigned to the reporting Executive Secretariat member
- Outreach to schools, including retention and recruitment of new teams. (~45% of time)
 - Drafting and sending out conference announcement emails in a timely manner,
 - Making phone calls or site visits to prospective or attending schools to ensure registration at the highest possible number of delegates
 - In-person and virtual networking with team leaders and administrative contacts
 - Responses to inquiries and communications from attendees or prospective attendees
 - Development of new and creative methods of delegation outreach
- Participate in monthly NWA Board of Directors meetings (5% of time)
 - Report on conference progress and respond to Board members' questions
 - Raise issues that have been brought to the Executive Secretariat's attention but which require Board input, and/or seek advice from the Board on high-level issues

- Work with the Executive Director (and at times the ASG-L and COS) on hotel logistics both pre-conference and during the conference (5% of time)
- General Administrative Tasks (5% of time)
 - Maintenance of organizational G Suite accounts (Gmail, Drive, etc.)
 - Maintenance of organizational Slack accounts
 - Maintenance of conference website
 - Forwarding of communications to correct point of contact within organization

Application Timeline

Positions will be listed at the NWMUN websites under “Staff Applications” (including <http://seattle.nwmun.org> and <http://portland.nwmun.org>) by the end of the preceding conference (in mid-to-late November for the Seattle position and in mid-February for the Portland position).

Positions usually have a priority application deadline of ~11 months prior to the conference dates, and a final deadline around 9 months prior to the conference dates. Exact deadlines will be at the “Staff Applications” page of the respective conference website.