



London International Model United Nations (LIMUN)

21st SESSION

Secretariat Terms of Reference 2020

This document contains the expected mandate of the Secretariat for LIMUN 2020. Please use this information to tailor your application to the expectations of the role you are applying for.

- Under Secretary-General for Applications
- Under Secretary-General for Chairing
- Under Secretary-General for Academics
- Under Secretary-General for Communications
- Under Secretary-General for Finance
- Under Secretary-General for Logistics
- Under Secretary-General for Personnel
- Under Secretary-General for Technology

Please submit all applications by email to secretarygeneral@limun.org.uk by Friday June 14th including CV and Covering Letter. All candidates will receive notification of the outcome of their application within two weeks. Short-listed candidates will be invited for interview on a rolling basis, and spaces will be filled accordingly.

Applicants are welcome to apply for two roles. The covering letter should detail both positions and indicate which position is the preferred.

All applicants **must** be based in London.

All applications should highlight logistical experience, relative MUN experience and examples that fulfil the criteria and show competence in holding positions on the Secretariat. You are also required to state what your plans will be for next year and other extracurricular activities.

USG Applications

ROLES

- Manage the application system and reviewing applications.
- Respond promptly and courteously to any and all queries regarding applications;
- Collaborate with the Secretary-General to allocate countries and committees;
- Produce and distribute UK-Entry Visa letters as required;
- Work with the USG Finance to ensure delegation payments;
- Generate a mailing list of Head Delegates and a list of returning delegations;
- Work with the SG and DSG on the printing of name badges;
- Full attendance at the LIMUN Conference 2020 and Secretariat meetings.

CRITERIA

- Familiarity with LIMUN Procedure and policies (previous attendance at LIMUN desired but not essential);
- High competency with Microsoft Office Suite;
- Excellent interpersonal and teamwork skills;
- Diligent with records and tracking details (e.g. applications, responses, etc.)
- Effective communication skills, especially via email.

USG Academics

ROLES

- Responsible for all academic content within committees;
- Coordinate with Chairs and Secretariat to select committee topics;
- Collaborate with the Crisis Director to select crisis topics;
- Manage Chairs to ensure the timely production of background guides;
- Collaborate with the Secretary-General to review and edit background guides;
- Work with foreign language Chairs to review and edit foreign language Rules of Procedure and background guides;
- Review and revise the Rules of Procedure for LIMUN 2020, and draft RoPs alongside Chairs for technical committees;
- Coordinate with Chairs regarding position paper deadlines and submissions;
- Full attendance at the LIMUN Conference 2020 and Secretariat Meetings.

CRITERIA

- Essential: past LIMUN Chairing experience and knowledge of MUN Rules of Procedure;
- Highly desirable: past LIMUN Crisis experience;
- Excellent interpersonal and communication skills, as well as effective large-scale team management;
- Effective research and copyediting skills;
- Familiarity with frequent LIMUN Attendees;
- Diligent with records and tracking details (e.g. applications, responses, etc.).

USG Chairing

ROLES

- Manage the Chair application process, review applications, interview applicants and select Chairs for LIMUN 2020;
- Coordinate with Chairs and Secretariat to select committee topics;
- Coordinate with Chairs both before and during the conference;
- Responsible for managing pre-conference Rules of Procedure webinars;
- Full attendance at the LIMUN Conference 2020 and Secretariat Meetings.

CRITERIA

- Essential: past LIMUN Chairing experience and knowledge of MUN Rules of Procedure;
- Excellent interpersonal and communication skills, as well as effective large-scale team management;
- Familiarity with frequent LIMUN Attendees;
- Diligent with records and tracking details (e.g. applications, responses, etc.).

* Applications for either USG Chairing or USG Academics will be considered for both positions, and can effectively choose a third position as their 'second' preference.

USG Communications

ROLES

- Collaborate with the Secretary-General in the production of the pre-conference and Delegate handbook;
- Plan and execute communications strategies (e.g. for Chair and Delegate applications), as well as maintain LIMUN's online presence throughout the year, primarily on social media;
- Create content to share for promotional purposes, such as interviews, etc.;

- Design award certificates, leaflets, study guide covers, presentations, and videos for the opening and closing ceremonies;
- Responsible for managing the selection and recruiting of the Press Team for LIMUN 2020;
- Coordinate the Press Team during the conference and responsible for swift publication of photos and videos for the closing ceremony;
- Manage the Media page on the website;
- Full attendance at the LIMUN Conference 2020 and Secretariat Meetings.

CRITERIA

- Good knowledge of Photoshop or graphic design software, as well as familiarity with audio and video editing software;
- Excellent interpersonal and team management skills;
- Familiarity with press arrangements for MUN conferences;
- Diligent with records and tracking details (e.g. applications, responses, etc.).

USG Finance

ROLES

- Collaborate with the Secretary-General to draft the conference budget;
- Ensure all payments for conference materials are made on time;
- Ensure Delegate payments are received on time, and communicate with head delegations as necessary;
- Provide regular financial updates to charity trustees when and as requested;
- Produce monthly Statements of Financial Affairs (SOFA);
- Collect invoices and produce an end-of-year financial statement;
- Record all inventory with the USG Logistics and ensure return of all LIMUN property to the Trustees;
- Manage the reimbursement of Secretariat expenses;
- Full attendance at the LIMUN Conference 2020 and Secretariat Meetings.

CRITERIA

- Past financial-related roles experience;
- Excellent interpersonal skills;
- Familiarity with financial regulations;
- Diligent with records and tracking details (e.g. applications, responses, etc.);
- Effective communication skills.

USG Logistics

ROLES

- Procure all conference materials (e.g. notepads, lanyards, flagpoles) timely and cost-effectively.;
- Source all conference material, including pens, notebooks, awards, and trophies;
- Manage the packing and transport of all materials between venues;
- Responsible for ensuring that the rooms at the conference are suitable and have all the necessary equipment before the beginning of the conference;
- Ensure conference services such as computers and printers are available;
- Explore accommodation options for the Chairing, Volunteering, and other Staff;
- Responsible for organising the Friday and Saturday socials, including but not limited to planning the events in detail, in collaboration with the SG and DSG who will work on securing the venues;
- Work with the SG and DSG to procure venues for other procedural events at LIMUN;
- Full attendance at the LIMUN Conference 2020 and Secretariat Meetings.

CRITERIA

- Desirable: previous LIMUN attendance;
- Excellent interpersonal skills;
- Effective at producing proposals for ordering and securing items;
- Diligent with records and tracking details (e.g. applications, responses, etc.).

USG Personnel

ROLES

- Responsible for the application process and selection of volunteers and ambassadors for the conference;
- Responsible for planning the opening day activities and tours for Delegates;
- Coordinate with volunteers both before and during the conference;
- Run a volunteer's meeting/briefing session pre-conference;
- Organise and manage the activities of the LIMUN Global Ambassadors;
- Full attendance at the LIMUN Conference 2020 and Secretariat Meetings.

CRITERIA

- Excellent interpersonal and team management skills;

- Familiarity with frequent LIMUN Attendees;
- Diligent with records and tracking details (e.g. applications, responses, etc.).

USG Technology

ROLES

- Responsible for updating and modifying the website interface;
- Work with the USG Chairing to set up pre-conference webinars;
- Responsible for modifying and improving the LIMUN app for both Android and iOS software;
- Provide assistance for technological processes throughout the preparation and LIMUN period;
- Assist the Secretariat in creating automated systems for improving conference proceedings wherever possible;
- Work with the USG Communications in ensuring high quality online engagement with LIMUN Attendees leading up to the conference.

CRITERIA

- Essential: excellent coding skills;
- Creative eye and media strategy;
- Excellent interpersonal and communication skills.

All positions will be able to contribute to general decision-making discussions during Secretariat meetings.

There will be opportunities for personal growth beyond immediate roles.