



# **LONDON INTERNATIONAL MODEL UNITED NATIONS**

High School Secretariat Terms of Reference

2020 | Edition V

## About LIMUN

The LIMUN Foundation is a charitable organisation that promotes cultural empathy, understanding of international affairs and awareness of the United Nations among young people. By equipping youth with mediation, analytical and leadership skills, while stressing cosmopolitan values and the interdependence of the modern world, we hope to foster future world leaders who will face global challenges with a spirit of international cooperation.

Currently, the LIMUN Foundation runs two programmes: our annual flagship conference in London, the largest university-level Model United Nations in Europe, and an annual secondary school conference, with a focus on increasing standards of diplomacy in young adults and opening access to MUN for those students who attend state/state-funded schools or are from under-represented communities. We also run additional support sessions for local schools.

The Foundation is governed by an experienced Board of Trustees, drawing from the private and public sectors, with a passion for LIMUN and Model UN more generally. The day-to-day affairs of the charity are managed by distinct management divisions: the secretariat of the conference, and the outreach committee. Student staff are sourced from the University of London colleges and associated universities, being bright students or recent graduates, competitively selected, who give their time and skills on a voluntary basis.

## About LIMUN: HS

LIMUN: HS started in 2016, as our major outreach offering and has now become a well-received conference on the High School MUN scene. We recruit university students to serve as Secretariat members and Chairs, and they provide the professionalism and expertise necessary to help guide often first-time high schoolers in Model UN, whilst also facilitating their transition into university level conferences. All staff are DBS-checked and supported through the entire process to ensure that the high standard expected from a LIMUN Conference is maintained. We have welcomed over 200 students in recent years, providing UCAS and Rules of Procedure training workshops on the opening days and also work closely with the teachers to help curate a tolerable, enjoyable and rewarding learning experience for our delegates.

## About the Secretariat

While the long-term planning and general oversight is provided by the Board of Trustees, the day-to-day running of the Conference is carried out by the Secretariat. This organizing team, often made up of student volunteers from London, is charged with the ideation, planning and execution of the conference. The team is led by a Secretary-General, who is appointed by the Foundation, and who in turn runs the recruitment of the other roles on the Secretariat.

## Why Apply?

LIMUN runs one of the biggest and reputable MUN conferences in the world, and every year the Secretariat has the chance to shape and curate an experience that delegates often come back to enjoy.

Alongside the organization process, LIMUN Trustees also provide support and guidance beyond the conference management programme. We have recently launched a mentorship scheme pairing secretariat members with our trustees – a group of diverse young leaders with insights and connections in a variety of industries and roles. This in addition to building a leadership program alongside the secretariat process to ensure that participants are well-equipped with the tools needed to develop personally and professionally.

Finally, during a prospective term on the Secretariat, you'll be able to contribute to decisions and policies beyond your role. You will help develop the conference and shape the future of the Foundation, setting a precedent standard for your role in future years. As a result, secretariat positions are often appreciated by prospective employers.

## How to Apply

Please submit all applications by email to [secretarygeneral@limun-hs.org.uk](mailto:secretarygeneral@limun-hs.org.uk) by **Sunday March 5th** including CV and Covering Letter. All candidates will receive notification of the outcome of their application within two weeks and short-listed candidates will be invited for interview. Please note that applications are reviewed on a **rolling basis** so we encourage you to apply early.

Applicants are welcome to apply for two roles. The covering letter should detail both positions and indicate which position is the preferred. All applications should highlight logistical experience, relevant MUN experience, including examples that fulfil the criteria detailed below, 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.

All applicants for the Secretariat **must** be based in London.

## Roles

The following roles are on this Secretariat, with already recruited personnel for the SG and DSG positions

- Under-Secretary-General Applications
- Under-Secretary-General Chairing
- Under-Secretary-General Communications
- Under-Secretary-General Finance
- Under-Secretary-General Logistics
- Under-Secretary-General Outreach

If you have any questions, please reach out to the Secretary-General at [secretarygeneral@limun-hs.org.uk](mailto:secretarygeneral@limun-hs.org.uk). We look forward to receiving your applications and hopefully working with you.

Best,

The LIMUN Foundation



## Under-Secretary-General Applications

### Summary

To facilitate the pre-conference application and allocation process, and manage the conference registration process.

### Responsibilities

- Serving as the primary point of contact with Delegations and their Delegates
- Managing the online application system (Google forms and sheets) and processing allocations
- Preparing the registration process for the conference
- Respond promptly and courteously to any and all queries regarding applications
- Tasked with producing and distributing UK-Entry Visa letters as required
- Working with the USG Finance to ensure delegation payments
- Extracting and providing relevant delegate information as necessary for conference preparations

### Skills and Qualifications

- High-level proficiency with Google Forms and Sheets
- High-level interpersonal skills
- Diligent, focused and meticulous
- Effective communication skills

# Under-Secretary-General Chairing

## Summary

To recruit, lead and develop the chairing team in order to deliver the best possible conference committee experience for the delegates.

## Responsibilities

- Managing the chairing team applications process, review applications, interview applicants and select chairs for LIMUN: HS
- Coordinating with chairs to select committee topics
- Managing the chairing team to ensure the timely production of study guides
- Run and provide chairing support through webinars and online workshops
- Revise the Rules of Procedure document to be uploaded onto the website for delegates to learn from
- Running the chairing briefing and Rules of Procedure workshop before the conference
- Apply and manage DBS checks of the staff for the conference

## Skills and Qualifications

Essential:

- In-depth, rigorous knowledge of Model UN Rules of Procedure.
- Chairing experience at university-level conferences
- High-level interpersonal skills
- High-level team management and leadership
- Excellent attention to detail and ability to proof-read large volumes of text efficiently and accurately

Desirable:

- Familiarity with the MUN circuit

# Under-Secretary-General Communications

## Summary

Using their specialised skill set to act as the centre point of information between LIMUN: HS and the wider community.

## Responsibilities

- Communicating relevant details about the conference and availability of resources to the wider LIMUN: HS community on a weekly/fortnightly basis to build our networks with schools
- Updating the LIMUN: HS website with all relevant details and materials
- Managing the social media presence of the conference, in particular:
  - Posting regularly with details of the conference, committees, socials, etc.
- Creating publicity materials for LIMUN: HS
- Creating the pre-conference guide and delegate handbook, and international delegate advisory packs
- Coordinating photography both before conference (of chairs and the Secretariat) and during
- Managing the post-conference experience for delegates and delegations, including, but not limited to;
  - Sending out feedback forms and preparing a feedback report
  - Emailing certificates to delegates and delegations

## Skills and Qualifications

Essential:

- High-level interpersonal and teamwork skills
- Proficiency in graphic design and media production (e.g. Illustrator, Photoshop, Filming/Photography, Mail Merge etc.).
- Excellent communication skills
- Excellent social media skills
- Excellent attention to detail

Desirable:

- Previous experience with schools.

# Under-Secretary-General Finance

## Summary

To ensure that LIMUN: HS is able to achieve its aims and objectives whilst maintaining financial stability and efficiency

## Responsibilities

- Draft an accurate, detailed and flexible budget for LIMUN: HS which delivers on the conference aims whilst ensuring financial prudence
- Monitoring delegate and delegation payment process
- Working with the USG Applications to confirm delegation payments
- Responsible for liaising with Trustees on the prompt payment of all conference costs
- Provide monthly financial reports to the Board of Trustees
- Collect all invoices and produce an end-of-year financial statement
- Manage the reimbursement of all personal Secretariat expenses

## Skills and Qualifications

Essential:

- High-level interpersonal skills
- Strong sense of accountability and ownership
- Diligent and focused
- Proficiency with spreadsheets

Desirable:

- Past financial-related roles
- Familiarity with financial reporting

# Under-Secretary-General Logistics

## Summary

Running the operations of LIMUN: HS and liaising with various stakeholders in order to plan and execute the smooth running of the conference.

## Responsibilities

- Procure all conference materials in a timely manner and cost-effectively
- Manage the packing and transport of all materials between venues and storage units
- Ensure that conference services such as computers and printers are available, as well as placards and room signage
- Coordinate planning on the three outlined socials: (Pre-conference international schools' social, Saturday evening conference social, Chairing social)
- Recruit and manage any volunteer staff for the duration of the conference
- Maintain an inventory of all materials held or owned by the LIMUN Foundation
- Coordinate lunch, lunch schedules and identifying dietary requirements

## Skills and Qualifications

Essential:

- High-level interpersonal and teamwork skills
- Proactive mindset and ability to improvise under pressure
- Excellent bargaining and material sourcing experience
- Diligence with records and tracking details (e.g.: applications, responses, orders, etc.)

Desirable:

- Contacts with venues around London
- Experience managing teams of staff

# Under-Secretary-General Outreach

## Summary

Building a pre-conference learning platform to increase access to MUN. Furthermore, working with the Secretary General and Trustees to implement systems that will allow the outreach program to spin off into its own independent body.

## Responsibilities

- Curate content on how Model UN and its procedures work and use these to build a YouTube platform for LIMUN: HS; and uploading the same onto the website
- Conduct webinars and Q&As for interested delegates on a fortnightly/monthly basis leading up to the conference
- Conducting in person workshops with local schools – recruiting a team of volunteers for the same – throughout the academic year
- Conducting a master class workshop before the conference for groups of local and international schools
- Specifically reaching out to schools with low access to MUN, encouraging them to apply to the conference and help them with training etc. in the run up
- Working with the Outreach Committee on the Board of Trustees and the Secretary General to - transition the Outreach program into an auxiliary body of the foundation.

## Skills and Qualifications

Essential:

- High-level interpersonal and teamwork skills
- Passion for teaching and increasing access to information
- A clear understanding of the Rules of Procedure of MUN
- Ability to plan and deliver high quality content, consistently and regularly

Desirable:

- Some outreach experience, or experience in working with schools and children

