

**The 28th
Mid-Atlantic Simulation
of the United Nations**

George Mason University | Fairfax, Virginia
March 2-4, 2018

Secretariat Application Packet

Dear Applicant,

Thank you so much for applying to be a member of the Secretariat for the 28th Mid-Atlantic Simulation of the United Nations! I am incredibly excited that you have taken the plunge and applied for a position. I'd love to learn more about you and your experiences, your interests and your passions!

Serving on the Secretariat is not easy, and it's not for everyone, but it *is* a very rewarding experience. With that in mind, there are a few baseline requirements in order to be eligible to serve on the Secretariat. Applicants must be dedicated and active members of the George Mason Model UN Club and in good academic standing with George Mason University. Applicants must be responsible, hard-working, self-driven, and possess confidence and reliable communication skills. Applicants must also be ready and willing to work in a professional environment. In additions to weekly Secretariat meetings, applicants should expect to give up part of their time in the planning of this conference.

With that said, MASUN XXVIII is supposed to be fun! Our conference is a wonderful environment rich with learning experiences for both college students and high school students. We get the fun of building a beautiful and exciting conference for the high schoolers, and they get to enjoy all the debate and committee shenanigans that we made possible! So as you move forward with this application, remember that the most rewarding and enjoyable experiences are the ones that you choose to put your heart into.

Completed applications are due to cvasta@masonlive.gmu.edu AND sg.masun@gmail.com by **Thursday, April 13, 2017 at 11:59 p.m.** In addition to the below application, please include your current resume.

Applicants will each have the opportunity of an interview with me. This is an essential way that I will get to know you and find out what you have in mind for MASUN. And of course you will be able to ask me questions as well! If you are chosen for a position on Secretariat, you will be working with me (and the other members of Secretariat) closely, so it is great for us to connect earlier rather than later.

Should you have any questions or concerns about this process, please feel free to reach out to me at any time. You can email me at cvasta@masonlive.gmu.edu, Facebook message me, and call/text me at 856-938-8571. I look forward to seeing your application!

Best,

Caitlin Leigh Vasta
Secretary General, MASUN XXVIII

Secretariat Positions

Secretary General: The Secretary General will serve as the head of MASUN XXVIII. The Secretary General is responsible for leading the Secretariat as a whole in a productive manner. Additionally, s/he will conduct weekly meetings with the Secretariat and assign other Secretariat members additional tasks as needed. S/he is responsible for outlining the vision of MASUN and working to establish the conference's long term credibility. S/he will, with the assistance of the club Treasurer and other Secretariat members, create a budget for the conference. The Secretary General, as part of the George Mason Model United Nations Club Executive Board, shall keep other officers and the faculty adviser well informed on conference planning. The Secretary General will oversee any disputes that arise between Secretariat members and/or conference staff. The Secretary General will lead the efforts in searching for a guest speaker and will preside over the opening and closing ceremonies of MASUN XXVIII.

Director General: The Director General will serve as a second in command to the Secretary General. S/he will assist the Secretary General in the overall planning of MASUN. The Director General will lead weekly Secretariat meetings in the unforeseen absence of the Secretary General. The Director General will be given large tasks to complete. S/he will oversee the philanthropic portion of the conference (MASUN Gives) and work closely with the Deputy Director General to assure a successful and organized outcome. Additionally, the Director General will take the lead on any delegate social that may take place. Candidates for Director General must be confident in their leadership abilities. Furthermore, s/he must possess excellent communication skills. Most importantly, the Director General must have a heart of service and be willing to sacrifice for the conference.

Deputy Director General: The Deputy Director General will serve under the Director General, and assist the Director General with any and all tasks. The Deputy Director General will work closely with the Director General in planning and executing the philanthropic portion of the conference (MASUN Gives), including but not limited to charity selection, organized and efficient communication, appropriate design and branding, social media outreach, any and all fundraising competitions, and event execution. A strong candidate for this position must possess outstanding communication and interpersonal skills as well as self-motivation and drive.

Chief of Staff: The Chief of Staff will serve as the lead for developing unique committees for MASUN and selecting staff for the conference. The Chief of Staff will work closely with the USG-GA and USG-CCM in the completion of the aforementioned tasks. The

Chief of Staff will work closely with the Chargé d'Affaires in the assignment of committee positions for delegates. S/he will work with the two Under-Secretaries General to edit and format all background guides and dossiers needed for MASUN. Finally, the Chief of Staff, with the assistance of the Under-Secretaries General, will develop and implement staff training programs so that all conference staff are adequately trained for their position (i.e., Chair or Crisis Director) and any unforeseen or emergency circumstances. Candidates for Chief of Staff must be able to delegate tasks, work well with others, communicate in a timely manner, possess exceptional management and organizational skills, and lead.

Under-Secretary General for General Assemblies & Specialized Committees (USG-GA): The USG-GA will work alongside the Chief of Staff in the development of General Assemblies and Specialized Committees for MASUN and the selection of staff for these committees. S/he will be responsible for overseeing all work done by chairs for General Assemblies and Specialized Committees. Tasks to oversee include, but are not limited to, the selection of unique and engaging topics, the writing of background guides, and general management of GA staff during the conference. The USG-GA will assist the Chief of Staff in the planning and implementation of required staff trainings.

Under-Secretary General for Crisis Committee Management (USG-CCM): The USG-CCM will work alongside the Chief of Staff in the development of Crisis Committees for MASUN and the selection of staff for these committees. S/he will be responsible for overseeing all work done by Crisis Directors, Crisis staff, and Crisis committee chairs. Tasks to oversee include, but are not limited to, the selection of unique and engaging topics, writing of background guides, the creation of dossiers, acquisition and handling of props/equipment, and general management of Crisis staff during the conference. The USG-CCM will assist the Chief of Staff in the planning and implementation of required staff trainings.

Chargé d'Affaires: The Chargé d'Affaires will serve as the lead in the registration process for MASUN. S/he will work closely with the Secretary General to develop the registration process for the conference and direct all registration related activities at the conference. S/he will be responsible for distributing important conference information to sponsors. S/he will work closely with the Chief of Staff to develop a method of distributing committee assignments to schools in a timely manner. At the conclusion of the conference, the Chargé d'Affaires will assist in the calculation of school awards.

Director of Media Presence (DMP): The Director of Media Presence will take the lead in handling the conference's social media accounts (Facebook, Twitter, & Instagram), with the Secretary General to assist them. The DMP will be in charge of updating and

maintaining the conference website. S/he will also help in securing a photographer and setting up cameras, computers, and all technology for conference events. The DMP will also handle all branding and graphics organization and distribution. Candidates for this position must be capable of working well with others and have excellent e-mail communication as well as some experience in multimedia communication and photo and graphic editing and/or design.

Application Instructions

Please read the following application instructions carefully.

The following application should be completed in its entirety and in an honest fashion. In addition to turning in your application, please include a recent copy of your resume. Applications and resumes should be emailed (as an attachment) to cvasta@masonlive.gmu.edu. Applications and resumes are due by **Thursday, April 13, 2017 at 11:59 p.m.** Early applications are much appreciated!

Applicants will be contacted via e-mail to set up an interview time. The interview will consist of topics not covered within this application. Topics could include committee ideas, new MASUN ideas, and thoughts on leadership and management.

Name:

Email:

Phone Number:

Major(s):

Minor(s):

Expected year of graduation:

Position(s) interested in (mark all that apply):

- Director General
- Deputy Director General
- Chief of Staff
- Under-Secretary General for Crisis Committee Management (USG-CCM)
- Under-Secretary General for Specialized Committees & General Assemblies Management (USG-GA)
- Chargé d'Affaires
- Director of Media Presence

Please answer all of the following questions to the best of your ability:

How many semesters have you been active with GMU MUN?

What conferences did you attend, if any, with GMU MUN?

What conferences did you chair, if any, with GMU MUN?

How many years did you spend with high school MUN? What school? Briefly describe your experience.

Did you participate in MASUN XXVII? What was your role?

Please describe any other MUN experience you may have.

What other relevant leadership experience do you have? (not MUN related experience, please!)

What other extracurricular activities are you involved with at Mason?

Why do you want to be a Secretariat member?

What do you think your role and responsibilities will be?

What is your favorite GMU MUN (or just MUN) memory?

What is your favorite thing to learn or read about?

Anything you want to add?