



## UBCMUN 2022 Hiring Package – Committee Staff

Apply to become a part of the UBCMUN team for our next Model United Nations conference in January 2022! All UBCMUN Staff members gain the opportunity to become a part of a diverse team to produce a substantively and procedurally strong conference that will help delegates learn key public speaking, diplomacy, and academic writing skills. All staff will gain experience in publishing detailed and well-researched background guides and become mentors for new delegates at one of Western North America's leading Model United Nations conferences.

The positions will last from June 2021 to January 2022. Applicants from all universities are welcome to apply, accommodation expenses will be covered by the conference while transportation fees are negotiable. The bulk of pre-conference duties will be completed over the **summer** and availability online from June to August is essential to all positions. We are recruiting for the following positions:

### Directors

**Previous Model UN experience is required for this position.**

Prior to the UBCMUN 2022 conference, Directors will be assigned to a specific committee and will respond to deadlines set by the Director General (DG) and Secretary General (SG) in writing and editing a conference background guide on selected United Nations topics. During the conference, the Director is responsible for chairing the committee and overseeing the resolution writing process. They will work to provide strong substantive edits, procedural guidance to the committee, and mentorship to all delegates. As such, the Director should be well-versed in the rules of procedure, structure, and work of the United Nations. The Director is responsible for responding to all communication from the Secretariat, as well as mentoring their Assistant Director.

### Assistant Directors

**Previous Model UN experience is required for this position.**

Prior to the UBCMUN 2022 conference, Assistant Directors will be assigned to a specific committee and respond to deadlines set by the Director General (DG), Secretary General (SG), and their Director in writing a conference background guide. Assistant Directors will also review and respond to edits provided on their work by their Director, the ADG, and the DG. During the conference, the Assistant Director is responsible for assisting the Director in chairing the committee and editing working papers. They will work to provide strong substantive edits, procedural guidance to the committee, and mentorship to all delegates. The Assistant Director is responsible for responding to all communication from the Secretariat and their Director, and acting to support their Director.



## Chair

**Previous Model UN experience is required for this position.**

(Applicants choosing a chair should be aware we may offer you AD instead depending on your committee selection and experience. Please note AD and Chair share many of the same tasks). Chair's main role will be during the UBCMUN 2022 conference, though they may be asked by their Director and Assistant Director to help in the Background Guide writing process. During UBCMUN 2022 they will work to facilitate debate through aiding in procedural rulings by the Director and Assistant Director in the General Assembly, providing guidance to the delegates, and organizing documentation, including notes and working papers. Much of the Chair's job will be to chair the committee in order to enable the Director and Assistant Director to provide feedback and edits on working papers. As such, they must be very familiar with the rules of procedure. They may be called upon to aid with substantive editing and/or backroom organization and should respond to all concerns and requests of the Director and Assistant Director promptly, as well as learn the processes behind coordinating a dais.

## UBCMUN 2022 Committees

UBCMUN 2022 Theme: [Global Health in Focus: Confronting Global Health Challenges](#)

The theme this year will provide you guidance to create the topics for your committees.

Our Secretariat team encourages all the applicants to consider which of the conference committees best suit their knowledge, expertise, and interests. The committees for UBCMUN 2022 are as followed:

### I. General Assembly - GA

(Expected number of delegates attending: 40-50) The United Nations General Assembly (UNGA) is the core representative organ of the UN. Comprising 193 Member States, the General Assembly performs the key policymaking role within the UN. The principle of 'one country, one vote' is key to the UNGA's ability to serve as a truly international body, providing Member States from Tuvalu to the United States a forum to work towards the maintenance of international peace and security, international development, and the advancement of humankind. This year's GA taking the role of *The Economic and Financial Committee (Second Committee)*. The Second Committee focuses on issues relating to economic growth and development such as macroeconomic policy questions; financing for development; sustainable development, globalization, eradication of poverty, information and communications technologies for development; and global partnerships.



## II. Security Council - UNSC

(15 Delegates) UNSC is the most powerful body of the United Nations' five main organs which is responsible for the maintenance of the world's peace and security by settling disputes through dialogue, imposing sanctions or even authorizing the use of force. This committee will be a crisis committee for experienced delegates. The Security Council will consist of the five permanent members of the Council (Russian Federation, China, United Kingdom, France and the United States), and the other ten current states that were elected to the committee. Under the UN Charter, all Member States are obliged to comply with the UNSC's decisions. This committee will receive continuous crisis updates, so you will work closely with the CCC staff.

## III. Regional Organization - European Union - EU

(27 Delegates) The European Union is a regional, economic, and political union among 27 member states. The fundamental goals of the European Union are to: promote peace and its shared values, while maintaining the well-being of its citizens; offer freedom, security and justice without internal borders; and environmental protection. The committee will be modeled after the Council of the European Union. Rules and procedure will be modeled after NMUN style. The role of this council is to act as a voice of EU member governments, while adopting EU laws and coordinating EU policies. The delegates will act as the Government Minister representatives for each EU country. This committee will focus on regional policies that directly affect the EU and its members.

## IV. World Health Organization - WHO

(45-50 delegates) The World Health Organization is a specialized agency of the United Nations that is responsible for international public health. The WHO's broad mandate includes monitoring public health risks, coordinating responses to health emergencies, promoting human health and well being, as well as universal healthcare. The WHO has spearheaded major achievements such as the eradication of smallpox, near-eradication of polio, and development of the Ebola vaccine. This year, there will be a greater emphasis on the WHO and its progress given the theme of the conference. The delegates will be representing WHO Member States and will focus on challenges to global health.



## V. Historical Crisis Committee - HCC

Previous specialized crisis committee experience is preferred for this position.

(23 Delegates). This committee will be a crisis committee for experienced delegates. The details and powers of this specialized committee will be fully expanded on before the conference. HCC is a new addition to UBCMUN, and the HCC sub-theme is NATO - Warsaw Pact 1955. After West Germany joined NATO in 1955, the USSR created the Warsaw Pact as a reaction. The committee will have 2 counter committees with separate rooms for cabinets to plan and respond to each other. There will be daily summits between NATO and the Warsaw Pact to foster international diplomacy. This committee will act as a Joint Crisis Committee (JCC) where the crises and actions taken by one side directly affects the other. In any case, it will be a fast past committee, with a unique background and it will require highly adaptable staff that can keep up with the tempo of its nature and the experience of delegates. Similar to UNSC, HCC will receive continuous crisis updates and therefore will work closely with the CCC staff.

## VI. International Press Corps - IPC

(12-25 Delegates) IPC delegates will roam between committees while reporting on the proceedings of the conference. In addition to writing traditional conference articles, the IPC delegates are also going to be tasked with creating 'tweets' that will also be published on the IPC blog. IPC staff are thus tasked with editing these articles and tweets and publishing them for all conference delegates to read. IPC delegates will also pose questions to delegates from other committees in a press conference, to be facilitated by the IPC dais.

## VII. Conference Crisis Committee - CCC

This committee is highly unique as it will be responsible for the crisis updates for each committee. Most of the work and focus will be on the HCC and SC as they are the main crisis committee, but the CCC will work with each committee to some extent. Because the main content of the committee will be done beforehand, it will enable crisis committee staff to be highly mobile throughout the conference. You will be in charge of creating and executing crisis and crisis updates for all the committees throughout the conference as well as reacting to any actions taken by the committees. You will have the opportunity to formally interact with all staff and delegates throughout the conference. Each crisis update you give will have a formal Q and A and you will work with other committee staff behind the scenes. This is a staff only committee as your delegates will be all delegates in each committee.

(Hiring Policy can be found at the last page)



## How to Apply

To apply for any of the following positions please prepare a **2-page max resumé, a 1 page-max cover letter and an academic writing sample** (no more than 5 pages, this can be a selected section of a larger writing sample that you have). Please indicate your top three committee positions. If you have any questions, you may email me at [dg@ubcmun.org](mailto:dg@ubcmun.org).

\*\*\* Please upload your application to: <https://forms.gle/rAS6joFKp2xeuSvH7> \*\*\*

A Cover Letter (Max 1 page) should include:

- Your reasons for applying to this position
- Any mentoring or leadership experience you have
- Explanation on how you intend to manage the deadlines
- Relevant MUN experience as required by the position

Please do not hesitate to reach out to me about any questions, concerns, or accommodations. The secretariat team and myself are here to ensure your application process goes smoothly and that you find a position that will maximise your potential.

Sincerely,

UBCMUN 2022  
Kelly Grounds  
Director General



## Discipline & Committee Staff Policy

Please ensure you have read the following policy before you apply:

- The response policy for all messages is 24 hours regardless of social media, slack, or email
- All staff must be present during the entire conference (Jan 17-19) and the orientation event which will take place the day prior of the conference, January 16<sup>th</sup> as well as all required training either online or physical (exceptions are made only if you do not reside in lower mainland, British Columbia)
- Although the work commitment is one year, your work will be evenly spread out. Therefore, executives are not allowed to resign under any reasons of commitment issues after accepting an offer. Executives that decide to resign will not be given a reference letter under any circumstance. UBCMUN secretariat team also reserves the right to relieve your duties if you do not comply with the listed expectations.
- Be present at all staff training sessions and the full duration of the conference. In the event that you are unable to attend one of these commitments, you will contact my Chief of Staff or Director General immediately, and, if possible, make alternate arrangements such as an online meeting.
- If you are not residing in the lower mainland, you may reschedule online meetings with the director general, secretary general, or the chief of staff.
- Meet all required deadlines and provide 72 hours' notice to the Secretary General if you are unable to meet a deadline.
- Maintain a high academic standard
- Be punctual for staff meetings, opening and closing ceremonies, and committee sessions, allowing myself ample time for set-up or other duties.
- Represent UBCMUN responsibly by upholding professional standards.
- Conduct professionally and properly throughout the conference.
- Not be under the influence of alcohol or any illicit drugs or substance while representing UBCMUN as a member of staff.
- Promote an academic and stimulating environment in committee, ensuring all delegates maintain a strictly educational approach to the conference.