ELECTED & APPOINTED LEADERSHIP DUTIES & REQUIREMENTS

ECONOMIC AND SOCIAL COUNCIL (ECOSOC) POSITIONS

E1. President (ECOSOC President)
   A. Age/Experience Required: 7th or 8th grade.
   B. Recommended Background: Previous MUN experience and 8th grade.
   C. Selection Process: Ballot elected within their organ at the training conference
   D. Reports to: No One.
Job Description: Represent their organ in program-wide proceedings. Appoint a clerk. Use parliamentary procedure to preside over organ sessions, facilitating open debate and the free exchange of ideas. Prepare resolutions or written documentation in accordance with submission guidelines.

E2. Vice-President (ECOSOC VP)
   A. Age/Experience Required: ECOSOC President candidate
   B. Recommended Background: Previous MUN Experience
   C. Selection Process: interviewed and appointed by ECOSOC President at training conference
   D. Reports to: ECOSOC President
Job Description: Preside over sessions in the ECOSOC President’s absence. Work with the ECOSOC President to manage organ business.

E4a-d. Committee/Commission Chairs
   A) Age/Experience Required: Member of ECOSOC
   B) Recommended Background:
   C) Selection Process: interviewed and appointed by staff at training conference
   D) Reports to: ECOSOC President
   E) Job Description: Use parliamentary procedure to preside over small group debate and discussions, facilitating open debate and the free exchange of ideas. Prepare resolutions or printed documentation in accordance with submission guidelines.

GENERAL ASSEMBLY (GA) POSITIONS

A1. President (GA President)
   A. Age/Experience Required: 7th or 8th grade.
   B. Recommended Background: Previous MUN Experience and 8th grade.
   C. Selection Process: Ballot Elected within their Organ Area
   D. Reports to: No One.
Job Description: Represent their organ in program-wide proceedings. Appoint a clerk. Use parliamentary procedure to preside over organ sessions, facilitating open debate and the free exchange of ideas. Prepare resolutions or written documentation in accordance with submission guidelines.

A2. Vice-President (GA VP)
   A. Age/Experience Required: GA President Candidate.
   B. Recommended Background: Previous MUN Experience
   C. Selection Process: Leadership Appointed by GA President at training conference
   D. Reports to: GA President
Job Description: Preside over sessions in the GA President’s absence. Work with the GA President to manage organ business.

A4a-g. GA Committee/Commission Chairs
A. Age/Experience Required: Member of GA
B. Recommended Background:
C. Selection Process: interviewed and appointed by staff at training conference
D. Reports to: GA President

**Job Description:** Use parliamentary procedure to preside over small group debate and discussions, facilitating open debate and the free exchange of ideas. Prepare resolutions or printed documentation in accordance with submission guidelines.

**INTERNATIONAL COURT OF JUSTICE (ICJ) POSITIONS**

**ICJ1. President (ICJ President)**
A. Age/Experience Required: 7th or 8th grade.
B. Recommended Background: Previous MUN experience and 8th grade.
C. Selection Process: Ballot elected within their organ at the training conference.
D. Reports to: No one

**Job Description:** Represent their organ in program-wide proceedings. Use parliamentary procedure to preside over organ sessions, facilitating open debate and the free exchange of ideas. Prepare resolutions or written documentation in accordance with submission guidelines.

**ICJ2. Vice President (ICJ Vice President)**
A. Age/Experience Required: Member of ICJ
B. Recommended Background:
C. Selection Process: Ballot elected within their organ at the training conference.
D. Reports to: ICJ President

**Job Description:** Preside over sessions in the ICJ President’s absence. Work with the ICJ President to manage organ business.

**INTERNATIONAL PRESS CORPS (ICJ) POSITIONS**

**IPC1. Editor-in-Chief**
A. Age/Experience Required: 7th or 8th grade
B. Recommended Background: Previous IPC experience and 8th grade
C. Selection Process: Ballot elected within their organ at the training conference.
D. Reports to: No one

**Job Description:** Responsible for the coordination and daily business of the IPC. Work with staff to develop look and feel of, and approve final output of, the IPC website. Work with Bureau Chiefs to determine what stories are newsworthy and what/how to report on them. Ensure proper coverage of press conference and press related events.

**IPC5a-d. Bureau Chief**
A. Age/Experience Required: Membership in respective bureau
B. Recommended Background:
C. Selection Process: interviewed and appointed by Editor-in-Chief at training conference
D. Reports to: Editor-in-Chief

**Job Description:** Ensure that assigned program areas are properly covered by the press. Work with reporters to determine what/how to report on program area developments. Report on topics and news from the perspective of his/her respective news organization.

**NON-GOVERNMENTAL ORGANIZATIONS (NGO) POSITIONS**

**NGO5a. Agency Members**
A. Age/Experience Required: Membership in respective NGO
B. Recommended Background: Previous NGO experience
C. Selection Process: Secret ballot election at the training conference within a candidate’s respective NGO.

D. Reports to: NGO Under Secretary-General

**Job Description:** Conduct research on respective NGO topic, country, and project ideas in order to make recommendations to the Under Secretary-General. Review NGO proposals with other agency members and determine which NGO proposal to fund.

**NGO5ab. Directors**

E. Age/Experience Required: Membership in respective NGO

F. Recommended Background:

G. Selection Process: Secret ballot election at the training conference within a candidate’s respective NGO.

H. Reports to: NGO Under Secretary-General

**Job Description:** Use parliamentary procedure to preside over small group debate and discussions, facilitating open debate and the free exchange of ideas. Prepare resolutions or printed documentation in accordance with submission guidelines.

### OFFICE OF THE SECRETARY-GENERAL POSITIONS

#### ST – Secretary-General (SecGen) (SG)

- **A.** Experience Required: Previous MUN Experience
- **B.** Age Requirement: 7th Grade
- **C.** Selection Process: Primary followed by secret ballot.
- **D.** Reports to: No one.

**Job Description:** The SG is the highest elected office in the MUN program and appoints the Deputy Secretary-General and Chef-de-Cabinet. The SG, along with the DSG and Chef-de-Cabinet, works as a team to appoint committee chairs, and other members of the cabinet.

#### ST1a. - Deputy Secretary-General (DSG)

- **A.** Age/Experience Required: Previous MUN Experience
- **B.** Recommended Background: Secretary-General Candidate
- **C.** Selection Process: SecGen-Elect Interview and Appointed at MUN Summit to serve in the following year

**Reports to:** Secretary-General

**Job Description:** The DSG is one of the most important positions in the OSG. The DSG helps the SecGen manage the work of all the other program areas. The OSG directly supervises the work of the various UN agencies and coordinates the work of the other Assistant Secretaries-General. The DSG is the point person for all topic areas in all the organs.

#### ST1b. - Chef-de-Cabinet (Chief of Staff)

- **A.** Age/Experience Required: Previous MUN Experience
- **B.** Recommended Background: Secretary-General Candidate
- **C.** Selection Process: SecGen-Elect interview and appointed at MUN Summit to serve in the following year
- **D.** Reports to: Secretary-General

**Job Description:** The Chef-de-Cabinet is one of the most important positions in the OSG. The Chief of Staff helps the SecGen make appointments at Camp Roberts, manages the SecGen’s schedule, provides feedback and assists the SecGen in writing speeches, platforms, and other public documents. The Chief of Staff also assists the SecGen in making award selections.

#### ST2a-d./NGO1a-d. – Under Secretaries-General (USG)

- **E.** Experience Required: Previous MUN Experience (NGO Preferred)
F. Age Requirement: 8th Grade
G. Selection Process: Organ-wide election by secret ballot, followed by appointment to specific agency by the Secretary-General.
H. Reports to: Deputy Secretary-General

**Job Description:** Under Secretaries-General lead their respective UN Agency and help review NGO proposals. Other responsibilities include providing expert opinion on their agency’s topic to the Secretary-General or other organ areas.

**ST3a. – Assistant Secretary-General for General Assembly Affairs**

A. Experience Required: Previous MUN Experience or be in the 7th or 8th grade  
B. Recommended Background: GA/ECOSOC Experience and 8th Grade  
C. Selection Process: OSG Interview and Appointed at Training Conference  
D. Reports to: Deputy Secretary-General  

**Job Description:** Primary job is to author the “Secretary-General’s Report” that will be attached to each resolution coming out of GA committees to give the SECGEN’s view and help shape debate in plenary session. Other responsibilities include helping push the SECGEN’s legislative agenda and to provide expertise to the SECGEN on GA topics as needed.

**ST3b. – Assistant Secretary-General for Economic and Social Affairs**

A. Age/Experience Required: None.  
B. Recommended: Previous GA/ECOSOC Experience or be in the 7th or 8th Grade  
C. Selection Process: OSG Interview and Appointed at Training Conference  
D. Reports to: Deputy Secretary-General  

**Job Description:** Primary job is to author the “Secretary-General’s Report” that will be attached to each resolution coming out of ECOSOC committees to give the SG’s view and help shape debate in plenary session. Other responsibilities include helping push the SG’s legislative agenda and to provide expertise to the SECGEN on ECOSOC topics as needed.

**ST2c. – Assistant Secretary-General for Legal Affairs**

A. Age/Experience Required: Previous ICJ Experience or be in the 7th or 8th Grade  
B. Selection Process: Appointed at Training Conference on advice of ICJ Staff  
C. Reports to: Deputy Secretary-General  

**Job Description:** Advocate the Secretary-General’s position before the ICJ. Other responsibilities include providing legal advice to the Secretary-General as needed.

**ST3d. – Assistant Secretary-General for Print and Media Affairs (Spokesperson)**

A. Experience Required: Previous MUN Experience (Press Preferred)  
B. Age Requirement: 7th or 8th Grade  
C. Selection Process: OSG Interview and Appointed at Training Conference  
D. Reports to: Chef-de-Cabinet  

**Job Description:** Author press releases as needed. Be the primary point of contact for the International Press Corps. Organize and host Press Conferences as needed.

**SECURITY COUNCIL (SC) POSITIONS**

**S1. President (SC President)**

A. Age/Experience Required: 7th or 8th grade.  
B. Recommended Background: Previous MUN experience and 8th grade.  
C. Selection Process: Ballot elected within their organ at the training conference.  
D. Reports to: No one
**Job Description:** Represent their organ in program-wide proceedings. Use parliamentary procedure to preside over organ sessions, facilitating open debate and the free exchange of ideas. Prepare resolutions or written documentation in accordance with submission guidelines.

**S2. Vice President (SC Vice President)**

A. **Age/Experience Required:** Member of SC
B. **Recommended Background:**
C. **Selection Process:** Ballot elected within their organ at the training conference.
D. **Reports to:** SC President

**Job Description:** Preside over sessions in the SC President’s absence. Work with the SC President to manage organ business.

**SELECTION PROCESS & CRITERIA**

In places where appointment is dependent on the advice of organ staff (USG-LA & Under Secretaries-General), the Secretary-General will appoint whomever the Staff recommends or appoint the best person among a short list submitted by Staff. Each organ area shall have its own rules and procedures for recommending a candidate for appointment. Subject to change by the organ areas:

A. **NGOs** - The Directors (NGO4a-t) shall all be elected with a plurality vote within each small NGO Group during the Training Conference. Candidates must notify NGO Program Staff day of arrival of their intent to seek a Leadership role.

B. **ICJ** - The ICJ Staff will nominate an Assistant Secretary-General for Legal Affairs during the Training Conference from among all eligible ICJ advocates.

In places where appointment is conducted by the OSG, interview times will be posted outside the MUN office at Camp Roberts. Candidates will be required to submit an application form by 10PM on the day of arrival. Candidates should be prepared to answer some questions as to why they are qualified for the position and why they should be appointed. Specific examples of leadership and initiative will be helpful. They should also be knowledgeable about the position and organ area they are seeking appointment to.

The overall membership of the appointed officers shall reflect a diverse set of perspectives from various member states and from sectors across economic and political strata.

Any questions or concerns should be communicated to munofficers@calymca.org.