

# **Chair & Admin Staff Responsibilities**

## **VOFMUN I 2026 Conference**

### **Head & Deputy Chairs:**

- **Pre-Conference:** Write detailed research reports on given topics, hold practice sessions for delegates
- **Moderating Debate:** Enforce parliamentary procedure and rules of procedure throughout committee sessions.
- **Facilitating Flow:** Ensure smooth transitions between moderated/unmoderated caucuses, speaker lists, and voting.
- **Guiding Delegates:** Support beginner delegates with procedure, encourage participation, and maintain inclusivity.
- **Feedback:** Review position papers, provide constructive feedback, and guide delegates towards higher quality debate.
- **Assessment:** Recommend awardees at the end of committee based on performance and contribution.

### **Crisis Committee (ICRCC) Head & Deputy Chairs:**

- **Chairing Sessions:** Oversee debate in the committee room, ensuring balance between realism and engagement.
- **Coordinating with Crisis Staff:** Communicate updates from the backroom to delegates effectively and fairly.
- **Creativity & Flexibility:** Respond quickly to unexpected developments and adapt the crisis storyline while staying in character.
- **Maintaining Pace:** Ensure the committee runs at an exciting but manageable pace, keeping delegates engaged.

### **Crisis & Crisis Backroom Staff (Head of Crisis Backroom, Deputy Crisis Backroom Members):**

- **Designing Updates:** Draft and issue high-quality crisis updates in real time and pre-conference.
- **Coordinating Storyline:** Work as a team to develop a coherent narrative that aligns with committee debate.
- **Managing Directives:** Analyse and respond to delegate directives in a fair and logical way.
- **Collaboration:** Stay in close contact with the ICRCC Chairs to ensure updates match the flow of debate.

### **ICJ President:**

- Preside over the courtroom-style sessions.
- Moderate oral pleadings and maintain formal courtroom atmosphere. Guide advocates and judges through ICJ procedure.

# **Code of Conduct - VOFMUN I 2026 Conference**

- Ensure fair division of speaking time and proper application of international law.

## **ICJ Registrar:**

- Handle all documentation (memorials, evidence, written submissions).
- Support procedural clarity for participants.
- Act as the logistical & organisational backbone of the ICJ committee.
- Ensure judges and advocates receive the necessary materials on time.

## **Admin Staff:**

### **Responsibilities:**

- Assisting with registration and welcoming delegates at the venue.
- Guiding delegates and guests to committee rooms, auditoriums, and event areas.
- Managing attendance sheets, placards, and seating arrangements in committees.
- Supporting chairs and backroom staff with logistics, note-passing, and distributing documents.
- Helping maintain conference discipline and decorum inside and outside committees.
- Coordinating with the logistics team to handle food, stationery, and technical setup.
- Providing on-ground assistance for emergencies, queries, and troubleshooting.
- Ensuring smooth transition between sessions, breaks, and socials.

### **Requirements:**

- Must be available for the full duration of the conference, including briefing/training sessions before the event.
- Good communication skills and professional behaviour.
- Ability to manage pressure and adapt quickly in fast-moving situations.
- Strong organisational and teamwork skills.
- Preferred: prior MUN/admin experience (not compulsory and does not have large impact on application).