**Secretariat Delegation Meeting #1**

**Welcome**

On behalf of myself and the rest of the staff, welcome to the 13th Model United Nations Secretariat program. Kim, Melissa, and I are excited to work with this year’s crew. This will be the format for our weekly delegation meetings. Please take the time to read over the information and respond to questions as soon as you can. Please make sure you are communicating any questions or concerns to us so we can help you through this process.

**Staff**

To help guide you along the way we have an incredible staff that will help you in every way.

Richard Chapin- Lead Staff

Kim Brickeley- Staff

Melissa Lopez- Staff

Ali Roth- Chief Secretariat

Connor O’Connell- Chief Secretariat-Diplomocy

Mackenzie Boss- Chief Secretariat- Advocacy

EJ Marin- Chief Secretariat- Leadership

Zachary Raymond- Chief Secretariat- Activities

Richard Hsu- MUN Assistant Director

Troy Nichols- MUN Program Director

As staff, Richard, Kim, and Melissa will be your “Advisors”. We are here to help you through the program. Ali Roth will be acting as our “Delegation President” giving you some information, reminders, and as a liaison to the other Chief Secretariat throughout our time together. Richard Hsu and Troy will acting on behalf of the program in general. Your first line of questions should be directed towards Richard, Kim, and Melissa before anyone else.

**Program Fees**

You all should have received a copy of your offer letter and position description at the ML/C conference in Sacramento. A reminder that you and a parent needs to sign both documents and send them along with a $50.00 deposit made payable to California YMCA Youth & Government by March 3, 2014. At any time, you can pay for the full amount. The payment schedule breaks down as follows:

$50.00 by March 3, 2014

$172.50 due at or before Training Conference

$172.50 due at or before MUN Summit

**Financial Assistance**

If you need financial assistance, please contact Troy Nichols at [troy@calymca.org](mailto:troy@calymca.org) ASAP. Last day to apply for assistance is March 3, 2014.

**Transportation**

At this time, if you are from a delegation that has a MUN program, please start securing your transportation to the Training Conference. Richard and the rest of the staff will assist those who don’t have a home delegation with a MUN program to nearby MUN delegations to find out if you can catch a ride. Please be aware that you might incur a small cost for your transportation. If you need further assistance please don’t hesitate to ask for help.

**Training Conference**

Plans are in motion for this year’s training conference. We will introduce you to all the program areas, train you how to work with middle school teens, lean about assets, and develop leadership skills.

**Communication**

A reminder, we communicate in three different ways:

1. Text Blast- please text @secretaria to 415-202-5780. We use this as reminders. You cannot reply to this text.
2. Facebook- please join our page for news, photos, and reminders *13th MUN Secretariat- California YMCA Y&G*.
3. Email- Please check your emails on a weekly basis

**Code of Conduct**

The Secretariat follows the ML/C Code of Conduct with one exception. There will be no 3-2 ration in effect with this program. Ladies cannot hang out in men’s room at any conference, and vice versa unless one of the staff is present. At the Summit, there will be a Secretariat Office for hanging out.

**Code of Conduct**

So we know that you have read this “meeting”, please send Richard your sweatshirt size.