



## McGill Model United Nations Assembly 2014 Secretariat Application

Dear Applicant,

Hello and welcome to the application for the McGill Model United Nations Assembly (McMUN) Secretariat of 2015! First and foremost, your interest in applying to be a member of the Secretariat is greatly appreciated.

McMUN is an annual conference hosted by the International Relations Students' Association of McGill (IRSAM, Inc.). The conference is held on the last weekend of January, with 2015 being its 26<sup>th</sup> anniversary. Over the course of the four days, 1400 student-delegates from Universities and academic institutions all around the world congregate at Le Centre Sheraton, Montreal, to play the roles of national representatives to the United Nations, members of various specialized international agencies, professional athletes, Nobel laureates and associates of Boards of Directors to name a few. These four days provide delegates an opportunity to delve into pertinent global issues from all disciplines, create an international network of intellectually driven peers and enjoy the vibrant city of Montreal and its various offerings.

As Deputy, you would be an integral part of the team that puts together one of the premier conferences in North America. As such, it should be well known that the time commitment involved is a substantial one. You are responsible not only for the duties of your portfolio and the tasks therein, but also attending weekly IRSAM and Secretariat meetings, as well as participating in other McMUN-affiliated events throughout the year. Since the responsibilities of the Deputy Undersecretary-General Committees, GAs and ECOSOCs are not limited to those listed below, time management skills are crucial. If you are prepared to make this commitment however, you will quickly discover that the opportunities that result from your involvement will be well worth the effort, and the experience is truly rewarding.

Completed applications are due by **11:59 pm on Thursday August 21st** and should be emailed to [sg@mcmun.org](mailto:sg@mcmun.org). Applicants shortlisted for an interview will be notified of their interview time, date, and location shortly after. Due to it being the summer period, applicants will be asked to conduct an interview either by Skype or by G-Chat.

While previous Model UN experience is helpful, other experiences such as debate/model Congress, design work, administrative internships, and event organizing are assets for potential candidates. Should you have any questions about the Secretariat, or any other opportunities to participate in McMUN, please do not hesitate to contact me.

Thank you for taking this time to submit your application. I wish you all the best and look forward to working with you at McMUN in some capacity over the next few months.

Sincerely,



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Ryan Mitton  
Secretary-General  
[sg@mcmun.org](mailto:sg@mcmun.org)

Brendan Sheehan  
USG, Committee Affairs  
[committees@mcmun.org](mailto:committees@mcmun.org)

### Secretariat Positions

Described below are the positions currently available on the Secretariat. If you have questions about any of the positions or would like to have more information, please feel free to contact us using the information provided above.

**Deputy Undersecretary-General, Committee Affairs:** (Please note that there are three deputy positions open in this portfolio). Strong interpersonal skills, good communication abilities, current events knowledge, writing skills and dedication are requirements.

1. **General Assemblies and Economic and Social Councils (GAs and ECOSOCs):** responsible for assisting the USG Committees with the coordination of the General Assemblies. Responsibilities include constantly communicating with daises, editing and/or composing committee background guides, and training. This deputy will be dealing with the largest committees of the conference. Strong editing skills, an ability to meet deadlines, and a strong knowledge of the McMUN Rules of Procedure are an absolute must.

### Application

Please e-mail this to [sg@mcmun.org](mailto:sg@mcmun.org) by **Thursday, August 21<sup>st</sup> at 11:59 PM**.

#### **A. Personal Information:**

Name:	Year:
Email Address(es):	Faculty/Program:
Expected Graduation:	Phone Number(s):
Date of Birth (optional):	Gender: Male
Are you able to legally drive in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No	Languages spoken (including proficiency):



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### **B. Secretariat Positions Available**

- Deputy Undersecretary-General Committee Affairs, GAs and ECOSOCs

### **C. Additional Questions**

Please answer the following questions and attach it to this application. These questions are intended solely for the purpose of understanding more about you as an applicant. (There is no word count; just use your best judgment.)

- I. Please outline why you are interested in the position, and what qualities and resources you possess that makes you an ideal candidate for each one.
- II. Every year McMUN seeks to provide an instructive and innovative experience for its delegates and staff. What are your ideas and suggestions to improve McMUN for its 26<sup>th</sup> rendition?
- III. As a Deputy, one of your responsibilities would include teaching all (especially newer) dais members the rules of procedure and important aspects of chairing. Discuss elements that are important to your teaching style and how you would implement them in your interactions with daises.
- IV. Sometimes being a leader involves being in difficult situations. Describe a stressful or difficult situation that you encountered, and how you resolved it.
- V. McMUN values teamwork. Describe an instance where you had to work in a team to accomplish a particular task.
- VI. Outline any other activities you will be involved in over the next 7 months.