



## SECRETARIAT POSITIONS

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Applications for the Secretariat positions of MonWHO 2010 are currently being accepted. You will find below the position descriptions. We will advertise the positions of Chairs, Vice-Chairs, Directors and Pages after the Secretariat will have been selected.

**The deadline to submit your application is April 5, 2009, except for the Executive Director Position.**

### Selection Process

Applicants need to submit the following documents:

- CV
- Letter of intent (1 page), addressing relevant Model UN experience, MonWHO experience, Global Health experience, event organizing skills, expected contribution to MonWHO and other projects you will be involved in during the coming year.

Applicants will be contacted for interviews approximately 1 week after the application deadline. For the selection of the Executive Director, the interview panel shall be comprised of the outgoing Executive Director and 2 past Executive Directors. For the remaining positions, the interview panel shall be comprised of the Incoming Executive Director and the two last Outgoing Executive Directors. Applications should be submitted to [applications@monwho.org](mailto:applications@monwho.org)

### Secretariat Positions

#### Executive Director

*Responsibilities:*

- Supervise all secretariat portfolios
- Schedule Secretariat meetings
- Participate in selection process of remaining secretariat positions
- Participate in selection process of the following year secretariat
- Remain advisor to MonWHO in the following year
- Unsuccessful candidates will be considered for the other secretariat positions.

**\*\*\*The deadline to submit your for the Executive Director position is March 29, 2009\*\*\***



# MonWHO 2010

## **Theme Director**

### *Responsibilities:*

- Selection of Topic in collaboration with other secretariat members
- Background guide
- Identification and dissemination of information sources about the topic to help delegates in their preparation
- Secure, introduce and thank the Guest Speaker
- Develop and coordinate conference workshops
- Network with relevant professors regarding the topic
- Content of relevant sections in the Delegate Handbook
- Content of relevant sections of the Website
- Advise Chairs about the debate focus

## **IT/Webmaster**

### *Responsibilities:*

- Setting up IT at the conference
- Recruit IT personnel
- Contracting IT equipment
- Update content of Website in collaboration with other Secretariat members

## **Chargé d'Affaires**

### *Responsibilities:*

- Recruiting and communicating with delegates
- Website Overview (verifying quality of content submitted by other secretariat members/ develop content)
- Collaborate with PR Director on promotional material
- Content of relevant sections in Delegate handbook
- Collaborate with other student groups

## **Public Relations Director**

### *Responsibilities:*

- Fundraising and thank-you letters for sponsors
- Collaborate with Chargé d'Affaires on promotional material
- Cross-advertisement with other conferences
- Contact Media (press releases)
- Content of relevant sections in Delegate Handbook
- Content of relevant sections of Website
- Develop long-term funding sources



# MonWHO 2010

## **Finance Director**

### *Responsibilities:*

- Develop and update budget (by the end of September)
- Submit actuals 6 weeks post conference
- Manage bank and PayPal account
- Fundraise and thank-you letters for sponsors in collaboration with the Public Relations Director
- Receipts and reimbursements

## **Chief of Operations**

### *Responsibilities:*

- Recruit Chairs, vice-Chairs, Directors, Pages, DRC coordinator by open application process
- Supervises committees sessions during conference
- Staff training
- Content of relevant sections in Delegate Handbook ("Rules of procedure/committees")
- Content of relevant sections of website
- Find Chair/vice-chair from Regional Blocks to work at the General Assembly
- Optional responsibility: contracting IT equipment

## **Logistics Director**

### *Responsibilities*

- Secure venue and contract
- Primary liaison with Hotel/Venue during conference
- Negotiate long term contract with venue
- Delegate Handbook overview
- Coordinates Social events
- Miscellaneous conference needs (food for staff, committee room set up, etc...)
- Content of relevant sections in Delegate Handbook
- Content of relevant sections of website