



# APPOINTED POSITIONS

## Applications are due TBD

Interview times will be determined the day of and will most likely take place after the class. Interviews will be after the shortened class period on TBD. The available positions are the following, and more information is given on the Position Information attached below.

*Assistant Director General of Conference Management (2)*

*Under Secretary General of Publicity*

*Under Secretary General of Treasury*

*Under Secretary General of Technological Affairs*

*Under Secretary General of Hospitality*

*Under secretary General of Matrix*

### **Please print out this page and fill in the following information:**

I am seeking appointment for : \_\_\_\_\_

If I do not earn appointment for the stated position, I would like to be considered for the following position of: \_\_\_\_\_

### **Application Essay:**

In a double spaced typed essay, please state what office you are planning on applying for and why you are the best candidate for this position.

Print and sign this form and staple it to the front. Form and essay must be turned into Mr. Carlisle by TBD

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name

# POSITION INFORMATION



**The following positions are available for appointment:**

**Assistant Director General of Conference Management:**

Assists the Director General of Conference Management in all matters and takes responsibility in places where other positions are lacking or need help. Learns the processes and systems to be able to carry them on in future years and to improve upon them.

**Under Secretary General of Publicity:**

Takes pictures at the conference in committees, opening ceremonies, etc. Shares those pictures on the website, social media etc. If necessary, helps with press releases with the CVHS Times regarding award winners at other conferences. Writes up press releases for our conference and distributes information, makes announcements and manages social media. Arranges the 8th grade expo booth, updating poster board, making sure information is presentable on the brochures and flyers etc.. Creates the ending slideshow for the introduction of closing ceremonies.

**Under Secretary General of Treasury:**

Handles delegate and school fees during registration starting in October and continuing til December. Checks the capovalleymun@gmail.com inbox for updated delegate counts throughout the months, calculates totals and ensures that schools send in the appropriate amount in fees. Ensures schools meet late registration fees, keeps in contact with Secretariat regarding emails and funds. Stays in contact with the advisor to keep tab on incoming checks and overall budget.

**Under Secretary General of Technological Affairs:**

Manages and updates [www.cvhs-mun.weebly.com](http://www.cvhs-mun.weebly.com), in addition to the MUN schoolloop page. Publishes topics and topic synopses and verifies the deadline with all the chairs. Publicizes important deadlines, registration fees, schedules, etc. Manages and checks microphones, sound systems and projector in the theater with one of the managers during both ceremonies. Obtains all projectors and overheads for committee rooms from teachers and coordinates them during the prep day before the conference. Makes the Awards Slideshow and Opening Ceremonies slideshow. Also conducts the direction and production of the annual introduction video.

**Under Secretary General of Hospitality:**

Head liaison with parents concerning security, hospitality, and coordination. Organizes the faculty lounge for the conference, orders food drinks and decorations for the advisors lounge and the school as a whole, including directional posters for bathrooms, lounge, etc. Takes a major role in conference set up and tear down, ensuring everything is in order. Organizes lunch at the conference for delegates and distribution of lunch tickets to head chairs as well.

**Under Secretary General of Matrix:**

In charge of deciding which countries will be assigned to which committees, oversees the creation of placards and credentials, creating an overall list of each committee to make the placard process as simple as possible. Creates an excel spreadsheet to organize countries, schools, delegates. Must meet with Secretariat for approval of the matrix. Head of running the registration table on the date of the conference, coordinates greeters and signs regarding check-in with brochures.