

Secretary General Guide

Content

1.1. Website management

Having an organized, well presented and updated website is the most important thing you must do. Although it is something that you will edit along the way, it is very important that you always have this in mind.

Your website is the first thing people will see and believe me, when you have a disorganized website with useless information, people will immediately will be put off into going to your model.

1.2. Choosing Academic Coordinator and Under – Secretary General

The first thing that you must do once you have been chosen as a Secretary General is to choose your Academic Coordinator and Under – Secretary General (if applicable for your model). To do so, you must do the following steps:

1. Create or use the past year's poster to show that the application time is open. Each candidate must send in a letter by the date you have chosen explaining the following (scroll down to the Example section – 2.1 - to see poster):
 - a. Why they want to be in this position
 - b. Why they would be a good option for the position.
 - c. What their role is in this position.
 - d. Their experience in UN models.
 - e. Between 1 to 3 ideas which will help improve the MUN.

The letter must be no longer than 2 pages with Arial 12. You must inform people of this the day after the model and publish the poster the day you go back to school after the model in **November**. The letters must be submitted in by **November**.

Candidates must also accomplish the following requirements:

- f. They must have made part of the model last year as either a delegate of president.
- g. They must have been a president at least once.
- h. They must have an excellent level of English.
- i. They must be passing all their subjects.

When you are reading this letter, it is essential that you take into account their level of English. Also, must show how passionate they are for the MUN. If any of the candidates does not reach all the requirements, do not interview them.

2. Once you have read all the letters, you must interview the candidates. They will all be allowed 20, the last 5 minutes being for questions. The people who interview candidates for Academic Coordinator must be:
 - a. Secretary General
 - b. Faculty Advisor
 - c. Last year's Secretary General
 - d. Last year's Academic Coordinator
 - e. An English teacher

To interview the Under- Secretary General candidates, the people present must be:

- a. Secretary General
- b. Faculty Advisor
- c. Academic Coordinator
- d. Any other teacher that knows about MUNs

During both interviews, it is very important to take into account if the candidate knows what their role is. Also, they must be confident and have an excellent level of English. Their ideas must be relevant to the position they are applying for. Lastly, they must be passionate about MUN.

The interview for Academic Coordinator must be done in **December**, the interviews for Under Secretary General can also be done in **December** but if there is no time, they be left for **January**.

1.3. Logo design

As you must know, the logo of the model changes every year. You must arrange and appointment with whoever is in charge of making this change in your school. The design of your logo is up to you, just remember it will be printed onto everything you give to the participants in your model! You can have this meeting on your own or you could go with your Academic Coordinator (scroll to the Example section to see logos – 2.2). This must be done in **December**.

1.4. Commissions

Now that you have chosen the main body of the Secretariat, you must choose your commissions. As a Secretary General, the decision of what the commission will be is

mostly up to you. For this reason, you must create a list of what commissions you want and divide them into the three different levels which are:

- Middle School: in a school up to grade 12, delegates must be between grade 7 and 9. In schools up to grade 11, delegates must be between grade 6 and 8. These delegates will mostly be *rookies*.
- Upper School: in a school up to grade 12, delegates must be between grade 10 and 12. In schools up to grade 11, delegates must be between grade 9 and 11. These delegates will mostly be *experienced*.
- Mixed School: all delegates from all grades can make part of these commissions. There will be experienced and rookie delegates in the same commission.

You must come up with 15 commissions. You will then discuss these commissions in a meeting with your Academic Coordinator and Under – Secretary General to see if they agree with the commissions and if they have any ideas as to what commissions they want.

Once you have chosen all your commissions, show them to the Faculty Advisor in order to have them approved. This must be done by **December**.

When they have been approved by the Faculty Advisor, you must design all the logos for the commissions. If it has already been done, use the same one. You can arrange this with the same person who helped you with the model's logo. The logos can be done at any time but preferably do them as soon as you chose presidents.

1.5. President's Application

You must design an application (preferably with google forms) during your **December** and it must be published in **January**. You must allow presidents between two or three weeks submit their application. This will be around February. It is very important that the application is done in *pairs* not individually. At the beginning, you must ask each applicant about their details such as name and age. After this, you must include questions regarding their experience and what personal qualities they have which will enable them to successfully lead a commission.

You must also give them the option to choose their first three commission options, they must give two topics for their first two commission options but they must only explain one for each commission. To see an example of an application, please click here:

After the application date is due, you must program the interviews. They should be done two weeks after the due date. During this period of time, you will be able to read all the answer and presidents can prepare their presentations. The interviews should be done in **February**.

During the interviews, you should be using a rubric to assess each president individually. To see an example of this, scroll down to Examples, 2.3.

1.6. Choosing Presidents.

After all the interviews are done, you must choose your presidents. To do so, you must have a meeting with the Academic Coordinator, Faculty Advisor and Under – Secretary General, where each of them brings a list of who should be put in what commission. You will then discuss this and choose your final presidents. Take into account that there will always be at least one president who drops out, because of this, you must have at least one extra president who could replace another.

This meeting should be done the same week you have finished all the interviews in **February**.

When you have chosen all presidents you *must* ring every single one of them to tell them they have been chosen. You must then create a Whatsapp group with presidents and post the list on any social media. Make sure you inform your presidents that there is a president's guide where they can find everything that they have to do and the date for these.

1.7. Delegate Handbook

The Under – Secretary General is in charge of completing this document. Use all the information about parliamentary procedure and rules from the years before due to the fact it doesn't change. What the USG must do is change the font, colours or anything related to the design of the handbook. Also, they must organise the commission section where they must put all the information required in this section.

If you are just starting a model, we recommend you look at examples from other models including ours so you can guide yourself.

This must be ready by **April**.

1.8. Internal school meeting

This meeting will be in **January** during 1st break. You must print out posters informing everybody about the meeting. During this meeting, you will inform all students who go about the models there will be this school year and how they can apply to these.

1.9. Crisis, Press and Logistics Application

1.10. Sponsorship

Sponsorship is something very important for the budget of your model. If you get enough sponsors, you can save a lot of money in the model and you can also help you school go to other models. For this, you must write a letter where you explain what the model is about and an invitation for their sponsoring. You must also include the price of each option and what it will include.

On top of writing the letter, you must find the contact information of all the possible sponsor you could ask. Also, ask your school to send the letter to all the parents due to the fact they may have a company of their own or may know somebody who can help you.

The letter must be ready by **January** which means you must be doing it by **December**. It must be checked by the Faculty Advisor and approved by your school so you can send it. To see an example of the letter, scroll down to **2.4**.

Remember, this is *not* an easy task. You must send the invitation to as many people as you can and you must also be very insistent.

1.11. Inviting Schools

This is a very important, if not the most important, thing that you have to do. You must write a letter where you explain what the model is, when and where it will take place. You must also include all the commissions there are and the level they are in and you must explain which delegates can go to which schools.

After this, you must add a timetable with all the date and activities for the model. At the end, there should be a clear procedure as to what each school must do in order to be part of the model. To see an example of an invitation letter, scroll down.

You also have to find an email for all the schools you would like to invite. Try to invite all the bilingual schools in your city, and, send out invitations to schools in other cities, even countries.

The letter must be complete by **January**, and must be sent by **February** to all the schools who normally participate in your model. If you find another school which could become part of your model, feel free to send the invitation at any time.

1.12. Emails

It is very important that *you* or any member of the *Secretariat* creates the emails. Do not ask your presidents to do this for you for two reasons: the domain will probably be different even though you tell them to do it with a specific format (this may look

unprofessional) and, you will need to access them to see if presidents are checking their emails.

This can be a job done by the Under – Secretary General and it must be done by **March** so that once you've got your presidents you can give them their email. You must make sure that all the domains are the same as well as the passwords. You mustn't allow president changing any kind of privacy information.

By doing this, you will make the next Secretary General's work easier because they will only have to create a few emails, not all of them. It will also look more professional. To do this, you must ask the ICT supports in your school to create emails with your school's domain. If your school doesn't have this, make sure you create all the emails the same. In the CCBMUN, this is what is used:

sc@ccbcali.edu.co

Emails must have the commission's name.

You should be checking president's emails to check if they are answering emails. This is important to take into account when you are choosing best chair.

1.13. President's topic summaries

Presidents must send in a summary of what their topics are going to be about. This summary can't be longer than a page. The Secretariat has to read all these summaries to have an idea of what each commission's topics are. These summaries must be sent in by **March**.

1.14. First President's Meeting

This first president's meeting will take place in your school. Every single president must come to the meeting as well as the Faculty Advisors. Presidents must create a power point presentation where they explain their topics and how they will create a debate in the commission. The meeting will be in **March**.

As a Secretary General, you must comment on nearly all the topics and ask questions if there are some doubts. Also, take note of which presidents are the ones who comment on the topics. This will later on help you decide who will win best chair.

After the meeting you must take pictures of all you presidents (even if one of them didn't go) so you can update them in the website. Also, they must send an email with their final topics. Once you have all this information, you must upload it in the webpage.

1.15. Guide Template

You must create a template for the guide which presidents will be using. This must include:

- Letters from presidents
- Commission Information
- Three topics (simulations, topic 1 and topic 2) which include:
 - Context
 - Current issue
 - Participating organisms
 - Guiding questions or QARMAS
 - Bibliography

Make sure that the colours you use are visible. You must create a content page with what was stated above. There must also titles on the different pages as to where the information must go,

President's must clearly understand that they can't do *any* change to the format.

You must send this to all the commission emails so that presidents can start working on their guides.

1.16. Guides

Before starting their guides, you must tell presidents when their guide is for, in this model they will be for **May**. They cannot send the guide in late unless they have a valid excuse and they asked for an extension. Also, they are not allowed to send it in a PDF format or any other format different from a Word Document. If any of these are done, that partner won't be able to win Best Chair.

If a Chair does a considerable amount of copy paste (a whole topic or section of the guide), they will be immediately disqualified and they must correct all the section.

All what has been stated above has already been stated in the President's Guide so there is no excuse that the partner didn't know about this.

Once all the guides are sent, distribute them between the members of the Secretariat. This includes chief and sub chief of press and crisis. When reading the guides, you must all make sure that you understand what the topic is about and it will be useful to guide delegates during the debate. Also, English has to be checked.

Once this is done, guides will be sent back to presidents with the corrections so they can check them. They will have two weeks' maximum to do so.

1.17. Organizing Delegates

To do this, you must have previously asked your presidents to send in their countries. The format this must be sent can be found in the President's Guide. Make sure they send in this on the date you asked for and the format which was established. If this wasn't done, you must lower down their grade as a Chair.

To organise delegates, you must create a spreadsheet preferably in Google Drive where you will add all the commissions as columns and all the possible countries as lines. For each commission, you must mark a number from 1 to 4 based on the countries you got sent by you presidents. Remember that 1 are the most important countries while 4 are the least important. You must also have in mind that some delegates will have more than 1 delegation.

Once you have finished this, you must give each school a list of commissions and what country they will have for that commission. Make it simple so that they don't get confused and add names or even delegations where they are not supposed to. Try to give the best countries to schools which you know have better delegates.

When you send this list to the teachers, ask them to give their best delegates the best delegations so that during the model, there will be a much better debate.

1.18. Choosing and organizing merchandise

Here, you must visit the part of your school, if you're the Secretary from CCBMUN go to compras, which will bring round suppliers which will show you what they have and you will be able to choose from this. If you don't have this in your school, you will have to look for this or you could help your school for help.

In CCBMUN, we usually order the following:

- The kit:
 - The bag
 - A pen
 - A folder
 - A badge
 - Notepad
 - Conference nametag
 - * Delegate handbook
- Teachers gift

The Delegate Handbook should not be given to members of crisis, press and logistics, including runners. Only chiefs of logistics should have them. For the teacher's gift, it is up to you what you would like to give them.

You must then go to Sammy or the person who designs these things in your school and ask them if they could put your logo in a certain format they know so that it can be printed in each object.

At the same time, you must do the maths regarding how many of each thing you will be needing during the model. When doing this, don't do it alone because you are bound to make a mistake which you will later regret. It is much better to do it with you Academic Coordinator, Faculty Advisor and Under – Secretary General just to make sure. Try to send 15 more of everything which is in the kit just in case.

Once all this is done, give all the information to the Faculty Advisor because they will know what to do next.

When all the merchandise has arrived at your school, ask the Chief of Logistics to organise all the kits with the other runners and members of Logistics.

1.19. Prizes, diplomas and placards

The diplomas and placards are things that you will have to design in a Word Document, Power Point Presentation or whatever you feel the most comfortable with.

When the placards are ready (preferably in a Power Point) send it to Liliana who is the women who has helped us doing these for a couple of years. She is the one who will pass it to the format and make the placards. For delegate placards you must make sure every commission has all the delegations they need including the ones which switch.

Print some blank placards just in case a delegate switches delegation and they need to write the name of the country.

With the diplomas, ask Sammy or the person in you school who designs these things to pass it to the format which is need to print a diploma. Remember that you must choose how big you want each diploma. To print these, ask a professional company to do this for you. You can decide if you want to do diploma for each prize but we normally don't do this at CCBMUN.

In CCBMUN, we use the following prizes: (to see the prizes which were given in CCBMUN XIV scroll down to example

- Best delegate: Secretary General chooses
- Best rookie delegate: wood – and – plastic placard
- Honourable mention: wood – and – plastic placard
- Best opening speech: medal
- Best use of language: medal
- Best portfolio: medal

The only prize which changes is the Best Delegate. This one must have the name of the commission where the person won this.

You must also give the same prize to each chair. This must include their name and commission.

There are also some extra prizes which we give which are the following:

- Best delegation of the model: metal – and – plastic placard
- Best delegate of the model: metal – and – plastic placard
- Best chair: metal – and – plastic placard (2, one for each president)

I recommend that you try to keep your prizes cheap if your budget isn't very high and you haven't got many sponsors. You could easily give diplomas instead of prizes.

All these must be designed by you, then you must go to Sammy, and finally pass all this information to you Faculty Advisor so that he or she can organise these.

Rookie workshop

The rookie workshop is an activity that which will take place in your school in **September**. Before this, you must assign two Chairs to a presentation which they will find in the website. Specialized commissions such as World Bank and House of Commons will have their own workshop.

Presidents must present these presentations to the different groups.

Second President's Meeting

Simulation

Wednesday Afternoon Club

Examples

2.1. Academic Coordinator and Under – Secretary General application poster

CCBMUN XV APPLICATIONS

Would you like to be CCBMUN's next Academic Coordinator or Under – Secretary General?

Do you accomplish all the following requirements?

- You were a delegate or president in CCBMUN XIV
- You have been or will be a president in any model
- You have an excellent level of spoken and written English
- You are passing all your subjects

If you are interested in applying, you must send a letter of application with the following information:

- Your experience in UN models
- Why you would like to be Academic Coordinator or Under – Secretary General
- Why you would be a suitable candidate for this position
- What your role would be in the position you are applying for
- One to three ideas you have to improve CCBMUN

It must be no longer than two pages, written in Arial 12

This letter must be submitted by: **Monday 28th of November**

To this email address: **mun@ccbcali.edu.co**

Interviews for Academic Coordinator will be on the 1st of December

Interviews for Under Secretary General will be after the holiday

2.2. CCBMUN Logos



CCBMUNXIV



CCBMUNXV

2.3. President's Interview Application Rubric

English and voice (take in count presentation if there is one)	
Grade	Description
0	Applicant does not fulfil any of the described criteria
1-2	Grammar mistakes are very common, voice projection is poor, pronunciation is incorrect most of the time and makes it very difficult to understand the individual.
3-4	Commits some grammar mistakes, voice projection is decent, pronunciation is often correct and it is sometimes difficult to understand the individual.
5-6	Rarely commits grammar mistakes, voice projection is appropriate, pronunciation is mostly correct and doesn't affect people's capacity to understand the individual.
7-8	Commits no grammar mistakes, voice projection is excellent, pronunciation is flawless and it is very easy to understand the student.

Parliamentary Procedure (Exam Included)	
Grade	Description
0	Applicant does not fulfil any of the described criteria
1-2	Lacks knowledge about parliamentary procedure and commits mistakes very often. Less than 4 correct answers.
3-4	Has some knowledge about parliamentary procedure and commits mistakes. 5-7 correct answers.
5-6	Has proper knowledge about parliamentary procedure and rarely commits mistakes. 8-10 correct answers.
7-8	Has an excellent knowledge and commits very few mistakes. 10-12 correct answers.

Topics and commission understanding	
Grade	Description
0	Applicant does not fulfil any of the described criteria
1-2	Has little understanding of how his/her commission works and its aim. The topics presented are not related to the commission or lack characteristics that will create diverse positions
3-4	Has decent understanding of how his/her commission works and its aim. The topics presented are somehow related to the commission and have a few characteristics that will create diverse positions
5-6	Has proper understanding of how his/her commission works and its aim. The topics presented are related to the commission and have several characteristics that will create diverse positions
7-8	Has outstanding understanding of how his/her commission works and its aim. The topics presented are clearly related to the commission and are extremely debatable.

Aptitude	
Grade	Description
0	Applicant does not fulfil any of the described criteria
1-2	Lacks leadership skills, seriousness and self-confidence.
3-4	Shows some leadership skills, seriousness and self-confidence.
5-6	Demonstrates leadership skills, seriousness and self-confidence.
7-8	Excels the expectations regarding leadership skills, seriousness and self-confidence.