

# AUCKLAND HIGH SCHOOLS EVENT 3 2018

## COMMITTEE APPLICATION PACK

UN Youth Auckland is looking for motivated university students to organise our Semester 2 High Schools event 3 for 2018.

Applications are due with a copy of your CV by **11.59pm Saturday 26th May** to Dayeon Lee, Auckland President, at [dayeon.lee@unyouth.org.nz](mailto:dayeon.lee@unyouth.org.nz). Any questions should be directed to Gemma Bell, Vice President for High Schools, at [gemma.bell@unyouth.org.nz](mailto:gemma.bell@unyouth.org.nz).

### ABOUT AUCKLAND HIGH SCHOOLS EVENT 3 2018

The Auckland Regional Council is taking Auckland's high schools programme in a new direction for 2018 and is seeking volunteers who want to be a part of the exciting changes we have planned.

The second semester Auckland High Schools Event 3 is traditionally run over one day with workshops, committee sessions, guest speakers, and a social event. The event will allow high school students to utilise diplomatic skills of negotiation and debate, in an immersive environment. We hope that participants will leave the conference as inspired global citizens who actively engage with the world around them, and lead positive change.

Past events run in the place of this conference have attracted between 150-250 high school delegates and tertiary conference assistants, including those from the greater Auckland Region and even other centres in the North Island.

The final High Schools Event for UN Youth tends to be a Global Forum event or hybrid event comprised of interesting workshops such as Interactive Problem Solving. This will enable the event committee to explore creative options and bring to life a truly innovative experience that achieves UN Youth's vision of enhancing global citizenship for rangatahi. In the past, there have been Interactive Problem Solving events, Politics Summits, Model European Unions, Model World Health Organisations, and much more.

Being on the organising committee will drive this learning experience for a range of diverse participants. It will be a hugely rewarding opportunity to learn leadership and organisational skills while working in a team environment with passionate, like-minded volunteers.

The format and educational vision of the event is as yet undecided and will be up to the Coordinator and their committee set in consultation with and approval by the Auckland Regional Council.

The event will be held on the **22nd September 2018**.

# THE ORGANISING COMMITTEE - EXPECTATIONS

## QUALITIES WE ARE SEEKING

- Teamwork
- Efficient time management
- Organization and event management
- Confidence and transparent communication
- Motivation
- Passion for the work of UN Youth

## WHAT YOU CAN EXPECT OF US

- Respect
- Mentorship
- Support
- Recognition for work done (including references)

## WHAT WE CAN EXPECT OF YOU

- Respect
- Professionalism
- Passion
- Honesty about the level of work you can commit to and a commitment to do what you agree to do
- Representation of UN Youth in accordance with the values of our organisation
- Attendance at weekly committee meetings and completion of assigned tasks
- Commitment to seeing all aspects of the event through to completion

## TIKANGA MAORI POLICY

Here at UN Youth we think it's important to incorporate Tikanga Māori principles into our operations as a way of cultivating a more equitable and inclusive environment for tangata whenua. We encourage you to browse our Tikanga Policy before applying and consider how you might want to realise its principles should your application be successful:

<https://unyouth.org.nz/about/tikanga-maori/>.

## POSSIBLE COMMITTEE ROLES

UN Youth committees are expected to function as flexible and dynamic teams. This means that while roles will be assigned, every task is a team responsibility. For example, while there will be one or two people appointed to the role of Education Manager, the purpose of this committee will be to run an educational conference and in light of that all committee members will naturally be involved in the educational vision of the event.

### Coordinator

- Leads the event committee and is responsible for the overall strategic development of the event
- Communicates proactively with committee members to ensure all tasks are completed on deadline
- Upholds and directs the vision of the event
- Works with the Education Manager to create the educational content
- Reports directly to the Vice-President oversight from Council

### Assistant Coordinator

- Supports the Coordinator in committee management responsibilities

- Seeks sponsorship for the event from external partners (e.g. monetary support, products, vouchers)
- Drafts the budget
- Organises logistical tasks such as catering, stationery and printing

#### Education Manager

- Works with the Coordinator to design the theme of the competition
- Takes on primary responsibility for writing all educational content
- Mainly responsible for the content of any training session

#### Communication Manager

- Manages delegate and conference assistant registrations
- First line of communication with delegates and conference assistants
- Sets up registrations platform for the event
- Organises guest speakers

#### Promotion Manager

- Creates promotional materials for the conference
- Actively promotes the conference on social media platforms
- Designs resources and documents including handbooks and promotional graphics
- Promotes the event through university faculties

## APPLICATION PROCESS

Applications are due with a copy of your CV by **11.59pm Saturday 26th May** to Dayeon Lee, Auckland President, at [dayeon.lee@unyouth.org.nz](mailto:dayeon.lee@unyouth.org.nz).

The Auckland Regional Council may decide to interview some or all candidates before appointing the committee. If you are selected for an interview, we will be in touch soon after applications close.

The questions we would like you to answer and the personal details we require can be found on the following page. We look forward to reading your application!

## QUESTIONS

1. Which possible committee roles would you like to be considered for?
2. If you wish to be considered for Coordinator, what is your vision and/or educational goals for the event?
3. Why are you interested in the role and/or event?
4. What are your commitments over the Semester 2, Mid-semester break? Will you be based in Auckland during this time?
5. Please list your previous relevant experience – including all UN Youth experience.
6. What skills do you have to offer in the role(s) that you applied for?

## PERSONAL DETAILS

- Name
- Age

- Email address
- Mobile number
- Year at University in 201X
- Course of study/majors
- University/institution
- Student ID Number