

# 2019 AUCKLAND TERTIARY EVENT 2

## COMMITTEE APPLICATION PACK

UN Youth Auckland is looking for motivated and diligent university students to organise our second tertiary event during second semester of 2019! This event will be held in collaboration with Social Innovation New Zealand.

Applications are due with a copy of your CV in PDF format by 11:59PM Tuesday 16th April to Teresa Lee, the UN Youth Auckland President, at [teresa.lee@unyouth.org.nz](mailto:teresa.lee@unyouth.org.nz).

Questions may be directed to Ayush Sharma, the UN Youth Auckland Vice-President of Universities, at [ayush.sharma@unyouth.org.nz](mailto:ayush.sharma@unyouth.org.nz).

### OVERVIEW OF AUCKLAND TERTIARY EVENT 2

The UN Youth Auckland Regional Council is taking our tertiary programme in a new direction in 2019 and we are seeking volunteers who want to be a part of the exciting changes we have planned.

The tertiary event will be based on the UN Sustainable Development Goals (SDG) 2030. External companies, organisations and institutions will each be provided with an SDG and pose a real-world problem they are experiencing in relation to the SDG. Teams will compete to analyse the problem and present a solution over a weekend. Ultimately, the purpose is for students to gain problem-solving skills and better understand the challenges varying industries face.

Being on the organising committee will be a rewarding experience for students to learn leadership and organisational skills in a team environment. You will work with passionate and like-minded volunteers while developing a conference focussing on civics education and networking.

The event is expected to be held in early August 2019. The vision and format for this event will be developed by the committee in consultation and approval by with the UN Youth Auckland Regional Council and Social Innovation New Zealand (SINZ) Executive.

# ORGANISING COMMITTEE EXPECTATIONS

## QUALITIES WE ARE SEEKING

- Passion for the work of UN Youth and Social Innovation NZ
- Team-working skills
- Efficient time management
- Organisation and event management skills
- Transparent communication
- Confidence

## WHAT YOU CAN EXPECT OF THE UN YOUTH AUCKLAND REGIONAL COUNCIL AND SOCIAL INNOVATION NEW ZEALAND EXECUTIVE

- Respect and trust
- Professionalism
- Mentorship and guidance at every step of the way
- Recognition of work accomplished (including references)

## WHAT WE EXPECT OF THE EVENT COMMITTEE

- Respect and trust
- Professionalism
- Honesty about the level of work you can commit to
- Representation of UN Youth and Social Innovation New Zealand 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
- Consulting UN Youth Auckland Regional Council and Social Innovation New Zealand Executive throughout the organising process

## TIKANGA MĀORI POLICY

At UN Youth, we believe it is important to incorporate Tikanga Māori principles into our operations as a way of cultivating an equitable and inclusive environment for tangata whenua. We encourage you to browse our Tikanga Māori Policy before applying and consider how you wish to realise its principles should your application be successful:

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

## COMMITTEE ROLES

Committees are expected to function as flexible and dynamic teams. This means that while roles will be assigned, every task is a team responsibility.

Please note that the roles below are only meant to serve as an indication and are subject to change. Tasks may be reallocated or delegated within the committee over the course of the organising period.

### COORDINATOR

- Leads the event committee and is responsible for overall strategic development
- Communicates proactively with the committee to ensure tasks are completed on time
- Upholds and directs the vision of the event
- Works with the UN Youth Auckland Regional Council and Social Innovation New Zealand to create the educational content
- Reports directly to the UN Youth Vice-President of Universities and Social Innovation New Zealand Competitions Director

### LOGISTICS MANAGER

- Creates the runsheet
- Facilitates the creation of the budget
- Organises logistical tasks such as venue bookings, catering, stationery and printing

### EDUCATION MANAGER

- Works with the Coordinator to design the format of the event
- Takes on the primary responsibility for writing educational content
- Responsible for the content of any training session

### COMMUNICATIONS MANAGER

- Seeks sponsorship for the event from external partners (monetary supports, products, vouchers)
- Organises guest speakers if applicable
- Manages participant and volunteer registrations
- First line of communication with participants and volunteers
- Actively promotes the conference on social media platforms

## APPLICATION PROCESS

Applications are due with a copy of your CV in PDF format by 11:59PM Tuesday 16th April to Teresa Lee, the UN Youth Auckland President, at [teresa.lee@unyouth.org.nz](mailto:teresa.lee@unyouth.org.nz).

The UN Youth Auckland Regional Council and Social Innovation New Zealand Executive may interview some or all candidates before appointing the committee. If you are selected for an interview, we will contact you soon after applications close.

The email subject line should read "TERTIARY EVENT COMMITTEE - [INSERT FULL NAME]". The personal details we require and questions we would like you to answer can be found below. Please ensure your response to the questions do not exceed three typed pages in total.

We look forward to reading your application!

### PERSONAL DETAILS

- a. Full name
- b. Age
- c. Email address
- d. Mobile number
- e. University/institution
- f. Year at University
- g. Course of study/majors
- h. Student ID number

### QUESTIONS

1. Which possible committee role(s) would you like to be considered for?
2. Why are you interested in the event and the role(s)? What has motivated you to apply?
3. What skills do you have to offer in the role(s) you have applied for?
4. If you wish to be considered for Coordinator, what is your vision and/or educational goals for the event?
5. What are your commitments over the next few months and will you be based in Auckland?
6. Please list your previous relevant experience, including but not limited to all UN Youth and Social Innovation New Zealand experience.