

# Positions Available and Responsibilities

## Positions available:

Coordinator, Communications Officer, Logistics Officer, Education Officer

Report to: Wellington Regional Vice President for High Schools, Manraj Singh Rahi.

Length of Tenure: May 2019 – August 2019

Note that these are unpaid roles. The UN Youth Wellington Regional Council reserves the right to reopen applications and to appoint positions that may vary from those mentioned above, as well as to refrain from appointing one or more of these roles.

## Role Descriptions

Please note the role descriptions are not exhaustive; they provide a basic outline of some tasks completed by that portfolio. Upon selection, the committee may reallocate some tasks within portfolios. The Coordinator or Regional Council may assign any further tasks that arise during the tenure of the event committee.

### Coordinator

- Provides vision and leadership to the organising committee
- Responsible for liaising between the committee and the UN Youth Wellington Regional Council
- Is mindful and respectful towards committee and Regional Council
- Communicates effectively with Regional Council
- Responsible for securing the venue and dates for the event
- Produces a budget (in conjunction with the Logistics Officer) for Regional Council approval
- Organises strategic planning and meetings with the organising committee
- Creates a timeline for task deadlines
- Is consistent and reliable
- Responsible for the oversight of participant applications
- Responsible for securing speakers
- Main point of contact on the day of the event.

### Communications Officer

- Produces a promotion plan for the event
- Creates promotional materials such as posters and flyers

- Responsible for liaising with the General Member Communications for set up of Facebook event
- Answers delegate queries
- Responsible for registrations

### **Logistics Officer**

- Provides catering plan for the event
- Prints materials such as placards and amendment forms
- Works in conjunction with the Coordinator to create a budget
- Works in conjunction with the Coordinator and National Relations Officer to seek potential sponsors
- Directs conference assistants during the day for set up
- Other practical tasks

### **Education Officer**

- Creating/formalising an educational theme for the event, in conjunction with the Coordinator
- Creating and overseeing educational content for the event, including resolutions, workshops and briefing papers.
- Working through educational content with conference assistants
- Other education-related tasks

### **Qualities Essential to all Roles**

- Excellent time management and keeping to deadlines
- Good teamwork skills and is respectful of team members
- Confident and effective communicator
- Is trustworthy and reliable
- Willingness to learn and adapt