

2019 AUCKLAND HIGH SCHOOLS EVENT 3 COMMITTEE APPLICATION PACK



UN Youth Auckland is looking for motivated and diligent university students to organise our third high schools event of 2019!

Applications are due with a copy of your CV by **11:59PM Wednesday 5th June** to Teresa Lee, the Auckland President, at teresa.lee@unyouth.org.nz.

Questions may be directed to Christoph Ernst, the Vice-President for High Schools, at christoph.ernst@unyouth.org.nz.

OVERVIEW OF AUCKLAND HIGH SCHOOLS EVENT 3

UN Youth's Auckland Regional Council is taking our high schools' 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 event will likely be a two day event with workshops, committee sessions, guest speakers and a social event. It 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 have attracted between 150-250 high school delegates and university volunteers, including those from the wider Auckland region. They have tended to be a global forum event or hybrid event comprised of interactive workshops and problem solving. The committee will be able to explore creative options and bring to life a truly innovative experience that achieve UN Youth's vision of enhancing global citizenship for rangatahi.

Previous events include interactive problem solving (IPS) events, Politics Summits, Model European Unions, Model World Health Organisations and many more.

The vision and format for this event is undecided and it will be up to the committee to set in consultation and approval by the Auckland Regional Council.



ORGANISING COMMITTEE EXPECTATIONS

QUALITIES WE ARE SEEKING

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

WHAT YOU CAN EXPECT OF AUCKLAND REGIONAL COUNCIL

- 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 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 Auckland Regional Council throughout the organising process

TIKANGA MAORI POLICY

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

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 Auckland Regional Council to create the educational content
- Reports directly to the Vice-President of High Schools

ASSISTANT COORDINATOR

- Supports the Coordinator in committee management responsibilities
- Seeks sponsorship for the event from external partners (monetary supports, products, vouchers)
- Organises guest speakers

FINANCE MANAGER

- Creates the budget
- Organises logistical tasks such as catering, stationery and printing

EDUCATION MANAGER

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

COMMUNICATIONS MANAGER

- Manages delegate and volunteer registrations
- First line of communication with delegates and volunteers

PROMOTIONS MANAGER

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

APPLICATION PROCESS

Applications are due with a copy of your CV by **11:59PM Wednesday 5th June** to Teresa Lee, the Auckland President, at teresa.lee@unyouth.org.nz.

The Auckland Regional Council 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 "HS Event 3 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. Ethnicity
- d. Email address
- e. Mobile number
- f. University/institution
- g. Year at University
- h. Course of study/majors
- i. 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).
3. If you wish to be considered for Coordinator, what is your vision and/or educational goals for the event?
4. What are your commitments over the next few months and will you be based in Auckland?
5. What skills do you have to offer in the role(s) you have applied for?
6. Please list your previous relevant experience, including but not limited to all UN Youth experience.