**CENTRAL NORTH ISLAND MODEL UNITED NATIONS 2020 ORGANISING COMMITTEE**

**ROLES AVAILABLE:**

**Coordinator:**

The Coordinator oversees the organisation of the event and supports the rest of the committee. Supported by their liaison, they chair committee meetings, set deadlines and ensure that these are met, and pick up any extra work that committee members are unable to complete.

**Communications Officer:**

The Communications Officer is in charge of the registrations and promotions for an event. Important tasks include completing a Promotions Plan, creating promotional material including Facebook posts and posters, creating the website and the registration form, and being the primary point of contact for delegates and schools to contact through email.

**Education Officer:**

The Education Officer creates the educational materials for an event. Education Officers must submit a proposal of their educational vision to the National Education Officer, after agreeing upon one with the Coordinator. Then they create materials including Briefing Papers, Resolutions and any workshops.

**Logistics Officer:**

The Logistics Officer organises the venue and food for an event. This includes communicating with the venue to book rooms, liaising with caterers, and preparing a budget in conjunction with the Coordinator. In general, a Logistics Officer has the least to do before the event, but the most to do on the day.

**APPLICATION PROCESS**

If you are interested in applying for this event committee, please send a CV and a Cover Letter of no more than two pages each through the application link on the website. Your Cover Letter should answer the below questions, depending on which roles you would like to be considered for.

Please note that you may apply for more than one role. If you only apply for one role, and you are unsuccessful, then you will not be considered for any other roles.

**Your Cover Letter:**

Please begin your Cover Letter with a short personal introduction, including your name, your course of study/tertiary institution/other plans for 2020 (please note: if you are not studying at a tertiary institution next year, you must have left high school and be under 25 years old). Please state which role(s) you are interested in applying for.

**To apply for Coordinator:**

* Explain a time that you have been in charge of a team, and how you have successfully managed contradictory opinions within that team.
* Briefly explain your leadership experience.
* Why are you the ideal candidate for this role?
* Please answer the first question for all of the other portfolios. If you want to be considered for other roles, you still only need to answer the first question, just please make sure that you have noted at the top of your application that you want to be considered for those roles.

**To apply for Communications Officer:**

* Explain a time when you have had issues communicating with others. How did you successfully resolve this?
* Briefly explain your experience, and how it is relevant to this portfolio.
* Why are you the ideal candidate for this role?

**To apply for Educations Officer:**

* What is your ideal educational vision for this event?
* Briefly explain your experience, and how it is relevant to this portfolio.
* Why are you the ideal candidate for this role?

**To apply for Logistics Officer:**

* Explain a time when you have had something go wrong at the last minute, and how you resolved this.
* Briefly explain your experience, and how it is relevant to this portfolio.
* Why are you the ideal candidate for this role?