

WELLINGTON'S SECOND HIGH SCHOOLS EVENT 2020 ORGANISING COMMITTEE

ROLES AVAILABLE:

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
- 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 Regional Secretary for set up of Facebook event
- Answers delegate queries

Relations Officer

- Responsible for setting up registration form
- Responsible for managing registrations
- Sourcing and finding funding
- Secures guest speakers

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 and venues
- Directs conference assistants during the day for set up

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, with assistance from the Assistant Coordinator
- Working with the Communications Officer to secure speakers
- 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

Please note the above 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.

APPLICATION PROCESS:

Applications are due Monday 8th November 2019, at 7pm.

A completed application must consist of personal details, a CV, and a cover letter (not exceeding two typed pages). Please indicate your preference for roles and if applying for Co-ordinator or Educations Officer, briefly outline your educational vision for the event.

Selections will be conducted by the Wellington Regional President, and Vice Presidents, and approved by a vote on the Council. A Coordinator will be the first role decided, followed by the subsequent members of the committee.

Should you have any questions, or wish to seek further information, please do not hesitate to contact Amarind Hun Eng, Wellington Regional President, at amarind.eng@unyouth.org.nz