

WELLINGTON OUTREACH PROGRAMME 2020 ORGANISING COMMITTEE

ROLES AVAILABLE

Five coordinator positions for the following events:

- Wairarapa MUN
- Taranaki MUN
- Gisborne MUN
- Hawke's Bay MUN Junior
- Hawke's Bay MUN Senior

ROLE DESCRIPTION

Coordinator

- Provides vision and direction to their event
- Produces a promotion plan for the event
- Responsible for liaising with Regional General Member Communications for set up of Facebook event and website page
- Contacts schools in the area to promote the event
- Answers delegate queries
- Responsible for setting up registration form
- Responsible for managing registrations
- Creating/formalising an educational theme for the event
- Responsible for securing the venue and dates for the event
- Organises strategic planning
- Is consistent and reliable
- Responsible for the oversight of participant applications
- Main point of contact on the day of the event.

Please note the above role description is **not exhaustive**; it provides a basic outline of some tasks completed by this portfolio. Upon selection, the committee may reallocate some tasks within portfolios. The Liaison or Regional Council may assign any further tasks that arise during the tenure of the event committee.

Length of Tenure: June 2020 – December 2020

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.

APPLICATION PROCESS

Applications are due Wednesday, 15th June, at 8pm.

A completed application must consist of personal details and a CV (not exceeding two typed pages). Please indicate your preference for roles, ie, which event you would prefer to coordinate.

Selections will be conducted by the Wellington Regional President, and Vice Presidents, and approved by a vote on the Council.

Should you have any questions, or wish to seek further information, please do not hesitate to contact Elizabeth Lee, Wellington Regional President, at jihyun.lee@unyouth.org.nz