This document was prepared for future applicants. Listed below are each officer’s role and their personal perspective from serving in their position. Before applying, we recommend that applicants read each roles duty and the reflection prepared by the incumbents. The sponsors and officers will be holding interviews via Microsoft Teams in May. Good luck!

**Ctrl+Click to jump to different spots**

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# **SECRETARY GENERAL**

The Secretary-General serves as the principal student officer that leads the Secretariat.

**Devin’s Perspective as Secretary-General:**

Duties:

-          Leads meetings and makes sure the Secretariat stays focused.

-          Creates the overall meeting agenda in coalition with Sponsors (to make sure what needs to be discussed is discussed).

-          Along with sponsors, delegates work and tasks to the Secretariat according to their officer title. Makes sure that Sponsors distribute tasks evenly amongst themselves and also reminds them if they need to do a task (respectfully of course).

-          Makes sure that the Secretariat is completing tasks and duties in a timely manner.

-          FOR SISMUN:

a.   Must give a speech at SISMUN, but also must give other officers that chance as well.

b.  Makes sure that the Undersecretary of Public Relations is taking pictures and making the video for the closing ceremony in a timely manner.

c.   Must establish friendly relationships with School sponsors.

d.  With the Undersecretary of External Affairs, must lead a meeting with sponsors to discuss their concerns, advice, and praise. These must be made into a list to be considered for the next SISMUN. The list is given to Mr. Sigren.

e.   Must greet guest speakers with the Undersecretary of External Affairs.

f.        With the help of the Secretariat and Staff, resolves committee issues and assists chairs with supplies and tasks.

g.  Must take the time to directly ask delegates how they like their committee.

-          Coordinates with Secretariat to make a plan for the Semester to include every single event and fundraiser. This includes dances, chocolate boxes, and Non-Competitive food sales days.

-          Attends the Sharpstown Club’s meeting with Ms. Woods every semester with the Undersecretary of Funds.

a.   MAKES SURE that MUN’s semester plan is able to be coordinated without disruptions.

b.  Makes sure to establish diplomatic relations with other Club executives and administrations. This is to facilitate partnerships for fundraisers. Ex: A Best Buddies Dance with MUN selling food and drinks.

c.   If an unforeseen obstacle comes up at the meeting, it is up to the Secretary General and the Undersecretary of Funds to decide on their feet. This could mean moving a date or picking a different item to sell at an event.

-          Maintains friendly and diplomatic relationships with competing clubs and organizations. The Secretary General must be approachable, nice, but swift and persuasive. This also means being nice even when you don’t want to be.

-          Maintains friendly and diplomatic relationships with the school administration and PTO.

-          Attends PTO meetings for ordering chocolate or discussing a fundraising event, with or without a Sponsor.

-          MOST IMPORTANTLY: Remembers and recognizes the real meaning behind Model United Nations. This must be exhibited with a mandatory contribution to the Secretary General’s choice of charity, organization, or community for their year in office.

Word to the Wiser: The job of the Secretary General is extremely difficult and not everything will go smoothly. The Secretary General must be able to recognize when they are overwhelmed and communicate this to sponsors. He/She/other must remain perseverant with the aid of the Secretariat. Do not forget to praise yourself for everything you and the Secretariat have accomplished together as a team. There’s really good days and a few rainy ones. Do all you can and if a virus shows up out of nowhere or if the air conditioning flukes the day of SISMUN take a breath, improvise, and ask for help. Be proud of yourself for having done everything that you possibly could. Remember that things are never as bad as they seem. Make sure to be humble and to take the time to invoke that fondness for MUN in the fishies and those younger than you. Say thank you every chance you get. Make intimate and meaningful relationships with your team and every MUN student you come across. Be genuine and real. Laugh! Be approachable. I think that I did a very good job as the Secretary General of the year that was cut short by the Coronavirus. Of course this would happen on my year Lol. Even though some days were hard, I don’t regret any of it. I loved my time as Secretary General, and I worked my but off for this club. I’m proud. What I’m trying to say is take it easy, work hard, and enjoy what you’re doing. I can’t believe time went by so fast. I already feel nostalgic. Can you believe that I’m the last name on that plaque in Sigren’s room? Crazy. To whoever is reading this and to whoever becomes the next Secretary General of whatever year, be good for me. My email is [devinguevara12@gmail.com](mailto:devinguevara12@gmail.com). Email me for an SOS. Be good.

* Devin Guevara, Secretary-General, 2019-20

# **Undersecretary General of Conference**

There are two USGs of Conference. Listed below are the reflections and perspectives of our two USGs of Conference, Mairena and Habie.

**Mairena’s Perspective as USG of Conference:**

Duties:

* Is responsible for advising all Model UN delegates in position paper writing and debating.
* Has to read over all of the position papers created by MUN students for Conferences and give them feedback on how to improve their position and assertiveness.
* Must be available to MUN students whenever they have questions about how to write effective position papers, how to be assertive and effective when debating and any other questions regarding the conference procedure.
* Will usually help in many other ways regarding what the club is doing, such as assisting in fundraising activities.

SISMUN:

* Under secretaries of conference will be the busiest in the days leading up to SISMUN since you will be reading and revising about a hundred position papers (it takes longer than you think so plan accordingly)
* Additionally a lot of MUN 1 students will have lots of questions in the days leading up to the competition and the day of. Always assist them and help in anyway, you want to make sure that they are as prepared as possible
* USCs duties will vary throughout the day at SISMUN, you may find yourself handing out lunches, handing out the crisis or just helping the Chairs in any way. Like everyone else you are there to ensure that everything runs as smoothly as possible.
* This year the undersecretary of conference were in charge of giving the welcoming statement at SISMUN (that may change, but you will for sure speak in some way)

**Overall:** Greetings future members of the secretariat,

My name is Mairena Vera, I am currently a senior and one of the Undersecretaries of Conference for MUN. Since my first year in MUN when I was a freshman I knew that at some point throughout my years in high school I would apply to be part of the secretariat. MUN has been something that I’ve been really passionate about and that has transformed me into the informed and aware individual that I am today. In regards to this year as an Undersecretary of Conference it has obviously been a weird and unexpected year...at least for the last bit of it. The first semester is the busiest for basically everyone as we all rally to prepare for SISMUN. The days leading to SISMUN were a bit overwhelming due to the piling position papers. However, the advantage to this position is that you have a partner helping you through everything which I have to say is great. All in all, being a part of the secretariat was an awesome leadership experience, it taught me to value everything that goes on behind the scenes for an MUN conference to take place. All I have to say is that I'm incredibly grateful for having been part of MUN first as a student and delegate and later as a member of the secretariat.

Mairena V., SISMUN Undersecretary General of Conference 2019-20

**Habie’s Perspective as USG of Conference:**

Hello to all applicants, my name is Habie Diallo and I am one of two Under-Secretaries of Conference for the 2019-2020 school year. The beginning of the year up until SISMUN was undoubtedly the busiest time for all officers. Considering that the Under-Secretary of Conference was a new position, this was a critical time for me and my fellow USC to work out exactly what our roles would consist of. This came in the form of coming up with new events and processes in which we could best utilize what our jobs were really meant to do. Among these was the “freshman orientation” that we held to help new members become familiarized with the parliamentary procedure and how conferences would run. I think this was definitely the first occurrence in which I truly felt like an officer in the sense that I felt the “outside” members recognizing my position solidified its importance. My other USC and I also came up with a system in which we were able to check MUN student’s papers through google classrooms for conferences. Even though we were only able to use this system during SISMUN, I do think this was one of many instances in which it was made exceedingly clear why there are 2 USC’s. Even with both of us working diligently to finish looking over all the papers in a timely manner, we were still unable to finish, so I would strongly suggest that the next two USC’s adjust the way in which they grade the papers to make the process faster and more efficient. I also encourage USC’s to become familiar with one another before the beginning of the school year seeing as that is who you will be working closest with throughout the school year. Overall, the position of USC has been a very fulfilling one and I am beyond thankful for the opportunity to serve on this Secretariat. I hope this has given applicants some insight as to what being a USC is like. You can contact me at [habiediallo13@gmail.com](mailto:habiediallo13@gmail.com) for any questions and good luck to all applicants!

Best wishes,

Habie Diallo

Under-secretary of Conference, 2019-2020

# **Director-General Position (USG of External Affairs and SWAC combined)**

Next year, there will be a Director-General position that serves as the Vice President. The DG assists the Secretary-General in their capacity. The DG will be responsible for vice presidential duties, external affairs duties and SWAC management. Listed below are two reflections from the previous USG of SWAC and External Affairs, the two positions that will be combined into Director-General.

**Jacob’s Perspective as USG of External Affairs:**

Duties held by this position that will be transferred to Director-General:

* Contacting school sponsors inviting them to SISMUN conference
* Coordinating with school sponsors to receive payment and send vital information pertaining to SISMUN such as date, time and location
* Managing the school Gmail account that will be used for club purposes ([sismun.affairs@gmail.com](mailto:sismun.affairs@gmail.com))
* Recording all instances of contact in a google spreadsheet
* Representing the club and officers to organizations, the administration and individuals

Hello aspiring officers! I know this year has been tough, boring and quarantined, but I’m glad each of you took your time to apply to be an officer for SISMUN. I am Jacob, Undersecretary General of External Affairs. Arguably, my role is the most important before and during our SISMUN conference. I reach out to schools and coordinate with their MUN sponsors to offer them a delegation to SISMUN. I gauge how organized and “fun” our conference was along with sponsors to help avoid mistakes the next year around. I am also in charge of reaching out to speakers not just for the SISMUN ceremonies, but for the year. I reached out to stellar government officials like Ted Cruz and Sylvester Turner, but to no avail. The main tactic is to reach out to as many individuals as possible, and I guess I failed that this year. Constantly be on the lookout and hunt for political officials, NGO representatives and consulate staff to speak to SISMUN. While my role is simple, it is arguably very important, and whoever decides to take up this role must be prepared to represent SISMUN as a whole and reach out to people and organizations on behalf of SISMUN. In order to make this easier, I have created a SISMUN Gmail account and a spreadsheet with the emails for all sponsors we invited to last year’s SISMUN, as well as people contacted to speak. I wish the best of luck to all applicants, especially those who are applying for this new spot. Please direct any questions to [jel21017@gmail.com](mailto:jel21017@gmail.com), I’d be happy to answer.

Thank you for your interest,

Jacob, Class of 2020

USG of External Affairs

**Nusaibah’s Perspective as USG of SWAC:**

Duties:

* Responsible for checking the weekly/ monthly newsletters sent by SWAC.
* Discuss any important events being hosted by SWAC in the weekly SISMUN officers meeting.
* Contact the sponsors regarding the event dates and times to check for their availability in order to attend the events.
* Note that it is mandatory for all officers to write a background guide along with a crisis story for SISMUN.
* Speak at the SISMUN opening.
* Help the secretariat to prepare for the SISMUN.
* Volunteer during any fundraising event hosted by MUN club.
* In this upcoming year (2020-2021), the position of Undersecretary of SWAC will be merged with the position of Undersecretary of External Affairs.

Note from the former officer:

Greetings to all applicants, I am Nusaibah Arif, a current Sophomore at Sharpstown International. I served as the USG of SWAC for the year 2019-2020. In this upcoming year, this position will be very significant to SISMUN as it will be merged with the position of USG of External Affairs. The officer in charge of this position will have to responsibly perform all of their duties. This is a very interesting position. SWAC opens up the opportunity for all students to meet famous politicians and join discussions on world affairs; this year, I along with some other secretariat members got the chance to meet Senator Ted Cruz in person. I encourage all applicants to look into the position of VP and I truly hope that the upcoming officer has fun being part of the secretariat. SISMUN goes beyond being a club and serves as a family for all delegates.

* Nusaibah Arif, Undersecretary General of SWAC 2019-2020

**Note:**

As a reminder, all applicants applying for this position must know that the duties of External Affairs and SWAC will be combined into this position. The Director-General will also serve as vice president of the club, and readily assist the SG in their duties.

# **Undersecretary of Public Relations**

The USG of Public Relations is the PR representative for SISMUN.

**America’s Reflection and Perspective as the Undersecretary of PR:**

Hello fellow MUN members looking to apply for an officer position, I am America Salas, undersecretary of public relations. First, I want to say I'm proud of each of you for taking this step, it will show you many different skills and help you grow as a person. When I first became an officer, I just had the impression that I would be making flyers and stuff like that, nothing much. Those were the duties that were describe in the officer description, but I soon realized everyone works together in MUN. Becoming an officer has allowed me to grow different skills that I had struggled on it the past, such as team working skills and speaking/writing skills. Being an officer this year was a really rewarding experience because it was the first chance, I got to see what goes on behind the scenes of a club and what it takes to run events smoothly. There were some rough patches throughout the year, but I always knew i would be okay if I tried my best. I gained skills I wouldn't have otherwise gained if I wasn’t an officer, I am grateful for that. To those who are applying to become a member of the secretariat, good luck and be ready to do some work.

As the undersecretary of public relations, you will:

* Manage the Instagram account
* Flyer and video production
* Design of any new MUN merchandise
* May be asked to design a new logo for the club
* You will also collaborate with your fellow MUN officers and provide your input as an officer

For SISMUN, you will:

* You will play a role in drafting background guides for committees
* You will assist the sponsors and other officers in managing the conference, whether it’s monitoring a committee, crisis staff or delivering letters to chairs
* You will take pictures of the different committees
* You will be responsible for the SISMUN video that will be showcased in the closing ceremony
  + Don't worry, most of the pictures you take will be of people that attend SIS
* America S., Undersecretary General of Public Relations

# **Undersecretary of Finance**

**Rund’s perspective as the USG of Finance:**

Duties:

* Responsible for managing the club’s financial affairs and keeping track of all transactions (including incoming and outgoing money)
* Must count money from any type of fundraiser and keep it organized in spreadsheets
* Attend the weekly meetings and be aware of all transactions/how much money is in the account
* Help organize events and fundraisers with the other offices, and be present during them
* SISMUN
  + Must keep track of how many students/faculty members have reserved a spot from each school, and may help in assigning roles for committees
  + Create invoices for each school, which includes the amount they owe based on the number of spots they want
  + Count and keep track of the amount of money each school pays (make sure it’s the correct amount)
  + Keep in mind the cost of lunches and calculate profit after the event
  + Write a background guide for one of the committees
  + Help the rest of the team make sure everything is running smoothly

Overall: This role is manageable, but it requires a lot of organization. If everything is properly regulated, you will have no problem being in this position. This was a great experience, and there were many benefits of being involved in Model UN as an officer. This club and this role helped shape and complete my high school experience. Good luck to the new applicants/members.

* Rund A., USG of Finance, SISMUN 2019-20

# **Senior Advisor**

**Echols’ perspective as the Senior Advisor:**

* Doesn’t have a set specific duty compare to the rest of the secretariat
* Help SG whenever with ideas of what to do better and what to sway away from
* Arguably has to the most knowledge about previous Model UN plans (preferably a senior student or has had more than one year of experience being an officer)
  + Understands the things that were good or bad last year
  + Prevents the Bad
  + Enhances the Good
* Keeps ideas flowing and interactive during meetings and makes sure every given idea of fully assessed
* Takes up open jobs that may not have a specific position attached to it

Note to next year: Despite this being a new position and having little information of what would be expected of being as I became an officer, this position played a vital role in understanding what were some of the things we needed to do better compared to the previous year. I saw myself picking up tasks like staying after school for an event because it wasn’t tailored to any specific role in our secretariat. Being a vocal person is expected of this role because it takes more than one person to start a conversation and to keep ideas bouncing around. Lastly, Model UN has always been about camaraderie and networking, so this is the best time to hone those skills and improve. Lead with passion, integrity, and charisma. Godspeed.

-Echols Iyen, Senior Advisor 2019-2020