



CANMUN

2024-2025

Secretariat Role Descriptions

Please read the following for all Secretariat positions available at CANMUN 2024-2025, excluding the Secretary General and Director General positions. For any questions, please email: secgencanmun@gmail.com.

The following roles are open for applications:

- ❖ Chief of Staff
- ❖ USG of Logistics
- ❖ USG of Marketing
- ❖ USG of Finances
- ❖ USG of Delegate Affairs
- ❖ USG of Outreach
- ❖ USG of Committees
- ❖ USG of Equity
- ❖ USG of Media



Chief of Staff

The Chief of Staff is responsible for hiring, training, and managing all staff in preparation for, and during the CANMUN 2025 conference. Tasks include, but are not limited to: creating staff training materials, hosting staff meetings, and editing background guides. The Chief of Staff should ensure that all staff are effectively working to ensure the success of their respective committee. The Chief of Staff must exhibit strong responsibility and leadership skills. One must have sufficient MUN experience as both a delegate and a staff member.

USG of Logistics

The USG of Logistics is responsible for obtaining resources, planning, and executing the success of the CANMUN 2025 conference. Tasks include, but are not limited to: researching materials sourcing (gavels, placards, merch, etc.) for the conference, designing conference materials (delegate handbook, background guide cover page, etc.), planning conference schedule & events (delegate social, ceremonies, etc.), and managing conference logistics. The USG of Logistics should work closely with the Secretary General to ensure the running of a successful conference. The USG of Logistics must exhibit strong leadership, responsibility, and organization skills.

USG of Marketing

The USG of Marketing is responsible for creating promotional materials and maintaining engagement on social media accounts. Tasks include, but are not limited to: creating informative Instagram posts, creating engaging short-form videos (TikToks, Reels, etc.), managing social media accounts (Instagram, TikTok, LinkedIn), and designing promotional materials for the CANMUN conference. The USG of Marketing should ensure that CANMUN 2025 is effectively promoted to high school MUN delegations and delegates. The USG of Marketing must be experienced with design, social media, and promotion.



USG of Finances

The USG of Finance is responsible for obtaining and managing relations with sponsorships and partnerships to increase CANMUN funds. Tasks include, but are not limited to: creating a sponsorship package, researching potential sponsors, and communicating with partners. The USG of Finance should ensure a sustainable flow of CANMUN finances through the successful management of sponsors. The USG of Finance must exhibit strong organization, responsibility, and communication skills.

USG of Delegate Affairs

The USG of Delegate Affairs is responsible for managing registrations and handling delegate questions. Tasks include, but are not limited to: responding to delegate emails and organizing delegate registrations. The USG of Delegate Affairs should ensure that all delegate concerns are appropriately addressed to ensure positive delegate-conference relations. The USG of Delegate Affairs must exhibit strong consistency, organization, and communication skills.

USG of Outreach

The USG of Outreach is responsible for outreaching to MUN delegations and emailing delegate reminders. Tasks include, but are not limited to: promoting CANMUN 2025 registrations through DMs and emails, emailing delegate reminders regarding upcoming events and promotions, and maintaining positive relations with delegations. The USG of Outreach should ensure proper communication and positive public relations with internal and external delegates, delegations, and MUN conferences. The USG of Outreach must exhibit strong consistency, responsibility, and communication skills.



USG of Committees

The USG of Committees is responsible for managing the success of committees. Tasks include, but are not limited to: confirming committee topics, editing background guides, training MUN procedures to staff, and hosting delegate training sessions. The USG of Committees should ensure the proper running of all committees and a positive delegate experience during committee sessions. The USG of Committees must exhibit strong communication skills and have sufficient MUN experience.

USG of Equity

The USG of Equity is responsible for creating equity protocols and ensuring equity regulations during the CANMUN 2025 conference. Tasks include, but are not limited to: writing equity policies and procedures, creating an equity 'Report It' form, and acting as an equity officer during the CANMUN conference. The USG of Equity should ensure that both the preparation of, and running of the CANMUN 2025 conference is equitable for all participants. The USG of Equity must exhibit kindness, whilst also being grounded in values.

USG of Media

The USG of Media is responsible for planning, filming, and editing videos for CANMUN 2025. Tasks include, but are not limited to: creating one promotional video for CANMUN 2025 registrations, and creating one closing ceremony video during the CANMUN 2025 conference. The USG of Media should ensure that a video is effectively produced within the limited time. The USG of Media must be dedicated, and have experience in creating videos.