



COMMITTEE ROLES

UNIVERSITY OF EAST ANGLIA MODEL UN SOCIETY

I. Joint responsibilities of all committee members:

All committee members are jointly responsible for preparation and execution of sessions. While establishing sessions (room booking, informing members) may be the specific responsibility of one committee member, all committee members are entitled to have a say in the topic of and assist in the preparation for every session. A rota may be established to determine who prepares each meeting, or the committee may decide as a group to designate the person, or persons, responsible for preparing and running each individual session. This provides variety to those attending sessions, and ensures that everyone is able to choose a topic if they so wish, while both preventing the burden from falling onto one individual and ensuring that there is someone responsible for preparing every session.

II. President

The President is responsible for co-ordinating the work of the committee and guiding the direction of the society. This committee member must have a vision to enhance UEAMUN and competence to accomplish his/her aims. Besides from this, the formal roles of the President are the following.

- a. Attend the 'Societies Committee' on behalf of the society;
- b. Lead the organisation 'Societies Fair' booth;
- c. Call committee meetings when necessary;
- d. Assume or assign any responsibilities or duties not expressly delegated to a committee member;
- e. Uphold the reputation of the society;
- f. Assuring that all formal tasks are fulfilled along side the Vice-President;
- g. Responsible for assisting the facilitation of conferences along with Secretary General of a UEAMUN hosted conference;
- h. Assures society members participating in conferences have all the necessary academic resources they might need along with the Conference manager;

III. Vice President

The Vice-President, like the President, ensures the committee functions efficiently, has a vision for UEAMUN, and has the competence to lead a committee in the failure or absence of any of the other members. The formal roles of the Vice-President are as follows.

- a. Must assist, or in the case of absence assume, the formal roles of the President, Treasurer, Secretary and conference manager;
- b. Leads the committee in organising the weekly meetings, will also be the main chair of weekly sessions;
- c. The Vice-President coordinates the delegations of the society by liaising with appropriate committee member :
 - i. Ensures that all delegates are well prepared for the conference academically, and have the necessary recourses to accomplish this,
 - ii. Assists head delegates responsible for logistics and finances of delegations, and assures their role is appropriately executed,
 - iii. Assists in Finding and informs society of conferences society members would like to go to,
 - iv. Promotes the delegation effectively,



IV. Secretary

The Secretary is responsible for administrative work and communications. The Secretary should try to maintain and establish connections, and should be ambitious in engaging with other societies or other MUN organisations. The Secretary should want to expand the reach of the current UEAMUN society. The Secretary's formal tasks are the following.

- a. Responsible for indirect forms of communication such as:
 - i. Email society members, committee, other societies, and union,
 - ii. Casual Social Networks: Facebook & Twitter,
 - iii. Formal Social Networks: LinkedIn,
 - iv. The Society Website on the Union Page,
 - v. and The Society Website: ueamun.org (ueamun.weebly.com);
- b. Securing room bookings for events and ensuring your members are aware of the time/ location of all events;
- c. Responsible for book keeping and storing and organising all society documents;
- d. Responsible for assuming the role of the Social Secretary should they fail in their tasks;
- e. Responsible for delegating printing duties;
- f. Responsible for keeping committee meeting minutes/notes if necessary;
- g. Responsible for keeping inventory of all items and documents owned by the society.

V. Treasurer

The role of Treasurer is concerned with the finances of the society. There are a number of responsibilities that the new treasurer will have to assume listed below.

- a. Update treasury figures for every committee meeting;
- b. Learn rules and disclaimers with union finances so all finances are allocated properly, particularly in the case of grants, sponsorships, and large withdrawals;
- c. Buy any goods or services necessary for the society's functions;
- d. Planned Expenditure:
 - i. Finalise the current budget report, and keep it updated,
 - ii. Browse for the best spending deals/opportunities,
 - iii. Liaise with other committee members on issues of potential expenditure. It is important the treasurer finds opportunities for our society to spend money to fulfil our development goals;
- e. Find scholarships, sponsorships, and other financial opportunities.



VI. Society Secretary

This committee member is responsible for the welfare and entertainment of the society, and most importantly its promotion. This member should be highly approachable and eager to promote the society to reach more people.

- a. Responsible for organising society social events;
- b. Promotion of the society to the best of the ability.
 - i. Responsible for advertisement campaigns on social media, university, union, other societies, and beyond to recruit new members;
 - ii. Actively promotes events to assure they reach a large audience, and assures to the best of ability that all meetings are well attended;
 - iii. Reaches out to the local community (university and broader);
- c. Make UEAMUN a friendly and approachable place to anyone interested and members are satisfied;
 - i. To assist with runnings of the meetings, particularly helping with new members to make sure new members return regularly;
 - ii. Ensure everyone is effectively catered to within the meetings, and to ensure that no members are made to feel uncomfortable by other members. There is also the need to look at ways in which the society can engage with a wide demographic.

VII. Conference Manager

This committee member is responsible for the organisation, planning, execution and participation of delegates in the societies trips to conferences in the UK and Europe. This member should be highly approachable in order to help people go to any conferences that they wish to go to.

- a. Responsible for organising delegations to the societies chosen MUN conferences
- b. Responsible for all the issues that come with organising conferences;
 - i. To sort out accommodation of the delegates that wish to stay at conference location
 - ii. To be head delegate to conferences that they will be attending
 - iii. To assume all responsibilities of the head delegate ie: Sort out committee preferences, and payments
- c. Responsible for assisting delegates if they wish to go to conferences outside of the societies official conference list;
 - i. Is not required to assume head delegate status if they do not attend other conferences
- d. This role is the point of contact for anyone wishing to enquire about conferences and other committee members will point delegates towards this committee member.

VIII. Training officer

This committee member is responsible for holding workshops and training events for any delegates who feel that this is necessary before a conference or weekly session. This role will also work closely with the conference manager to facilitate the best experience for delegates to conferences.

- a. Responsible for the organisation of workshops and training events
 - i. Workshops to be held well in advance of conference and any booster sessions to be held before conference
- b. Joint Responsible for chairing weekly sessions and the training of any other members who wish to chair sessions



VIII. Union Representative

The Union Representative is an elected member of the democratic legislative body of the Students' Union. As the individual will make contacts within the union, the individual will also have the best understanding of the health and safety rules in the union, and therefore assumes the few health and safety responsibilities of the society. The formal roles include the following.

- a. Representing the committee and society in the union council assemblies every month. Attendance is mandatory;
- b. Responsible for filling in risk assessment forms should any other committee member or union request one be filled out, along with a general one to be submitted for the society;
- c. Assure that the society is in compliance with all union and university regulations, and adequate democratic processes are taking place.

Amended 10 September, 2018
Addition of positions
Review of current positions

Amended on 22 March, 2016
Removal of redundant positions
Merger of Health and Safety with Union Rep

Amended on 26 October, 2016
Comprehensive review of all positions

Amended 10 March 2015
Comprehensive review of all positions

Original Introduced April 2014
President, Alex George



University of East Anglia

Model UN Society

Policy I - Committee Roles
www.ueamun.org/policy