

Please note that this is only a brief outline of the main tasks of the conference. For any questions please take up contact with rijnmunsecretariat@gmail.com.

Secretary General: Head of the whole conference and oversees the whole team of ~30 students. Requires lots of patience and great communication/coordination, as well as previous MUN conference experience.

Internal Affairs*:

- Has great RLO teacher/staff relations for handling all setup/decorations/logistics communication with the concierges and school committees (e.g. TC for the opening/closing ceremony, FeCo for the party decorations...etc), preferably already experienced with the school management system (i.e. knowing who to go to for classroom reservations, or to organize tablecloth for the conference...etc)
- Lots of patience with younger students to organize and provide weekly admin training; managing all the admins from admin signups to coordinating them during the conference
- Action driven: overseeing lunch orders and preparation in communication with the concierges, making sure orders are made on time
- Making all the badges and placard-making prior to the conference (competence with excel, preferable having used mailmerge before in Word and/or have coding experience, lots and lots of patience needed)

External Affairs*:

- Capable of consistent and formal email-writing. In charge of communications with teachers of external schools, guest speakers, as well as writing formal invitations and information packages
- Highly organized (i.e. competence with excel) to be able to keep track of all ~200 delegates' information and country assignments.

**The DSG of Internal Affairs and External Affairs will have to work closely with each other, preferably two people that have collaborated together before and knows it works out well.*

Finance:

- Competence with Excel, preferably already having financing experiences beforehand (e.g. treasuring in another RLO committee) for projecting all the costs for RijnMUN and setting up the conference fees for RijnMUN 2025
- Good communication with all sectors to keep track of budget. Frequent communications with heads of school to get budget approvals.
- Organizing a team of fundraisers at the conference

Management:

- DSG of Management and Head of Student Officers must already have had chairing experience(s) before RijnMUN 2025 to be capable of setting up and evaluating Student Officer applications of RijnMUN 2025
- Students with (many) MUN conference experience to decide all the committees and issues, and be able to provide workshops to MUN beginners.
- Familiar with all the Rules of Procedures, resolution approval procedure, and research report evaluation

Head of Publicity and Press:

- Photography and video-editing experiences for Board of Directors photoshoot and all the conference photos
- Extremely creative and comfortable with maintaining social-media, filming various promotion videos
- Preferable have had experiences with ordering custom merchandise (e.g. sweaters, folders, stickers...etc), extremely organized and deadlined to make sure orders are within budget limits and will arrive on time
- Creative/artistic, managing all designs (e.g. certificate, badge designs; merch designs) and maintaining the RijnMUN pin board
- Capable of writing articles for RosKam, newsletters, articles on the school website