

Carleton Model NATO Conference 2022

Position Descriptions: Secretariat and Chair



ABOUT THE SECRETARIAT AND CHAIRS

The Carleton Model NATO conference is a four-day conference/simulation that brings together students from across Canada to debate and appreciate the transatlantic alliance. The Model NATO Secretariat works closely with the Project Manager (PM) to plan the core of the event.

Please note that these descriptions are non-exhaustive. The time commitment varies, but all applicants must be available for the conference dates (February 24-27). Please note that Secretariat positions are much more intensive than Chair positions. However, all positions allow Staff and Secretariat members to work collaboratively in developing a strong conference for university students from across Canada, as well as run and oversee the committee simulations during the course of the conference.

All secretariat and chair position duties are planned to be conducted virtually from Sept. 2021 – Dec. 2021. In-person duties are planned to begin from January 2022- February 2022. This year's conference is currently being planned as a hybrid conference, with opportunities for delegates to participate either in-person or remotely.

FINANCE AND LOGISTICS COORDINATOR

The Finance and Logistics Coordinator (FLC) reports directly to the Project Manager and assists with the general administration of the conference. The Finance and Logistics Coordinator should have prior experience with Model United Nations, Model NATO or experience working in higher level conferences, either as a delegate or as a member of the staff or secretariat, and should be a Masters student or higher. Key responsibilities include, but are not limited to:

- Seeking sponsorship opportunities and creating a sponsorship package in collaboration with the Project Manager
- Contracting a photographer for the conference
- Supporting the Project Manager in the registration of conference delegates and esteemed guests
- Supporting the Project Manager in organizing embassy visits and virtual presentations
- Supporting the Project Manager in organizing venue and conference logistics
- Supporting the Project Manager in organizing training sessions for committee sessions for participants
- Supporting the Secretariat where needed including the organization of the opening ceremonies, luncheon, speakers presentations and committee sessions

SECRETARY GENERAL

The Secretary General (SG) acts as the “face” of the conference and has a strong speaking role. The SG should have prior experience with Model NATO, or experience working in higher level conferences, either as a delegate or as a member of the staff or secretariat, and should be a Masters student or higher. Key responsibilities include, but are not limited to:

- Chairing the North Atlantic Council (NAC), including managing the committee debate and deliberation, and overseeing the drafting of committee communiqués
- Supporting the Project Manager in setting the conference agenda
- Supporting the Project Manager in organizing the conference committees
- Acting as the main emcee for all conference events, particularly the opening and closing ceremonies

MEDIA DIRECTOR

The Media Director (MD) is responsible for the digital presence of MNATO, as well as the development of all “official” documents and items. The Media Director should have experience managing social media accounts. Experience in web design and/or website management, graphic design and editing, is a major asset. Note that all “official” images have been developed; they must be reformatted for this year’s conference. Key responsibilities include:

- Developing and implementing a social media strategy (Facebook and Instagram)
- Maintaining a social media presence before, during, and after the conference
- Designing all placards, name tags, award certificates, and digital signage for the conference (e.g. PowerPoint slides for committee sessions and keynote)
- Formatting and updating the delegate handbook, in collaboration with the Project Manager
- Updating the website when necessary with the support of the Project Manager or a web professional

CRISIS DIRECTOR

The Crisis Director (CD) is in charge of the crisis simulation for MNATO. The CD should have prior experience with Model NATO, or experience working in higher level conferences, either as a delegate or as a member of the staff or secretariat, and should be a Masters student or higher. Key responsibilities include:

- Leading the crisis team in designing the crisis scenario
- Managing the development of the crisis and all materials, including background materials, in collaboration with chairs
- Briefing the Secretariat, and committee and conference staff on the logistics of the crisis simulation
- Responsible for overseeing conference staff acting in the crisis simulation

CHAIRS

Chairs are responsible for working with the Secretary General on developing the committee agenda items, and smooth functioning of their committee. The chair manages the committee debate and deliberation, and oversees the drafting of committee communiques. Therefore, it is essential that Chairs possess one or both of the following:

- Strong knowledge and/or experience working with MNATO or Model UN and the rules of procedure, or managing a committee; and/or
- Strong knowledge of the committee's function and pertinent policy areas.

The committees for MNATO requiring 2 chairs each are as follows:

1. North Atlantic Council (NAC)
2. Military Committee (MC)
3. Civilian Intelligence Committee (CIC)
4. Euro-Atlantic Partnership Council (EAPC)

For more information about each committee, including a summary of past topics, please refer to the link below:

<https://carleton.ca/mnato/carleton-mnato-2021/2021-committees/>

Chairs are also responsible for acting as volunteers during the conference, including acting as chaperones for embassy visits and providing feedback during the conference to the Secretariat.

For questions regarding secretariat and chair positions, please contact the Project Manager, Judy Perpose, at carletonmnato@gmail.com.