

YMCA Southeastern High School Model United Nations  
Application for Appointment to an Officer Position

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Committee: \_\_\_\_\_

Country: \_\_\_\_\_

Current Grade Level:  10<sup>th</sup>       11<sup>th</sup>

Email Address: \_\_\_\_\_

**(PLEASE PRINT with extreme clarity. Email will be our primary method of communication.)**

Phone Number: \_\_\_\_\_

**(If you have a cell phone, please provide it here.)**

Check all offices for which you are applying:

Secretary-General       Director-General       Under-Secretary-General

Committee Chairman       Digital Press Corps Editor

In the space below, provide at least one concrete idea you have for improving the Conference:

Detail your previous Model UN experience, including awards received and/or offices held at any conference, not just SHSMUN.

**CONTINUED...**

Between now and next November, what are your other extracurricular commitments? List other activities that take regular and significant amounts of your non-school time, along with any offices or special positions you may hold through those activities. If you are extremely involved, explain your strategies for time management. (This question is not designed to disqualify applicants involved in other extracurriculars, but to cause applicants to consider whether or not SHSMUN truly fits alongside other commitments.)

**Choose one of the three prompts below and write two to three well developed paragraphs.**

**Prompt 1:** What should the global community do about the Syrian conflict? Be specific and address all aspects regarding this issue. Please be sure to address both the Assad regime and ISIL.

**Prompt 2:** What should the global community do regarding global income inequality? Please write from a humanitarian perspective and an economic one.

**Prompt 3:** What should the role of the international community be in post conflict states? How far can the UN's authority reach before it impedes on the nation's sovereignty?

**Submit your application to your committee chair.**

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### **Chair Recommendation**

Bearing in mind the judging criteria (debating in position, knowledge of the topics, participation and leadership in debate and caucus, knowledge of parliamentary procedure, public speaking ability, cooperation, and professionalism), how likely is the delegate to be a successful officer?

Chair Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Deliver to the Conference Office.**

## Certification Page

Before this application can be considered, both the student and the student's parent(s) or guardian(s) must review **both pages labeled "Requirements for Officers"** and certify that they understand and agree to the information presented there.

### STUDENT:

I, the student applicant, hereby certify that I have read the "Requirements for Officers" in their entirety. I fully understand the requirements and, should I be appointed to an officer position, I agree to fulfill the duties outlined in the document. I agree to be bound by the terms and conditions set forth in the document.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**PARENT/GUARDIAN: (Instead of completing this section, you may email your approval to [coordinator@shsmun.org](mailto:coordinator@shsmun.org). Be sure to type the full statement, below, and to include your contact information.)**

As the parent/guardian of \_\_\_\_\_ (student name), I hereby certify that I have read the "Requirements for Officers" in their entirety and discussed said requirements with the student named above. I fully understand the requirements. I support the student named above in their application for an officer position and I agree to support their involvement in the SHSMUN Conference if they are appointed to an office.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Parent/Guardian Cell Phone Number

\_\_\_\_\_  
Parent/Guardian Email Address

**Parents/Guardians: If you prefer to return this form instead of sending an email,  
you may fax ONLY THIS PAGE to 866-443-7105.**



Advisor Cell Phone: \_\_\_\_\_  
(We may need to contact you to discuss this recommendation.)

## REQUIREMENTS FOR OFFICERS

**All Officers: Review the Meeting Schedule (attached) in full before committing.** 24-hour availability beginning the Friday morning before the Conference, for the duration of the Conference, and until the Conference venue is torn down and cleaned up on the Monday evening of the Conference. Check SHSMUN.org email account regularly (at least weekly) and respond appropriately. **All officers are expected to raise \$1000 for the Conference**, either by securing donations, or recruiting new delegates whose fees total \$1000, or a combination of both efforts.

**Applicants not based in the Chattanooga area** must participate in meetings by video chat, from a quiet room with adequate bandwidth and connectivity, and are expected to attend the retreat and at least one all-day Saturday meeting.

All officers are expected to **make the SHSMUN Conference their first or second extracurricular priority**. Students who are overcommitted to other activities should not apply to serve as SHSMUN officers.

**Meeting Attendance:** Officers are allowed five (5) absences for the entire year. The retreat is mandatory. Missing more than the allowed absences, or missing the retreat, is grounds for removal from office.

**Committee Chairman:** On their own time and in consultation with the Director-General, chairs identify three or four topics to be debated in their committees. Upon approval of the topic ideas, chairs fully research and write an extensive topic paper for each of their topics. Topic papers must include a detailed background on each topic as well as guidance for delegates to use in preparing for debate. Chairs must become experts in parliamentary procedure and demonstrate their knowledge through a series of mock debates involving their fellow officers. The topic development process begins almost immediately after the current Conference and all papers must be in final form before the school year begins. There will be a series of deadlines to facilitate this process, and all deadlines must be met without exception.

**Digital Press Corps Editor:** The editor assembles a team of volunteers from the participating schools and manages their efforts during the Conference. The editor is expected to generate ideas to get their staff members started, manage additional assignments, and produce educational and recruiting materials to promote and explain the Conference and its processes. While an essential part of the Conference staff, the editor is permitted some flexibility to miss some meetings during the first part (the pre-September part) of the SHSMUN season. The editor must attend the retreat and the all-day meetings, however.

**Under-Secretary-General (USG):** The USG directs the organizational aspects of the Conference, with a particular focus on recruiting new schools and on fundraising. Since the production of recruiting materials is one of the functions of the Digital Press Corps, the DPC editor reports to the USG. The USG is responsible for determining all supplies needed for the Conference and ensuring they are ordered in a timely fashion. The USG books meeting space for the officers' meetings and keeps an accurate record of officer attendance at these meetings. **The USG must be extremely organized.** This is a good position for a younger officer interested in later serving as Director-General or Secretary-General, although service as USG does not guarantee one of these positions. The USG is expected to make the SHSMUN Conference their number one extracurricular priority.

**Director-General:** The Director-General directs the substantive aspects of the Conference, with primary responsibility for ensuring the quality development of topics and topic papers. Although the Director-General works alongside the Secretary-General to suggest and approve topics, it is the Director-General's responsibility to prompt the Chairs to meet all necessary deadlines. Because a Model UN simulation is worthless without topics to simulate, the Director-General may be the most essential officer position to the overall success of the Conference. Additionally, the Director-General performs the functions of the Secretary-General in the Secretary-General's absence. A good Director-General will be well-versed on current international issues, will work well with a variety of personalities, will be a talented proofreader

and a stickler for formatting, and will be an organized and effective communicator. The Director-General is expected to make the SHSMUN Conference their number one extracurricular priority.

**Secretary-General:** The Secretary-General is the top officer position for the SHSMUN Conference. Under the direction of the Model UN Coordinator, the Secretary-General is responsible for all aspects of the planning and execution of the Conference. This is truly a year-round job. The Secretary-General presides at all officers' meetings and establishes a calendar of those meetings in advance. The Secretary-General is the chief strategic planner for the Conference, responsible for repeating the successes of the previous SHSMUN while introducing new ideas to continuously improve the Conference. An excellent Secretary-General will have a leadership style marked by a balance of confidence and flexibility. The greatest task of a Secretary-General is to develop a true rapport with the team of officers without sacrificing the ability to lead that team. The buck stops with the Secretary-General, so it should come as no surprise that the Secretary-General is expected to make the SHSMUN Conference their number one extracurricular priority.

**Documentation of Volunteer Hours:** Service as a SHSMUN officer is volunteer service to the YMCA of Metropolitan Chattanooga. Student officers desiring certification of their service hours must maintain an accurate log of the hours they work as part of the SHSMUN staff, including start times, stop times, and a description of the work performed. Logs that appear to be in order will be certified by the YMCA staff for presentation to school officials. End-of-year ballpark estimates will not be certified by the YMCA staff, however. Students must keep an ongoing log.

**Communication Encouraged:** Parents are encouraged to communicate with the YMCA's Model UN Coordinator at regular intervals. Feedback is welcome, including concerns and suggestions. The Coordinator can be reached by email at [coordinator@shsmun.org](mailto:coordinator@shsmun.org).

**Resignation and Removal from Office:** If, at any time, parents and/or the student officer determine that it is no longer feasible for the student to continue serving, they must notify the Model UN Coordinator in writing that the student is resigning from office. If a student officer continually fails to perform their duties and will not resign, the Model UN Coordinator and the YMCA of Metropolitan Chattanooga may remove the student from office at their sole discretion.

**Intellectual Property:** Any intellectual property created through service as an officer is the property of the YMCA of Metropolitan Chattanooga. This includes, but is not limited to, topic headers and background guides.

**Honesty, Not Fear!** Service as a SHSMUN officer is a great joy, and there is no satisfaction quite like the successful execution of an event you've planned meticulously for a year. The expectations and requirements outlined here are intended to help parents and students consider an officer position with their eyes wide open about the time and energy required to be a great officer. This document is not intended to scare qualified candidates away from applying for office. If you are dedicated, qualified, and – most importantly – if you have the time, please submit your application to join the SHSMUN staff!