

Office	Characteristics Required	Duties	Grade to apply for office
<b>Secretary General</b>	value and cause driven, strong leadership, chairing experience required, fair and considerate, not overcommitted to activities outside of this role, effective time management, effective communicator, consistent, self-motivated, collaborative team player, accepting, reasonable, acts with professionalism and emotional intelligence	<ul style="list-style-type: none"> <li>• Directly responsible for leading the Secretariat with effective communication and interpersonal skills</li> <li>• Indirectly responsible for the overall TXMUN program experience &amp; Conferences</li> <li>• Act in partnership with Adult leadership</li> <li>• Influence the workings of the program</li> <li>• Guide the selection of Committees and Topics</li> <li>• Help organize the conferences</li> <li>• Initiates communication with secretariat and other collaborative partners</li> <li>• Set the culture of MUN, traditions, and changemaking project(s), connecting all to the UN's Global Goals</li> <li>• Greet all delegates and be the face of the conference</li> <li>• Work with all Secretariat to help outline their agendas and timeline for the year</li> <li>• Work directly with the Parliamentarian on Chair selection and training</li> <li>• Review and interview future Secretariat Candidates during State Assembly</li> <li>• Must be able to chair the General Assembly</li> </ul>	11
<b>Deputy Secretary General</b>	value and cause driven, supportive and intuitive, organized, chairing experience required, effective time management, effective communicator, self-motivated, detail orientated, collaborative team player, accepting, reasonable, acts with professionalism and emotional intelligence	<ul style="list-style-type: none"> <li>• Directly responsible for supporting the Secretary General in their leadership of the Secretariat</li> <li>• Indirectly responsible for the overall TXMUN program experience &amp; Conferences</li> <li>• Help set up communications with the SecGen, act as recording secretary to all calls and meetings; disburse notes to team</li> <li>• Influence the workings of the program</li> <li>• Assist with selection of Committees and Topics</li> <li>• Help organize the conferences</li> <li>• Support the culture of TXMUN, traditions, and changemaking project(s) as well as the UN Global Goals</li> <li>• Support the Under Secretary of Education and Outreach with Middle School delegates</li> <li>• Work with the Under Secretary of Media on assignments throughout the year</li> <li>• Must be able to chair the General Assembly</li> </ul>	11
<b>Under Secretary of Parliamentary Procedure</b>	value and cause driven, able to lead a team and also serve on a team, organized, experience teaching or possess natural facilitation skills, effective time management, chairing experience required, effective communicator, self-motivated, detail orientated, accepting, reasonable, acts with professionalism and emotional intelligence	<ul style="list-style-type: none"> <li>• Directly responsible for leading the Committee Chairs</li> <li>• Indirectly responsible for ensuring that consistent and accurate procedure is being learned and carried out in all clubs around the state and at conferences</li> <li>• Work with the Under Secretary of Education and Outreach on the dissemination of information and training for TXMUN delegates across the state.</li> <li>• Help select and train Committee Chairs across the state.</li> </ul>	10, 11

		<ul style="list-style-type: none"> <li>• Work with the Under Secretary of Education and Outreach on the training of Committee Chairs across the state.</li> <li>• Supervise the review of Position papers with Committee chairs and inform adult leadership of Outstanding Topic Paper Awards. Help to communicate to delegates about revisions and missing papers</li> <li>• Influence the workings of the program</li> <li>• Assist with selection of Committees and Topics</li> <li>• Help organize the conferences</li> <li>• Support the culture of TXMUN, traditions, and changemaking project(s) as well as the UN Global Goals</li> <li>• At Conferences, take roll from Committee Chairs and alert Security and Registration Lead of absences</li> <li>• Able to step into Chair as necessary</li> </ul>	
<b>Under Secretary of Conference</b>	value and cause driven, able to work with adult leadership, creative and fun, able to manage multiple tasks under pressure, chairing experience is preferred but not required, motivated by giving others a desirable experience, organized, ability to see the big picture and the fine details, team player, effective communicator, logistically minded and thrives behind the scenes, acts with professionalism and emotional intelligence	<ul style="list-style-type: none"> <li>• Directly responsible for ensuring that delegates have a positive experience at conferences</li> <li>• Indirectly responsible for ensuring that conferences are on time, fun, positive, values oriented and have the established TXMUN culture and theme present throughout</li> <li>• Establish conference culture with fellow Secretariat and generate ideas into action</li> <li>• Work with adult leadership on conference logistics up to and during conference</li> <li>• Work with Under Secretary of Parliamentary Procedure and Committee Chairs to determine Awards; give award results to Media for PPT and to Adult leadership</li> <li>• Alert secretariat and adult leadership of any issues or problems; troubleshoot if necessary</li> <li>• Help facilitate ways to create unique and long lasting relationships at all TXMUN events</li> <li>• Influence the workings of the program</li> <li>• Assist with selection of Committees and Topics</li> <li>• Help organize the conferences</li> <li>• Support the culture of TXMUN, traditions, and changemaking project(s) as well as the UN Global Goals</li> </ul>	10,11
<b>Under Secretary of Education and Outreach</b>	value and cause driven, able to work with adult leadership, 2 or more years in TXMUN required, chairing experience is required, motivated by developing others, able to lead a team and also serve on a team, organized, experience teaching or possess natural facilitation skills, effective time management, effective communicator, self-motivated, able to see the big picture and be detail orientated, accepting,	<ul style="list-style-type: none"> <li>• Directly responsible for creating and leading trainings for advisors and new delegates</li> <li>• Indirectly responsible for ensuring that consistent and accurate about the workings of the UN, the Global Goals and MUN Procedure and Practice are being learned and carried out in all clubs around the state and at conferences</li> <li>• Work with Secretariat and Adult Leadership on outlining the strategic plan for outreach underserved areas and new territories</li> <li>• Work with Secretariat and Adult Leadership on developing marketing and training materials for schools and delegates</li> <li>• Assist with selection of Committees and Topics</li> <li>• Help organize the conferences</li> </ul>	10, 11

	reasonable, acts with professionalism and emotional intelligence	<ul style="list-style-type: none"> <li>Support the culture of TXMUN, traditions, and changemaking project(s) as well as the UN Global Goals</li> </ul>	
<b>Under Secretary of Media Corps</b>	value and cause driven, able to work with adult leadership, organized, ability to see the big picture and the fine details, able to lead a team and also serve on a team, effective communicator, acts with professionalism and emotional intelligence	<ul style="list-style-type: none"> <li>Directly responsible for managing the Media Team and generating content for dissemination to delegates throughout the program year, during and post conferences</li> <li>Indirectly responsible for informing delegates about TXMUN and global current events as they related to the UN by helping to manage the TXMUN website and various forms of Media (social, photography, blogging, newsletters, video)</li> <li>Work with adult leadership on conference logistics up to and during conference</li> <li>Alert secretariat and adult leadership of any issues or problems; troubleshoot if necessary</li> <li>Help facilitate ways to create unique and long lasting relationships at all TXMUN events</li> <li>Influence the workings of the program</li> <li>Assist with selection of Committees and Topics</li> <li>Help organize the conferences</li> <li>Support the culture of TXMUN, traditions, and changemaking project(s) as well as the UN Global Goals</li> </ul>	10, 11, 12
<b>Committee Chairs</b>	<p>value and cause driven, able to work with adult leadership, chairing experience is preferred (but we will train if coachable), motivated by giving others a desirable experience, effective leadership and communicator, acts with professionalism and emotional intelligence</p> <p><b>**Only those that chair at both Regional and State Conferences.</b></p>	<ul style="list-style-type: none"> <li>Directly responsible for leading delegates in committee towards collaborative resolutions in a timely fashion, while maintaining a positive atmosphere</li> <li>Indirectly responsible for the overall experience of delegates at conferences</li> <li>Influence the workings of the program**</li> <li>Assist with selection of Committees and Topics**</li> <li>Help organize the conferences**</li> <li>Learn and maintain consistency of the TXMUN procedure and practice; respectfully guide and teach delegates when needed</li> <li>At Conferences, take roll of delegates in committee sharing with US of Parli Pro when there are absences.</li> <li>Work with UTD Mentors in a collaborative fashion.</li> <li>Determine awards based on the TXMUN rubric and share with US of Parli Pro and US of Conference for Awards; participate in the Awards Ceremony by delivering committee summary and award winners</li> <li>Support the culture of TXMUN, traditions, and changemaking project(s) as well as the UN Global Goals</li> </ul>	11, 12