

## **GECMUN VII Chair Roles Description**

### **Student-Officers (GA):**

	<b>Background Guide</b>	<b>Chairing in Committee</b>	<b>Other</b>
<b>Head Chair</b>	<p>The head chair is in charge of writing the background guide and submitting it to the secretariat in a timely manner.</p> <p>The head chair should delegate specific responsibilities to the deputy/associate chairs, such as, "Please complete the list of descriptions for each country by this specific due date and submit it in this specific location." It is paramount that the directions from the head chair to the deputy/associate chairs are clear. For example, "Finish page 4-6" is not specific enough.</p> <p>It is expected that a majority (at least 50%+) of the background guide is completed by the head chair.</p>	<p>The head chair is expected to be the primary chair throughout the conference and will be in charge of making the final decision if a situation arises where chairs do not agree (for example, when selecting a Best Delegate). Although the head chair will be the primary chair, the chair is expected to have their deputy chair and associate chair conduct committee procedures for at least one hour each, for each of the two days.</p>	<p>The head, deputy, and associate chairs are to contribute their equal, honest, and just opinions in deciding the award recipients using the awards criteria.</p> <p>However, the head chair is in charge of delivering the final award recipients (Best, Outstanding, Honorable, and Verbal Commendation) at the closing ceremony along with a short committee brief.</p>
<b>Deputy Chair</b>	<p>The deputy chair will support the head by assisting the head chair with the background guide writing process. However, the deputy chair is not expected to write more than 25% of the guide.</p> <p>If a head chair is no longer able to participate in the conference during the background guide writing process, the deputy chair will assume the role as head chair and be responsible for submitting a completed background guide to the secretariat in time to meet the deadline.</p>	<p>The deputy chair will assume the role as the primary chair if the head chair is absent.</p> <p>If the head chair is present, the deputy chair should expect to chair at least one hour, but for no more than two hours each day of the conference.</p>	<p>The head, deputy, and associate chairs are to contribute their equal, honest, and just opinions in deciding the award recipients using the awards criteria.</p>
<b>Associate Chair</b>	<p>The associate chair will support the head/deputy chair with conducting committee procedures, and will help with the writing of the background guide. However, the deputy chair is not expected to write more than 25% of the guide.</p>	<p>The associate chair should be ready to chair at least one hour each of the two days of the conference.</p> <p>The associate chair is expected to be ready to perform as a swing delegate for the first day of the conference in order to help committees move forward.</p>	<p>The head, deputy, and associate chairs are to contribute their equal, honest, and just opinions in deciding the award recipients using the awards criteria.</p>

## Student-Officers (Crisis):

	<b>Background Guide</b>	<b>Chairing in Committee</b>	<b>Other</b>
<b>Director</b>	<p>The director is in charge of writing the background guide and submitting it to the secretariat in a timely manner, meeting all deadlines.</p> <p>The director should delegate specific responsibilities to the head/deputy chairs, such as, "Please complete the list of descriptions for each country by this specific due date and submit it in this specific location." It is paramount that the directions from the director to the head/deputy chairs are clear. For example, "Finish page 4-6" is not specific enough.</p> <p>It is expected that a majority ( at least 50%+) of the background guide is completed by the director.</p>	<p>The director will be in charge of making the final decision if a situation arises where chairs do not agree (for example, when selecting a Best Delegate).</p> <p>The director will focus on crisis updates. The director will intervene in chairing procedures only when there is an emergency.</p>	<p>The director, head, and deputy chairs are to contribute their equal, honest, and just opinions in deciding the award recipients using the awards criteria.</p> <p>However, the director is in charge of delivering the final award recipients (Best, Outstanding, Honorable, and Verbal Commendation) at the closing ceremony along with a short committee brief.</p>
<b>Head Chair</b>	<p>The head chair will support the director by assisting with the background guide writing process. However, the head chair is not expected to write more than 25% of the guide.</p> <p>If a director is no longer able to participate in the conference during the background guide writing process, the head chair will assume the role as director and be responsible for submitting a completed background guide to the secretariat in time to meet the deadline..</p>	<p>The head chair is expected to be the primary chair throughout the conference.</p> <p>Although the head chair will be the primary chair, the head chair is expected to have their deputy chair conduct committee procedures for at least one hour each, for each of the two days.</p>	<p>The director, head, and deputy chairs are to contribute their equal, honest, and just opinions in deciding the award recipients using the awards criteria.</p>
<b>Deputy Chair</b>	<p>The deputy will support the head chair with conducting committee procedures, and will help with the writing of the background guide. However, the deputy chair is not expected to write more than 25% of the guide.</p>	<p>The deputy chair should be ready to chair at least one hour each of the two days of the conference.</p> <p>The deputy chair is expected to be ready to perform as a swing delegate for the first day of the conference in order to help committees move forward.</p>	<p>The director, head, and deputy chairs are to contribute their equal, honest, and just opinions in deciding the award recipients using the awards criteria.</p>

## Selection Criteria Explained

**Diversity:** We will try our best to create diverse groups of chairs in each committee ranging from different schools to different grade levels and genders. Although we consider ability and experience of the utmost importance, this does mean that schools which have fewer applicants may sometimes have an advantage at getting chair positions over schools with many chair applicants. If, for example, we have one school with 14 applicants and another school with 1 applicant, it is very likely we will take the 1 applicant from the latter school over the 8th best applicant from the first school if their abilities are similar. We do this in order to ensure that we are involving as many schools as possible in the process of hosting the conference.

**Experience:** We are looking at three types of experience: chairing experience, MUN experience, and life experience (in other words, age/grade level). The most important factor is chairing experience, and there will be no head chairs with fewer than 2 years of chairing experience and 3 years of MUN experience. Also, because the head chair should incorporate the opinions/suggestions of both deputy and associate chairs, we expect the head chair to be a team-player. Please be mindful that we value meritocracy over age at GECMUN, so unlike at many Korean conferences, we may assign a higher chair position to a younger student who has more experience or skill rather than to an older yet less qualified applicant. If this scenario arises, we expect the deputy/associate chairs to diligently follow their head chairs, regardless of their age or grade-level differences.

**Chair Alternates:** Three students will be selected as alternates who will serve as chairs in case a scenario arises where chairs are no longer able to participate. Students will be notified if they are alternate 1, alternate 2, or alternate 3 so that they are aware of the possibility of being promoted from alternate to associate chair. Alternates are expected to be prepared to become chairs up until the last week of December. Once the first week of January passes, if a committee loses a chair, instead of an alternate filling in, the committee will continue only with their remaining two chairs and not utilize an alternate with the exception of a crisis committee (which needs three chairs at all times).