

MUNYS Committee

Positions	Roles & Responsibilities
<i>President</i>	1. Leading meetings: Convening and leading meetings of the MUNYS club and ensuring that the meetings run smoothly. 2. Representing the club: Serve as the primary representative of the club and is responsible for representing the club at external events, such as conferences and meetings with other MUN clubs. 3. Organising events: Organising and coordinating MUN events, such as conferences, simulations, and training sessions for members. 4. Recruiting members: Recruiting new members to join the MUN club and ensuring that the club continues to grow and thrive. 5. Fundraising: Coordinating fundraising efforts to support the club's activities and events. 6. Developing the club's strategy: Implementing a strategic plan for the MUNYS club, including goals, objectives, and activities. 7. Building relationships: Building and maintaining relationships with other MUN clubs, schools, and organisations to help the club achieve its goals. 8. Ensuring the success of events: Ensuring that MUN events are well-organised, well-attended, and successful.
<i>Treasurer</i>	1. Budget preparation: Preparing a budget for the conference and ensuring that all financial resources are allocated effectively and efficiently. 2. Fundraising: Identifying and coordinating fundraising opportunities to secure additional funds for the club's activities. 3. Financial management: Maintaining accurate records of all financial transactions, including income and expenses. 4. Payment processing: Processing payments from members and conference participants, and managing cash flow to ensure that the club has sufficient funds for activities.
<i>PR & Events</i>	1. Public Relations: Managing the club's public image and promoting its activities and events. Managing the club's social media presence, and developing promotional materials.

	2. Event Planning: Planning, organising, and executing the club's events, such as MUN conferences, training sessions, and simulations. This includes coordinating logistics, such as securing a venue, arranging transportation, and ordering supplies. 3. Recruitment: Help with CnS events and promote the club to potential new members.
<i>Publicity Officer</i>	1. Promoting the MUN Conference: Responsible for promoting the MUN conference and creating awareness about it among students and other relevant audiences (social media). 2. Marketing and Advertising: Creating and implementing a marketing and advertising strategy. This can include reaching out to schools and organisations. 3. Social Media Management: Managing the MUNYS conference's social media accounts and creating engaging content to attract and retain followers. 4. Graphic Design: Creating graphics and design elements for promotional materials (optional).