



Canada Model United Nations 2027

Secretariat Role Descriptions

The Secretariat of CANMUN 2027 organizes and runs this conference, and are instrumental to its success. Applications are open to passionate students who will be in high school and university during the 2026-2027 academic year. Applications must be submitted by 11:59 pm EST on August 17th 2026. If you have any questions, you can reach out to the Secretary General via the CANMUN email secgencanmun@gmail.com or Instagram account, @canmun_2027. The conference website and emails are currently under construction for the new year.

Applications for the following roles are now open:

- Chief of Staff
- USG of Logistics
- USG of Delegate Affairs
- USG of Media
- USG of Outreach
- USGs of Committees (General Assemblies, Special Assemblies & Crisis)
- USG of Equity
- USG of Finance

Note: “USG” refers to “Under-Secretary-General.”

*All roles involve stepping into other tasks as needed to support the broader success of the conference.

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Chief of Staff:

- The Chief of Staff is responsible for the hiring, training, and managing of conference staff before and during CANMUN 2027.
- The Chief of Staff will review the applications of and conduct interviews for committee staff, namely directors, chairs and crisis staff.
- Alongside the USG of Committees, they will hire the committee directors, staff, and oversee the creation of their committees.
- They will supervise the assigning of staff to their committees, and will ensure that staff remain on board the CANMUN team.
- They will also hire, train, and assign conference flex staff, as well as the media team.
- On the days of the conference, the Chief of Staff is expected to ensure all staff remain on-task and keep the staff element of the conference running smoothly.
- The Chief of Staff should be an excellent team leader and have significant Model UN experience.

Under Secretary-General of Logistics:

- The USG of Logistics is in charge of the logistical aspects of CANMUN 2027.
- They will plan out the schedule of the conference, including the committee sessions and opening/closing ceremonies.
- They will also research and procure conference materials, such as gavels.
- Essentially, they make sure the conference runs smoothly at the level of all of the smallest details.
- The USG of Logistics may also collaborate with other departments on shared logistical tasks like deliveries or technological needs as they will build and configure the core event.
- The USG of Logistics must be highly organized, skilled with graphic design, detail oriented and responsible.

Under Secretary-General of Delegate Affairs:

- The USG of Delegate Affairs is in charge of corresponding with delegates and delegations.
- They are responsible for managing delegate registrations and committee assignments, as well as individual delegate inquiries.
- They are in charge of responding to delegates through email and maintaining positive relations with them.
- The USG of Delegate Affairs is the face of the conference to individual delegates, so it is imperative that they leave a positive and helpful impression.
- The USG of Delegate Affairs is responsible for managing and troubleshooting delegate registration during the conference weekend.

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- The USG of Delegate Affairs must exhibit strong communication, professional demeanor and consistency, and be able to keep all registrations in an organized manner.

Under Secretary-General of Media:

- The USG of Media is responsible for creating conference media.
- This includes drafting and posting Instagram/Tiktok posts for staff hiring, conference registration and conference information.
- The USG of Media must be skilled at video recording and editing, and be able to create a finished high-quality product in a short amount of time.
- The USG of Media must demonstrate skill in video content, team-work and a strong work ethic.
- This role also includes creating visually cohesive graphics and maintaining a consistent brand identity across all platforms, collaborating with the USG of Media.
- The USG of Marketing must demonstrate skill in punctuality, creativity, organization and graphic design.

Under Secretary-General Outreach:

- They will correspond with head delegates and faculty advisors to bring entire delegations to CANMUN 2027, communicating through emails and Instagram messages.
- The USG of Outreach will conduct outreach to guest speakers for the conference.
- They will also send out email reminders to registered delegates such as for position paper deadlines, updates, etc.
- The USG of Outreach must display strong communication, responsibility and consistency skills.

Under Secretary-General of Committees:

- The USG of Committees oversees all committees at CANMUN and ensures their successful execution.
- They will work alongside the Chief of Staff to hire directors, and are responsible for making sure the directors stay on track.
- They will make sure every committee has a plan, diversity of topics, well-chosen characters and is progressing at a good pace.
- They are also in charge of editing background guides, ensuring for them reasonable word counts, informative and helpful information and good structure.
- They may lead workshops to support background guide writing and delegate engagement as well as assist staff during the conference.
- They will uphold the academic quality and integrity of all committee content throughout the planning process.

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- The USG of Committees must exhibit leadership, responsibility, punctuality, significant Model UN experience and collaboration skills.

Under Secretary-General of Equity

- The USG of Equity is responsible for keeping CANMUN 2027 a safe and inclusive environment for all people involved.
- They are tasked with ensuring equitable treatment by staff and creating equity policies for the conference.
- They will also create a form to report equity concerns at the conference and will deal with any issues that arise, before, after, or during the conference.
- The USG of Equity must be kind and just, as well as display strong responsibility, emotional intelligence and maturity.
- The USG of Equity is responsible for curating the Code of Conduct and Harassment & Discrimination policies for CANMUN 2027.
- The USG of Equity may lead pre-conference staff and delegate equity training sessions for workshops.
- The USG of Equity must collaborate with the USG of Committees to ensure fair and equitable background guides.

Under Secretary-General of Finance

- Identifies and pitches to potential corporate sponsors/partners, educational organizations, and local businesses.
- Drafts digital sponsorship proposal decks outlining benefits for sponsors at different funding levels.
- Works closely with the Media team to ensure sponsors get their promised exposure (logo placement on slides, social media, website feature, opening ceremony mentions).
- The USG of Finance must have strong written communication skills with a proven track record in cold outreach, pitching to corporate or educational partners, and securing sponsorship deals.