WELLINGTON MODEL INTERNATIONAL COURT OF JUSTICE 2021 ORGANISING COMMITTEE

ABOUT THE EVENT:

To kick off our tertiary event portfolio for the year 2021, Wellington Region is looking for committed tertiary students to organise our largest annual tertiary event, Wellington Model International Court of Justice.

WMICJ is our unique spin on the traditional MUN-style events UN Youth New Zealand often delivers. Participants are allocated roles as either a counsel or judge, and actively take part in debate discussing international law and political theory that are relevant to the case in hand. If bringing a unique educational experience to life appeals to you, look no further than Model ICJ!

Volunteers will learn important organisational skills through this committee, including working within budgets, managing relationships with external parties and creating unique educational content and strategies. These skills transfer well both in terms of further volunteer work and professional development.

ROLES AVAILABLE:

Coordinator

- Provides vision and leadership to the organising committee
- Responsible for liaising between the committee and the UN Youth Wellington Regional Council
- Is mindful and respectful towards committee and Regional Council
- Communicates effectively with Regional Council
- Responsible for securing the venue and dates for the event
- Produces a budget (in conjunction with the Logistics Officer) for Regional Council approval
- Organises strategic planning and meetings with the organising committee
- Creates a timeline for task deadlines
- Is consistent and reliable
- Responsible for the oversight of participant applications
- Sourcing and finding funding
- Secures guest speakers
- Main point of contact on the day of the event.

Communications Officer

- Produces a promotion plan for the event
- Creates promotional materials such as posters and flyers
- Responsible for liaising with General Member Communications for set up of the Facebook event
- Answers delegate queries
- Watermarking photos
- Responsible for setting up registration form
- Responsible for managing registrations.

Logistics Officer

- Provides catering plan for the event
- Prints materials such as placards and amendment forms
- Works in conjunction with the Coordinator to create a budget
- Works in conjunction with the Coordinator and National Relations officer to seek potential sponsors and venues
- Directs conference assistants during the day for set up

Education Officer

- Creating/formalising an educational theme for the event, in conjunction with the Coordinator
- Creating and overseeing educational content for the event, including resolutions, workshops and briefing papers, with assistance from the Assistant Coordinator
- Working with the Communications Officer to secure speakers
- Working through educational content with conference assistants
- Other education-related tasks

Qualities Essential to all Roles

- Excellent time management and keeping to deadlines
- Good teamwork skills and is respectful of team members
- Confident and effective communicator
- Is trustworthy and reliable
- Willingness to learn and adapt

Please note the above role descriptions are **not exhaustive**; they provide a basic outline of some tasks completed by that portfolio. Upon selection, the committee may reallocate some tasks within portfolios. The Coordinator or Regional Council may assign any further tasks that arise during the tenure of the event committee.

Length of tenure: March 2021 - July 2021

APPLICATION PROCESS:

Applications are due Friday 5th March 2021, at 11:59:59pm.

A completed application must consist of your personal details, full answers to the questions on the application form, and a CV. **Please apply via the following form**:
https://forms.gle/FDEByLGo9PfrbGFVA

Selections will be conducted by the Wellington Regional President, and Vice Presidents, and approved by a vote on the Council. A Coordinator will be the first role decided, followed by the subsequent members of the committee.

Should you have any questions, or wish to seek further information, please do not hesitate to contact Nick Abel, the Regional President, at nick.abel@unyouth.org.nz.