

**TAUMUN BOARD**

**ELECTIONS**

**2022-2023**



## Society Structure

# TAUMUN

**The Society**



**Board**

**TLVMUN**



**Secretariat**

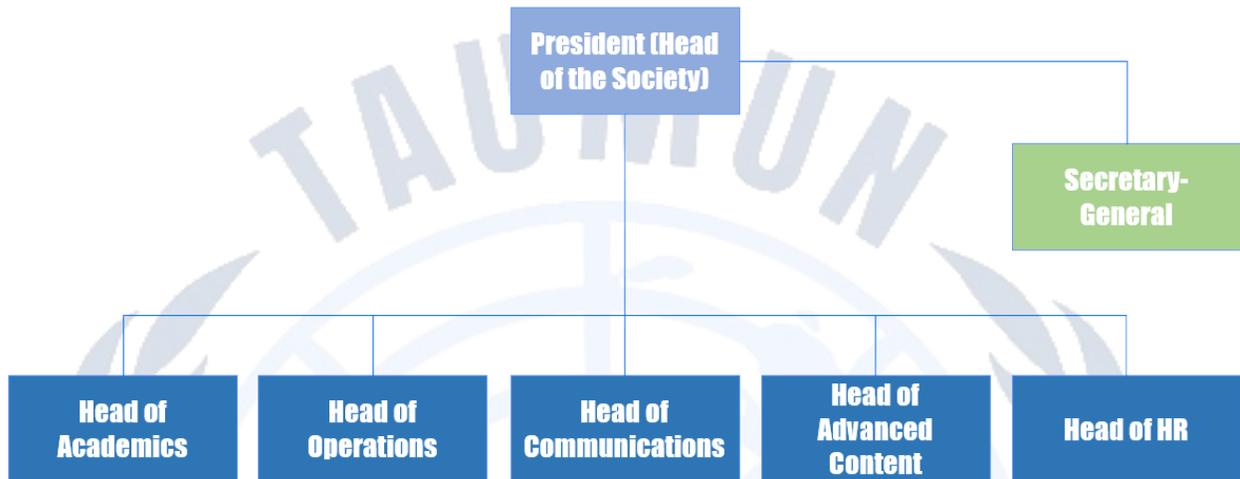
## Election Procedure

During the final meeting of the year, we will hold the official TAUMUN elections, in which we will choose the leading team for the next academic year. The elections will follow the following procedures:

- During the election meeting, each candidate will have an option to present their agenda and plans in front of the Society for up to **10 minutes total**, including Q&A.
- Each TAUMUN member (**holding a student status**) will have one vote per board position.
- Voting will be conducted anonymously, by ballot, for each position.
- In case there is only one candidate for a certain position, a vote of confidence will be held. During this vote the candidate will step outside. Anyone who objects to the election of the candidate will state their reasons publicly in front of the Society.
- The newly elected Board will officially receive its authority after a proper handover by the previous Board, at a date and time chosen and agreed upon by both Boards.

# **TAUMUN SOCIETY 2021-2022**

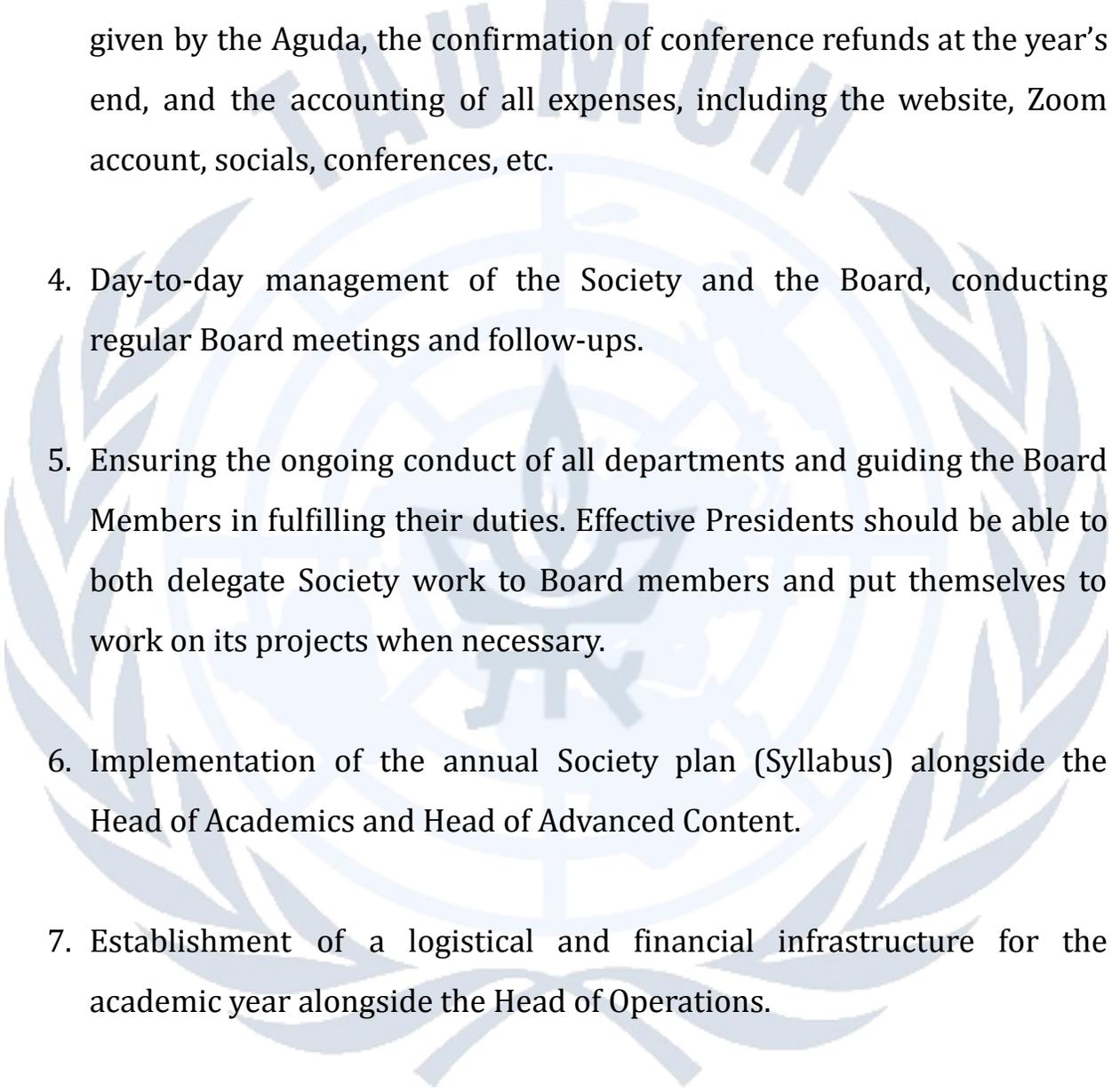
## **Board Structure**



### **Central job descriptions:**

#### **President (previously Chairperson):**

1. Top MUN authority in the Society, responsible for supervising over the proper execution of all MUN activities, including the Society and working closely with the TLVMUN Secretary-General.
2. Oversees, together with the Secretary-General and Head of Communications, the maintenance of the external relations of the Society, including but not limited to other MUN societies worldwide, Student Union (Aguda), international conferences, embassies, and the TAU International School. The President is the paramount representative of the Society in all external communications.

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3. Responsible for TAUMUN's fundraising processes and supervises the overall budget of all TAUMUN activities (Alongside the Secretary General, and Head of Operations). This includes validating the budget given by the Aguda, the confirmation of conference refunds at the year's end, and the accounting of all expenses, including the website, Zoom account, socials, conferences, etc.
  4. Day-to-day management of the Society and the Board, conducting regular Board meetings and follow-ups.
  5. Ensuring the ongoing conduct of all departments and guiding the Board Members in fulfilling their duties. Effective Presidents should be able to both delegate Society work to Board members and put themselves to work on its projects when necessary.
  6. Implementation of the annual Society plan (Syllabus) alongside the Head of Academics and Head of Advanced Content.
  7. Establishment of a logistical and financial infrastructure for the academic year alongside the Head of Operations.

8. Establishment of an academic infrastructure that will include lesson plans, presentations and simulations, all in cooperation with the Head of Academics and Head of Advanced Content.
9. According to the annual Society plan (Syllabus), and in cooperation with the Head of Operations and Head of Communications, building an annual plan for Society socials and special events, including social media campaigns.
10. Responsibility for booking guest speakers for both semesters, scheduling according to the syllabus, being the contact person of the guest speaker and logistically managing entry permissions with the Aguda.

**Requirements:**

- A third-year society member in TAUMUN.
- Previous Secretary General, Secretariat Director, or Board Member.
- Proven in previous TAUMUN projects management.
- Leadership.
- Significant initiative and creativity.
- Experience in public speaking, teaching or counseling.
- Near perfect ROP and MUN knowledge.
- Lateral thinking and long-term planning.
- Passion for TAUMUN and MUN in general.

## Secretary-General:

1. Top authority of TLVMUN, TAUMUN's international conference.
2. As head of the conference, the Secretary-General is in charge of managing and coordinating a team of 12 students responsible for all aspects of the conference: Academics, Logistics, Finance, Fundraising, HR and Marketing.
3. Responsible for appointing and managing the conference's secretariat throughout the year, up until the conference.
4. Responsible, together with the President and Head of Communications, for the external relations of the Society, including but not limited to other MUN societies worldwide, Student Union, international conferences, embassies, and the TAU International School.
5. The Secretary-General is in charge of creating new partnerships for the conference with foreign embassies, conducting regular meetings and update sessions with university officials, and the exploration of possible sponsorships and partnerships for the TLVMUN Conference.

### **Requirements:**

- **Mandatory availability between January and August 2022 (for managing the TLVMUN conference).**

- At least a second-year society member, preferably with secretariat/board experience (not a must).
- Proven management and organizational skills.
- Good multi-tasker.
- Strong leadership and initiative.
- Participated in at least one MUN conference.
- Great interpersonal skills and energy.
- Creativity.



## **Board Job descriptions:**

### **Head of Operations:**

1. Assists the President with the Society's logistical and financial management.
2. Responsible for the logistical coordination of all the Society's activities.
3. Continuous relations with all Board members and Society members.
4. Establishment of a logistics infrastructure (Especially maintaining the Google Drive) which will work closely with other Board members and especially for Academics, Advanced Content and Human Resources.
5. Management of the Society's budget - responsible for keeping track of the expenses on everyday activities, conferences and social events alongside the President. Works closely with Communications in regards to finances in face of the Aguda.
6. Responsible for organizing Society socials and special events, including saving spots at the Hoog, or preparing any logistical needs for the socials such as food, drink and reserving venues.

7. In charge of simulation and mini-conference logistics as requested by the Head of Advanced Content (Booking rooms, printing placards, getting coffee tables).
8. According to the annual society plan, and in cooperation with the President and Head of Communications, building an annual Society special event schedule and social media marketing plan, specifically the socials' logistical needs.
9. As a Board member, participate in Board meetings with voting rights in Board decisions.

**Requirements:**

- Proven management and organizational skills.
- Good multi-tasker.
- Team player (Constant communication with other Board members).
- High availability between August and November 2021 (for recruitment effort and first lessons).
- Passion for TAUMUN and MUN in general.
- Charisma, for organizing venues and socials.

## **Head of Academics:**

1. Responsible for building, fostering and coaching the Society members' academic and professional level throughout the whole year.
2. Building the yearly syllabus along with the President, and Head of Advanced Content.
3. Active teaching of the yearly syllabus during weekly lessons.
4. Preparation of topics for tryout interviews along with the Head of Advanced Content (under the president's feedback and approval).
5. Responsible for writing, creating and maintaining the presentations of each lesson at least a week before the relevant meeting (preferably making all the relevant presentations of the semester before the semester starts and in case, adjustments must be made up to a week before the lesson).
6. Responsible for conducting library (preparatory) sessions before national and international conferences for the delegates alongside the Head of Advanced Content.

7. Establishment of an academic infrastructure that will include lesson plans, presentations, simulations, and guest speakers in cooperation with the President and Head of Advanced Content.
8. Co-responsibility of the TAUMUN academic tutoring with the Head of Advanced Content and teaching primarily the first year's lessons.
9. Responsible for managing all project managers throughout the academic year.
10. Continuous relations with all Board members and Society members.
11. As a Board member, participate in Board meetings with voting rights in Board decisions.

**Requirements:**

- Level of English: teaching proficiency.
- Experience in public speaking, teaching or counseling.
- Rock-solid ROP and MUN knowledge.
- Good long-term organizational abilities.
- Participated in at least one MUN conference.
- Great interpersonal skills and energy.
- Passion for TAUMUN and MUN in general.

## **Head of Advanced Content:**

1. Responsible for preparing and organizing all TAUMUN simulations (Study guides, Chairs, ROP, allocations, etc.) to the students' professional level.
2. Responsible for planning and building the TAUMUN veterans syllabus.
3. Active teaching of the yearly veterans lessons according to veterans.
4. Responsible for developing initiatives along with the team to enrich the society's activities - including but not limited to external workshops, simulations, trips, and additional activities.
5. Responsible for preparing and conducting library (preparatory) sessions before national and international conferences for the delegates with the help of the Head of Academics.
6. Establishment of an academic infrastructure that will include lesson plans, presentations, and simulations, in cooperation with the President and Head of Academics.
7. Co-responsibility of the TAUMUN Head of Academics tutoring with the Head of Academics and assisting in first years' lesson, if need be.

8. Responsibility for all veterans matters (presence in first years' meetings, registration for advanced conferences and hosting advanced simulations, etc.)
9. As a Board member, participate in Board meetings with voting rights in Board decisions.

**Requirements:**

- Level of English: teaching proficiency.
- Rock-solid ROP and MUN knowledge.
- Experience in public speaking, teaching or counselling.
- Participated in at least one MUN conference.
- Great interpersonal skills and energy.
- Good long-term organizational abilities.
- Passion for TAUMUN and MUN in general.

## **Head of Human Resources:**

1. Conducting the requirements and tryouts for next year - booking rooms, bringing relevant marketing materials, technical assistance (Google forms, Doodle) etc.
2. Responsible for leading and organizing the entirety of the tryouts and recruitment effort of new members into the Society at the beginning of the year.
3. Preservation and cultivation of human resources of the Society - tracking attendance at weekly sessions and conferences.
4. Responsible for the oversight of delegates who go to international conferences and their registration, alongside the President. Works with Operations to keep track of conference fees.
5. Head Delegates - managing the intra-society registration to conferences, helping the head delegates in the collection of fees and registration for conferences.
6. In charge of all contact persons throughout the year.
7. Responsible for the maintenance of relationships with society veterans and alumni. These groups, especially the veterans, are resourceful for

the society and its activities and should be invited for academic reasons (such as chairing and lecturing as guests) and for social events.

8. In the above capacity, opening and maintaining the society WhatsApp and Facebook groups for members, veterans and alumni.
9. Alongside the Head of Communications and Operations, lead and prepare at least one yearly Alumni social and at least 2 veteran socials.
10. Works on the Society Charter with the President at the start of the year.
11. As a Board member, participate in weekly Board meetings with voting rights in Board decisions.

**Requirements:**

- **Mandatory availability between August and November 2022 (for recruitments).**
- Great interpersonal skills and energy.
- Excel / Google Sheets knowledge - a must.
- Passion for TAUMUN and MUN in general.

## **Head of Communications:**

1. Personally responsible for representing the Society to external partners, alongside the President as the Society spokesperson.
2. Responsible for marketing, advertising and fostering the Society's image as well as its online marketing platforms, particularly on social media.
3. Managing and updating regularly all the social media platforms of the society, including Facebook, Instagram, Twitter and LinkedIn.
4. In charge of collecting media (photos and videos) of all relevant society activities and uploading and sorting them to the designated Google Drive files.
5. Leads the constant flow of information with the Aguda and international school, specifically in regards to Society events and conferences. Must also help the President initiate planned cooperations with TAUi and other sponsors/partners.
6. Managing and updating the website regularly according to conferences and special events of the society.
7. Upload all lesson presentations and material to the website and the Facebook group.

8. Creating all the graphic designs and advertising materials for the recruitments and tryouts, including posters and flyers.
9. According to the annual society plan, and in cooperation with the President and Head of Operations, building an annual Society special event schedule and social media marketing plan.
10. As a Board Member, participate in weekly Board meetings with voting rights in Board decisions.

**Requirements:**

- Interest and basic knowledge in marketing and social media.
- Digital orientation and creativity.
- Basic MUN experience.
- Great interpersonal skills and energy.
- A diplomatic outlook and good negotiation ability.
- Initiative.
- Passion for TAUMUN and MUN in general.