

POSTS OPEN FOR APPLICATION

1. Secretariat (5)

- 1.1 Has the responsibility for directing, coordinating and facilitating the drafting of all letters (external and internal), recording of minutes of formal meetings and the production of articles included in the newsletters and any other formal documents.
- 1.2 Has the responsibility for overseeing all financial transactions of the organization and the maintenance of the organization's financial resources.
- 1.3 Has the responsibility for producing systematic and updated financial reports, budgets for all activities and book keeping.
- 1.4 Has the responsibility for preparing the annual report on the financial status of the club.
- 1.5 Has the responsibility for managing the Club's documents and photo album.

2. Promotion and Publication Department(5)

- 2.1 Is responsible for all publications of the Club, which include a regular newsletter and any articles of the Club for other publications.
- 2.2 Has the role of coordinating the promotion of the Club, its activities and MUN conferences to local and foreign students.
- 2.3 Is responsible for the design of the official webpage and various items in the promotion packages
- 2.4 Is responsible for providing information technology (IT) support to the Club and various departments.
- 2.5 Has the role of maintaining and updating the Club's official website and the forum.

3. Communication and Public Relation Department(5)

- 3.1 Has the role of communicating with current sponsors, advisors and other external bodies.
- 3.2 Is responsible for all external correspondence and checking and managing the official email of HKMUN regularly.
- 3.3 Has the role of designing a year plan for fundraising and coordinating all activities concerned.

4. Human Resources Department(5)

- 4.1 Is responsible for the training of committee members of the club, conference staff and Chairs of the conference.
- 4.2 Is responsible for the management of the human resources of the club and allocation of duties of staff during conferences.
- 4.3 Is responsible for the application package for various recruitments (not including promotional materials) and the follow up work of them.
- 4.4 Is responsible for the management of the database of committees, conference staff and members of MUNC.

5. Regional Representatives (NOT eligible for HK students)

- 5.1 Is responsible for the enhancement of the communication between foreign and local MUN.
- 5.2 Has the role of helping local participants to join overseas MUN.
- 5.3 Is responsible for the promotion of HKMUN to foreign students and helping them with the application procedures.