SECRETARIAT CHARTER
MEDITERRANEAN MODEL UNITED NATIONS, SCIENCES PO MENTON

Mission

Mediterranean Model United Nations, or MEDMUN, is an academic and educational simulation hosted by the Menton Campus of Sciences Po Paris and serves to tackle current political, economic and social issues in Mediterranean, Middle Eastern, and North African countries.

Defining characteristics include:

- Committees in Arabic, English, French, and Italian;
- Bringing together students from 60+ countries around the world;
- Full integration of a real-time crisis simulation;
- Intensive debating and conflict resolution culminating in pertinent published resolutions.
- Focusing on an annual theme of relevance (2018: Institutional Integrity: Human Rights, Political Pluralism & State Stability)

This conference will take place 23rd-25th March, 2018.

Authority and Responsibilities

Preparation of Event

The Secretariat is responsible for orchestrating conference inputs, including content creation of themes and relevant topics, selection of committees and a crisis to simulate, selection of delegates, management of delegations, and logistics. Board members are responsible for coordination with the administration, invitations to guest speakers, inquiries for any necessary materials from the municipality, and allocation of funds for the conference.

Execution of Conference

The Secretariat's major tasks include organizing and running an efficient conference in an academically rigorous, yet communal social environment. Another is consistent conflict resolution, along with availability throughout the conference to assist the board, delegates, and chairs with any concerns and/or problems they might have.

Accountability for Participants and Outputs

As the Secretariat and Sciences Po Paris Menton Campus collaborate on MEDMUN, it is essential that the work produced at the conference be checked for quality, accuracy, and legality. Board members are tasked with enforcing the understanding among participants that they should be proud of their communal efforts, and engender a desire to produce position papers and resolution summaries that are entirely original and constructive, as well as academically sound and honest.

Organization

Review of Charter

This charter will be reviewed annually upon conclusion of the MEDMUN conference by the Secretariat, including the newly elected Secretary General for the following year.

Membership/Structure

The MEDMUN Secretariat will consist of 10-20 members, each with a defined role to facilitate positive interaction with other board members. Roles are subject to evolution

throughout the year, and positions subject to change between years. The 2018 Secretariat will consist of the following positions: Secretary General, Deputy Secretary General, Content Coordinator, Crisis Director, Crisis Staffers, Delegate Coordinator, International Court of Justice Coordinator, IT Coordinator, Head of Finance, Head of Media, Partnerships and Social Coordinator, and Head of Marketing. The 2018 MEDMUN Secretariat will be advised by Professor Eugene Stevelberg.

Meetings
Meetings comprising the Secretariat will take place on a weekly basis at a time set in the beginning of the semester once all official academic schedules are confirmed, but are subject to change should an unforeseen conflict arise or should biweekly meetings be deemed more appropriate. Before each meeting, members are expected to send the Secretary General a brief summary of their tasks, accomplishments, and challenges faced for review to allow for a more efficient meeting. Meetings between the Secretary General and individual members of the Secretariat need not follow a specified schedule, and meetings between members of the Secretariat need not be formalized through the Secretary General. Crisis staff is welcome, though not obliged should the agenda of the meeting be impertinent, to attend all Secretariat meetings. However, Crisis meetings are to be set by the Crisis Director based on the criteria delineated above, and shall include the presence of the Secretary General on the whole as well. All members are expected to respect their involvements and assignments while also respecting the amount of input required for MEDMUN to be functional.

Agenda, Minutes, and Reports
Each meeting will be preceded by an agenda with action items based on the briefs sent to the Secretary General ahead of time. The minutes will be taken by the Secretary, and distributed to the team to guide further action upon the conclusion of the meeting. These can be saved to track progress and to demonstrate actions undertaken to the administration, as well as to brief our advisor should he not be present. They will also serve to foster a sense of mutual understanding among all members of the MEDMUN Secretariat as to each individual's contributions to the collective.

Marketing, Communication, and Budgetary Restrictions
While MEDMUN is strictly a non-profit organization, having a budget that includes some left-over materials is encouraged from board to board as it means it is in the best interest of the future of the organization. To pay for the domain name of the website, as well as MUNPlanet and Google AdWords, should be factored into that which is left over each year. The payment of the logo design is one-time only, and may not be changed as of August 2015. Future branding should include logo, color coding, and official fonts used; this shall remain consistent throughout the upkeep of the website through future editions of the conference.

Additional Documents

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- MEDMUN 2017 Timeline
- Marketing Strategy/Materials
- Annual Budget
- Individual Member Job Descriptions
- Crisis Proposal Outline
- Contracts for Partnerships, Delegation Commitments, Chair Conditions
- Rules of Procedure