



Roles And Responsibilities

What is Terra International MUN?

Terra International Model United Nations (MUN) is a premier conference that simulates the operations of the United Nations, aiming to educate participants about civics, effective communication, globalization, and multilateral diplomacy. At Terra MUN, delegates assume the roles of ambassadors from UN member states to debate current issues on the organization's vast agenda. The participants represent these countries in simulated sessions of the UN, discussing a variety of topics ranging from peace and security to economics and the environment.

Founded by a visionary group led by [Aneesh Reddy](#), Terra MUN has grown to become not only a forum for debate and diplomacy but also a celebration of the potential young leaders have to create real change. It is distinguished by its strong commitment to sustainability, ensuring that each aspect of the conference aligns with principles of environmental conservation and social responsibility.

Now entering its fourth edition, Terra International MUN continues to offer a platform for rigorous debate, solution-oriented diplomacy, and the development of future global leaders. Set against the backdrop of Hyderabad, this edition promises to blend international perspectives with local culture, offering an enriching experience that prepares all participants for global citizenship.

Roles and Responsibilities

Each role within the Secretariat of Terra International MUN is crucial for the seamless execution of the conference. Below are detailed descriptions of each position, designed to be comprehensible even to those new to MUN.

1. Secretary-General

The Secretary-General is the highest-ranking official in the Secretariat and is responsible for overseeing the entire conference. They set the vision, ensure smooth execution, and make final decisions on major aspects of the conference. They also represent Terra MUN externally and ensure that the conference aligns with its sustainable and diplomatic values.

2. Deputy Secretary-General

The Deputy Secretary-General assists the Secretary-General in all tasks and serves as the second-in-command. They coordinate between different departments, manage workflow, and ensure that all teams are meeting deadlines and expectations. If the Secretary-General is unavailable, the Deputy takes full charge.

3. Director-General

The Director-General is responsible for all logistical and operational aspects of the conference. They ensure the venue, security, hospitality, and on-ground management are in place. This role requires strong problem-solving skills and the ability to handle unexpected challenges during the event.

4. Chargé d'Affaires

The Chargé d'Affaires handles diplomatic relations, official communications, and partnerships with sponsors, institutions, and international organizations. This role requires excellent networking skills and the ability to negotiate sponsorships, affiliations, and collaborations.

5. Under-Secretary-General for Conference Management

This USG ensures that the conference runs smoothly. They oversee scheduling, room assignments, and ensure that all sessions, meetings, and committee proceedings take place as planned. Their job is to ensure that all departments coordinate efficiently.

6. Under-Secretary-General for Delegate Affairs

This USG is responsible for handling all delegate-related concerns, including registrations, delegate allocations, and country/committee assignments. They provide resources, answer queries, and ensure a seamless experience for participants.

7. Under-Secretary-General for Logistics

The logistics team ensures that everything from venue setup to conference materials is in place. This USG coordinates with vendors, arranges seating plans, and ensures that all physical and technical requirements of the conference are met.

8. Under-Secretary-General for Finance

The Finance USG manages the conference budget, tracks expenses, and handles payment processing for registrations and sponsorships. They also ensure financial transparency and help in securing funding sources.

9. Under-Secretary-General for Communications

This USG oversees all internal and external communications. They manage email responses, announcements, newsletters, and ensure that all participants are well-informed about key updates before and during the conference.

10. Under-Secretary-General for Sustainability

As Terra MUN prioritizes sustainability, this USG ensures that all conference activities are eco-friendly. They oversee waste management, minimize the environmental impact, and propose initiatives like carbon-neutral policies, paperless conferences, and sustainable giveaways.

11. Under-Secretary-General for Technology

The Tech USG manages the website, online registration systems, virtual sessions (if any), and ensures that all technical setups are running smoothly, including audio-visual equipment, live streams, and digital tools.

12. Under-Secretary-General for Public Relations

This USG builds and maintains the public image of Terra MUN. They handle media coverage, press releases, outreach to universities and institutions, and engage with the wider MUN community.

13. Under-Secretary-General for Sponsorships

The Sponsorship USG is responsible for securing financial and in-kind sponsors for the event. They develop sponsorship proposals, reach out to potential sponsors, and ensure that partners receive the promised visibility.

14. Under-Secretary-General for Human Resources

This USG handles all volunteer recruitment, team management, and internal team motivation. They ensure that all team members are working efficiently and assist in conflict resolution.

15. Under-Secretary-General for Hospitality

This USG ensures that guest speakers, VIPs, and international participants are well taken care of. They arrange accommodations, transportation, and ensure that hospitality services meet high standards.

16. Under-Secretary-General for Social Events

This USG plans and executes networking sessions, after-parties, and other informal events that make the MUN experience memorable. They ensure that social events align with the theme of the conference and encourage interaction.

17. Under-Secretary-General for Health and Safety

The Health and Safety USG is responsible for all health-related precautions. They ensure the availability of first aid, emergency contacts, and implement necessary safety protocols in case of any medical emergency.

18. Under-Secretary-General for Legal Affairs

This USG ensures that all conference policies, participant agreements, and organizational procedures comply with legal and ethical guidelines. They also assist in resolving disputes related to delegate conduct and ensure adherence to MUN regulations.

19. Under-Secretary-General for Accessibility

This USG ensures that the conference is accessible to all participants, including those with disabilities. They oversee venue accessibility, provide necessary accommodations, and ensure that Terra MUN remains an inclusive event.

20. Under-Secretary-General for Marketing

The Marketing USG is responsible for designing and executing the marketing strategy, including social media campaigns, digital outreach, and content creation to promote Terra MUN.

21. Under-Secretary-General for Outreach

This USG is responsible for connecting with universities, high schools, and other organizations to bring in new delegates and expand the reach of Terra MUN.

22. Under-Secretary-General for Design

This USG leads the visual branding of the event. They design posters, brochures, social media graphics, banners, and all promotional materials to maintain a professional and visually appealing identity.

23. Under-Secretary-General for Digital Technology

This USG focuses on digital engagement, including MUN apps, online resources, and virtual tools that improve the delegate experience. They work closely with the Tech USG to innovate the event digitally.

24. Under-Secretary-General for Information Technology

This USG ensures that all IT infrastructure functions smoothly, including website management, data security, and internal communication platforms.

25. Under-Secretary-General for Multimedia

The Multimedia USG handles photography, videography, and content creation for social media, ensuring that Terra MUN is well-documented and showcased professionally.

Additional info please contact mun@arforearth.org or info@arforearth.org

www.terraininternationalmun.com

