THIMUN Qatar Student Executive Team Job Descriptions. THIMUN Qatar runs its conferences by high school students for high school students.

THIMUN Qatar Conference Student executive teams organizational chart:

Academic Team TQ

Secretary General:
- Makes sure everyone is doing their assigned job duties
- Works with two committees to supervise Issues on the agenda
- HSC development
- CCPCJ Development

Deputy Secretary General: Public Events/Affairs
This DSG focuses on outreach into the community for various needs of the conference.
- Executive outreach/publicity (blog posts, FB updates and liaising with Head of Press)
- Works with two committees to supervise Issues on the agenda
- Assisting in finding cultural events for the cultural night
- Work with Sakib to design and order student officer hoodies
- Organize student officer dinner. Must liaise with Amina
- Arranging Friday Prayer

Deputy Secretary General: Delegate Affairs
This DSG focuses on items related to delegates
- Organize ‘press conference’ for “special delegations”
- Oversees all chair report schedules and liaising with Fatima for posting of these reports
- Organize outreach for sessional speakers
- Works with two committees to supervise Issues on the agenda

**Deputy Secretary General: Student Officers**
This DSG focuses on items related to student officers
- Organize agenda for Student Officer Training
- Pre-conference practice sessions for chairing
- Rules and procedure test
- Oversee changes to the student officer manual
- Sets QLC Agenda
- Works with two committees to supervise Issues on the agenda

**Deputy Secretary General: Secretariat**
This DSG focuses on items related to
- Work with tech team for setting up Resolution Management System
- Manages ICJ
- Runs Approval Panel
- Coordinate work with the Secretariat to ensure copying and distribution of materials
- Works with two committees to supervise Issues on the agenda

**President of the General Assembly: Ceremonies**
- Opening and Closing ceremonies: scripts
- Connects with the UN for TQ team
- Working with Head of IT to run all AV needs
- Working with American School of Doha to arrange for choir- must coordinate with Admin to move them into the hall
- Coordination with Admin to ensure adequate support for ceremonies (getting the student ambassadors ready, the GAIA finalists in place, the P&S award winner in place)
- Director’s Training Institute Liaison, responsible for chairing Director’s Debate and organizing Admin support.

**Deputy President of the General Assembly: Press/Publicity/Media**
This DPGA focuses on items related to
- Ensures creation of all student communication groups
- Oversees article submissions for the Blog with PR Officer
- Outreach to QF Radio for interviews
- Promotes TQ through additional non-traditional sources of media with DSG Public Affairs
- Shared studios liaison, deciding which countries to connect to for which committees
- Sessional Speakers outreach with DSG Delegate Affairs

**Deputy President of the General Assembly: Guest Services and Ad Hoc**
- VIP Invitations with Deputy Head of Admin
- VIP meet and greet at ceremonies- works with two deputy Admin
- Cultural Night Liaison
- Keynote speaker
- Shared studios liaison, deciding which countries to connect to for which committees
- Foreign Language committees (French and Arabic)
Admin

Head of Admin:
- Makes sure everyone is doing their assigned job duties
- Creates the admin handbook
- Finalizes the admin selection
- Arranges VIP invitations
- VIP meet and greet
- Manages the theatre admins
- Manages admin ratings
- Manages the parade of Nations with Ms Winnard

Deputy Head of Admin: International Schools
- Arranges the registration materials for international schools by hotel. Must liaise with Amina to get lists and get packages to correct hotel rep
- Collaborates to build the admin sign up list
- Arranges VIP invitations
- VIP meet and greet
- Arranges for International Schools for cultural night.
- Commands a team of 12 to manage cultural night tickets
- Manages the admins in 4 rooms- includes ratings
- Manages the committee boxes for 4 rooms

Deputy Head of Admin: Local Schools
- Arranges the registration materials for local schools by hotel. Must liaise with Amina and head of reg to get lists and school reg bags correct
- Collaborates to build the admin sign up list
- Manages guest sign in with reg admin
- Manages press sign in and movement in the conference
- Manages the tours of education city sign up and directs teachers to the meeting point for the bus
- Manages the admins in the Reg desk and the floaters - includes ratings

Deputy Head of Admin: Admin Training
- Arranges the registration for Admin. Must liaise with Amina to get lists correct
- Collaborates to build the admin sign up list
- In charge of the training for the admins- 4 sessions
- Manages the admins in 4 committee rooms- includes ratings
- Manages the committee boxes for 4 rooms

Deputy Head of Admin: Flag Bearers
- Manages the admins in 4 committee rooms
- Manages the committee boxes for 4 rooms- includes ratings
- Collaborates to build the admin sign up list
- Checks through the flags and pulls the appropriate flags with a team of 6 admins
- Supports head of Admin in managing the parade of nations

Deputy Head of Admin: Finaliser
- Manages the admins in 5 committee rooms
- Manages the committee boxes for 5 rooms- includes ratings
- Collaborates to build the admin sign up list
• Arranges VIP invitations
• VIP meet and greet
• Checks that admins pick up their boxes correctly at the start of the conference in room 101
• Checks that admins pack up the boxes at the end of the conference in room 102
• Manages Final sweep of all rooms

Press

Head of Press

• Selects press team of 27:
  o 1 deputy Head of press
  o 3 layout (includes 1 head)
  o 8 photographers (includes 1 head)
  o 6 reporters (includes 1 head)
  o 2 social media (includes 1 head)
  o 5 videographers (includes 1 head)
  o 1 Artwork
• Creates a training program for press team
  o Delivering message of conference
  o Conference expectations
  o Supporting plans
• Manages team and makes sure all are fulfilling assigned duties
  o Supports video team in getting equipment and story board and filming the pre and post conference video and any other videos needed.
  o Supports photography team in getting equipment and photography plan
  o Supports social media team in creating social media plan
  o Supports reporters in selecting stories
  o Works with layout and Sakib Mahmoud from the TQ office to achieve the best layout, and submits the publications by the appointed deadline
• Creates photo frames
• Creates press plan
• Finalises press list
• Reaches out to News Channels for attendance
• Reaches out to newspapers for attendance
• Works with PUE communication team to share press plan.

Head of Photography:

• Creates photography plan
• Manages delegation pictures during lunch times
• Manges teams of photographers
• Admin team photo
• Coordinators team photo
• Press team photo
• Assigns photographers to events and rooms
• Ensure that each workshop is documented
• Coordinates the collection of pictures at the end of each day
• Submits all pictures to head of press at the end of the conference. Liaises with head of IT
• Liaises with Conference coordinators to highlight featured workshops
• Liaises with Conference coordinators to highlight featured presenters
• Liaises with Social Media team to:
  o Tweet out local adult presenters
  o Facebook featured presenters
  o Instagram student presenters

Head of Videography:
Manages team of videographers
Creates pre conference video
Creates post conference video
Daily video interviews 30-60 seconds for IG

Head of Social Media:
Tweet out local adult presenters
Facebook featured presenters
Instagram student presenters
Snap stories
Manages photo booth

Head of Reporting:
Manages team of reporters
Reaches out to featured presenters and special workshop leaders for interview

Head of Layout:
Works with reporters and photographers to create conference publications x3

THIMUN Qatar PR officer:
working with the press and PGA team in sourcing and negotiating with keynote speakers
writing monthly articles featuring and interviewing noteworthy people connected with student leadership, Model UN, the UN, the Sustainable Development Goals, THIMUN Foundation, The Ministry of Health, the Ministry of Education and the WHO.
updating the Instagram and Twitter of THIMUN Qatar on a monthly basis
coordinating with the rest of the invite list for the VIPs for all TQ events
Monthly meetings, either in person or via Skype with the TQ office to plan for the next month.

THIMUN Qatar Leadership Conference Executive team
Organisational chart:

Academic team QLC

Secretary General:  
- Makes sure everyone is doing their assigned job duties  
- Finalises student workshops from applications
• Writes speeches for plenary script
• Decides which conference coordinator sits in on which plenary session. 3 each day

Conference Coordinator: QF Schools student
• Work with Sakib to design and order student officer hoodies
• Organize student officer dinner. Must liaise with Amina
• Manages student presenters in Zone
• Collaborates to build and select student workshops
• Arranging Friday Prayer
• Manages 1 meeting room
• Writes speeches for plenary script
• Collaborates on selecting student workshops from applications

Conference Coordinator: Al Waab area student
• Manages student presenters in Zone
• Collaborates to build and select student workshops
• Manages 2 meeting rooms
• Writes speeches for plenary script
• Collaborates on selecting student workshops from applications

Conference Coordinator: Mesaimeer area student
• Manages student presenters in Zone
• Collaborates to build and select student workshops
• Manages 2 meeting rooms in Zone
• Writes speeches for plenary script
• Collaborates on selecting student workshops from applications

Conference Coordinator: Al Khor area student
• Manges student presenters in Zone
• Collaborates to build and select student workshops
• Manages DTI meeting rooms, chairs Directors debate
• Writes speeches for plenary script
• Collaborates on selecting student workshops from applications

Admin QLC

Head of Admin:
• Makes sure everyone is doing their assigned job duties
• Creates the admin handbook
• Finalises the Admin sign up list
• Arranges VIP invitations
• VIP meet and greet
• Manages the theatre admins
• Manages admin ratings

Deputy Head of Admin: International Schools
• Arranges the registration materials for international schools by hotel. Must liaise with Amina to get lists and get packages to correct hotel rep
• Collaborates to build the admin sign up list
• Arranges VIP invitations
• VIP meet and greet
• Manages the admins in 3 rooms - includes ratings
• Manages the room materials for 3 rooms

Deputy Head of Admin: Local Schools
• Arranges the registration materials for local schools by hotel. Must liaise with Amina and head of reg to get lists and school reg bags correct
• Collaborates to build the admin sign up list
• Manages guest sign in with reg admin
• Manages press sign in and movement in the conference
• Manages the admins in the Reg desk and the floaters - includes ratings

Deputy Head of Admin: Admin Training
• Arranges the registration for Admin. Must liaise with Amina to get lists correct
• Collaborates to build the admin sign up list
• In charge of the training for the admins - 4 sessions
• Manages the admins in 3 rooms - includes ratings
• Manages the room materials for 3 rooms

Deputy Head of Admin: Qatar representative
• Manages the list of international presenters registration materials and gifts.
• Collaborates to build the admin sign up list
• Must Liaise with Fatima to get hotels and names correct
• Manages the list of local presenters, prepares gift items to be put in rooms
• Manages the admins in 3 rooms - includes ratings
• Manages the room materials for 3 rooms

Deputy Head of Admin: Finaliser
• Manages the admins in 3 rooms - includes ratings
• Collaborates to build the admin sign up list
• Manages the room materials for 3 rooms
• Arranges VIP invitations
• VIP meet and greet
• Checks that admins pick up their room materials correctly at the start of the conference in room 225
• Checks that admins pack up the room materials at the end of the conference in room 225
• Manages Final sweep of all rooms

Press QLC

Head of Press:
• Selects and Manages team of 15 and makes sure all are fulfilling assigned duties
• Creates photo frames
• Creates press plan
• Reaches out to newspapers for attendance
• Finalises press list

Deputy Head of Press: Photography Support
• Manages team and makes sure all are fulfilling assigned duties
• Collaborates to Create press plan
• Reaches out to newspapers for attendance
• Collaborates to Finalise press list

Deputy Head of Press: Videography Support
• Manages team and makes sure all are fulfilling assigned duties
• Collaborates to Create press plan
• Reaches out to News Channels for attendance
• Collaborates to Finalise press list

Head of Photography:
• Creates photography plan
• Manages delegation pictures during lunch times
• Manages teams of photographers
• Admin team photo
• Coordinators team photo
• Press team photo
• IT team photo
• Assigns photographers to events and rooms
• Ensure that each workshop is documented
• Coordinates the collection of pictures at the end of each day
• Submits all pictures to head of press at the end of the conference. Liaises with head of IT
• Liaises with Conference coordinators to highlight featured workshops
• Liaises with Conference coordinators to highlight featured presenters
• Liaises with Social Media team to:
  o Tweet out local adult presenters
  o Facebook featured presenters
  o Instagram student presenters

Head of Videography:
• Manages team of videographers
• Creates pre conference video
• Creates post conference video
• Daily video interviews 30-60 seconds for IG

Head of Social Media:
• Tweet out local adult presenters
• Facebook featured presenters
• Instagram student presenters
• Snap stories
• Manages photo booth

Head of Reporting:
• Manages team of reporters
• Reaches out to featured presenters and special workshop leaders for interview
Head of Layout:

- Works with reporters and photographers to create conference publications x3