**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, floater admins and oversees all the deputy execs
* Manages admin assessment and ratings during and post event.
* Manages the parade of Nations (unless online)

**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 (unless online)
* 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 (unless online)
* 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 Bearer**

* 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 (unless online)
* Supports the press and PGA teams in filming and preparing for the ceremonies

**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 unless online)
* Checks that admins pack up the boxes at the end of the conference in room 102 unless online)
* Manages Final sweep of all rooms

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| --- | --- | --- | --- |
| **THIMUN Qatar CONFERENCE Admin Executive Team Members and Responsibilities** | | | |
|  | | | |
| **Name** | **Positions** | **Meeting rooms Supervision / Point of Contact** | **Contact Numbers** |
|  | Head of Admin |  |  |
|  | Deputy Head of Admin |  |  |
|  | Deputy Head of Admin |  |  |
|  | Deputy Head of Admin |  |  |
|  | Deputy Head of Admin |  |  |
|  | Deputy Head of Admin |  |  |