**Secretary General:**

* Makes sure everyone is doing their assigned job duties
* Works with two committees to supervise Issues on the agenda

**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
* 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
* 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
* 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
* 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
* Foreign Language committees (French and Arabic)