

Dear Applicant,

My name is Maggie McGrane, and I will be your Secretary General for the 2012 United Nations Association of Rochester Conference.

Chairing is a rewarding experience, and I am pleased that you are considering it. We are looking for chairs who are both enthusiastic about chairing as well as dedicated to putting in the time necessary. Before applying, be sure that you will be able to make the time commitment of attending meetings, preparing a chair letter, researching, and meeting with your co-chair. The conference will be held, as usual, on Friday and Saturday, **March 9 and 10**. Attending the conference is mandatory; please do not apply if you have a conflict on any of these dates.

Complete all parts of the attached application, including providing a picture and advisor recommendation; incomplete applications **will not** be considered. You may have your advisor send his or her recommendation separately to the address below if needed. When you finish the application, either email it to [rocmunsec@gmail.com](mailto:rocmunsec@gmail.com) or send it to the following address:

Maggie McGrane  
208 Boughton Hill Road  
Honeoye Falls, NY 14472

Applications are due by **Friday, December 16**. Any application received later than this date **will not be accepted**. Applications will be considered in the order they are received. Feel free to contact the Secretariat at [rocmunsec@gmail.com](mailto:rocmunsec@gmail.com) with any questions or concerns you may have. Good luck, and I hope to see you all at the UNAR conference!

Sincerely,

Maggie McGrane  
Secretary General, UNAR 2012

## UNAR 2012 Chair Application

### Contact Information

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Advisor: \_\_\_\_\_

### Model UN Experience

Years in Model UN: \_\_\_\_\_

<i>Conferences</i>	<i>Committees</i>	<i>Awards</i>

### Availability

Use an X to indicate which days you will be available for chair meetings. If you have a conflict, please explain it briefly and indicate whether or not it can be rescheduled if necessary. Chair meetings usually last for around two hours.

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>

### Committees

Please indicate your top three choices of committees to chair. If you have a new or unusual idea for a committee you would like to chair, please write it below and explain it further on a separate sheet of paper.

<i>First Choice</i>		1
<i>Second Choice</i>		2
<i>Third Choice</i>		3

If there are any committees in particular that you do not wish to chair, please note them below.

### **Other Experience**

Have you held any officer positions in your school's Model United Nations club? If so, please describe them.

Do you have any experiences in other areas, particularly in leadership roles, that are relevant to your ability to chair? If so, briefly describe them.

### **Short Answer Questions**

Please answer these questions on a separate sheet of paper. Each response should be thorough and well-explained.

1. As a chair, how would you identify those delegates most deserving of awards?
2. What do you believe are the most important characteristics of a good chair?
3. What do you believe makes a committee successful, and how do you believe you will be able to contribute to accomplishing this?
4. Please choose two appropriate topics, cases, or crises for your first choice committee and describe them briefly. Also, choose one topic each for your second and third committee choices and describe them.
5. What are you looking for in a co-chair? Which qualities do you feel would compliment your own, and which qualities would prove problematic?
6. If there is any other information that you feel is pertinent, please share it here.

### **Photograph**

Pictures cannot be returned. Digital photos are encouraged and can be emailed to the Secretariat at [rocmunsec@gmail.com](mailto:rocmunsec@gmail.com). If you choose to send your picture digitally, please be sure to clearly indicate your name and school in the email. Otherwise, attach your picture to this application. Applications **will not be accepted** without a photograph.

**Advisor Recommendation**

Please have your advisor sign below and include any pertinent comments. Applications will not be accepted without a recommendation.

I believe that \_\_\_\_\_ is qualified to chair the 2012 United Nations Association of Rochester Conference. I believe without reservation that he or she will respect the delegates in his or her committee, hold a productive and orderly committee, and be an honorable chair. I understand that I am not required to give this recommendation and that if I have any concerns about recommending this person, I should contact the Secretariat at rocmunsec@gmail.com.

\_\_\_\_\_

Advisor's name (Please print)

\_\_\_\_\_

Advisor's signature

\_\_\_\_\_

Date