



WORLD AFFAIRS COUNCIL  
*of Philadelphia*

**2010 Model United Nations**  
*Duties of Participants*

**1. Secretary-General**

- a) Delivers the keynote student address during the opening plenary session
- b) Is familiar with all committee topics and the rules of parliamentary procedure
- c) Oversees four committees throughout the day
- d) Serves as a resource person for World Affairs Council of Philadelphia staff during committee session
- e) Is prepared to assume the role of committee chair in the event of an absence or emergency
- f) Attends the Model U.N. Prep conference, student leader preparation sessions and maintains contact with Council staff

**2. President of the General Assembly**

- a) Takes roll call of member nations
- b) Calls the morning plenary session to order, chairs the meeting, gives brief welcoming address to delegates, conducts afternoon committee reporting proceedings and closes the plenary session
- c) Is familiar with all committee topics and the rules of parliamentary procedure
- d) Oversees four committees throughout the day
- e) Serves as a resource person for World Affairs Council of Philadelphia staff during committee sessions
- f) Is prepared to assume the role of committee chair in the event of an absence or emergency
- g) Attends the Model U.N. Prep conference, student leader preparation sessions and maintains contact with Council staff

**3. Committee Chair**

- a) Manages the committee session
- b) Is thoroughly familiar with topic of discussion and understands how various countries approach the topic
- c) Prepares and delivers committee report for closing plenary session
- d) Is thoroughly familiar with basic rules of parliamentary procedure and can apply them in the committee meeting
- e) Attends the Model U.N. Prep conference, student leader preparation sessions and maintains contact with Council staff
- f) Following the student leader preparation sessions remains in contact with the rapporteur while preparing for the committee session.

**4. Committee Rapporteur**

- a) Assists chair in conducting committee meeting. (The rapporteur must be prepared to run the meeting in the absence of the chair)

- b) Takes roll call of committee delegates
- c) Records votes
- d) Keeps one copy of proposed amendments
- e) Is thoroughly familiar with topic of discussion in committee
- f) Is thoroughly familiar with basic rules of parliamentary procedure
- g) Attends the Model U.N. Prep conference, student leader preparation sessions and maintains contact with Council staff
- g) Following the student leaders' preparation sessions, remains in contact with the chair while preparing for the committee session.

**5. Country Delegate**

- a) Researches country and completes Country Profile Worksheet
- b) Studies assigned committee and topic by reading the Background Guide as well as conducting independent research
- c) Writes a Position Paper based on research findings
- d) Reviews the purposes, structure and major activities of the United Nations
- e) Attends the Model U.N. Prep conference
- f) Writes, reviews and analyzes resolutions prior to conference

**6. Journalist**

- a) Writes article for school newspaper or class assignment about the day's events and is encouraged to bring a camera to take pictures
- b) Submits a copy of the article and photographs to the Council for possible inclusion on the World Affairs Council of Philadelphia website. Well written articles, and photos capturing the work and spirit of the day, will be chosen.
- c) Journalists are required to follow one committee. The journalist will observe the proceedings throughout the day including the opening and closing plenary sessions.