



# **STAFF**

**OFFICIAL HANDBOOK**

## **Staff role:**

**Staff members are the essential operational support for the MUN conference, combining the functions traditionally handled by 'runners' and 'security' personnel. Their primary role is to facilitate the smooth running of all conference activities. This includes assisting in distributing supplies, assisting delegates, setting up rooms and ensuring a safe, orderly environment (e.g., monitoring proceedings to maintain proper conduct, passing diplomatic notes, issuing initial warnings for rule violations, managing crowd flow, monitoring common areas, reporting issues). Working closely with the chair, they help enforce rules and escalate security concerns, keeping debates organized, secure, and productive for all participants.**

## **Council policies:**

### **1. Strict Timekeeping**

- Follow all timings exactly as scheduled.**

### **2. Equal Treatment**

- Treat all delegates fairly in every action.**

### **3. Immediate Intervention**

- Stop fights, yelling, or disrespectful behavior immediately.**

#### **4. Rule Enforcement**

- Lock all doors when voting begins
- Allow no entry/exit during voting
- Warn for any violations and report to heads

#### **5. Confidentiality**

- Never share private notes or delegate messages.

#### **6. Communication Protocol**

- Use phones only for staff coordination
- Receive instructions from heads

#### **7. Professional Conduct**

- Always wear your badge
- No personal chats with delegates
- Stay calm and confident when handling issues

# **Clipping System Protocol:**

## **1. Verbal warning**

- Staff shall issue one formal verbal warning for any rule violation

## **2. First Clip (Official Written Warning), for severe misconduct**

### **- Staff must:**

- a) Immediately isolate the delegate
- b) Contact the Head of Staff

### **- Head of Staff will:**

- a) Issue First Clip
- b) Document violation in conference records

## **3. Second Clip (Award Disqualification), for repeated misconduct**

### **- Staff repeats isolation/notification**

### **- Head of Staff will:**

- a) Issue Second Clip
- b) Disqualify delegate from all awards

#### **4. Third Clip (Expulsion), for continuous/egregious misconduct**

**- Delegate will be:**

**a) Immediately removed from committee**

**b) Permanently barred from conference**

## **Chain of command:**

**Our MUN conference operates with a clear chain of command to ensure efficiency and accountability. This structure ensures clear communication and effective decision-making.**

- **Staff**
- **Heads of Staff**
- **Under Secretary General “USG”**
- **Secretary General “SG”**
- **Student Director**
- **Teacher Director**

# **Do's & Don'ts**

## **Do's:**

- **Pay attention to your surroundings**
- **Maintain a friendly and professional demeanor.**
- **Assist in maintaining a safe and orderly environment.**
- **Stay where you are assigned to.**
- **Only use phones to communicate with other staff members and heads**
- **Inform heads of staff about any delegates that need to be clipped.**
- **Check missing badges and dress code**
- **Ensure a fair treatment to all delegates**

## **Don'ts:**

- **Be biased**
- **Disrupt council procedures**
- **Consume food and beverages in the committee room**
- **Using your mobile phone excessively**
- **Allow frequent visits to the restroom when it is not necessary**
- **Enter any council that you are not allocated to.**
- **Allow delegates to leave the council, unaccompanied**
- **Disrespect the members of the council of the conference staff**
- **Neglect to maintain the cleanliness of the council**

# **Expectations:**

**All staff members are essential to the success of APG MUN V. Your commitment, professionalism, and dedication are highly valued. The following expectations apply to all staff members:**

- **Maintain a high level of professionalism in all interactions.**
- **Maintain adaptability and flexibility.**
- **Work effectively as part of a team**
- **Approach challenges with a proactive and solution-oriented mindset.**
- **Familiarize yourself with the general conference schedule, key locations, and basic procedures.**
- **Maintain clear communication with Heads of Staff and other staff members.**
- **Commit to the role and arrive on time**
- **Wear badge at all times**
- **Demonstrate confidentiality**