

MYADP Departments and Respective Roles

| Department | General Description |
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| MUN Affairs Department | <p>MUN Affairs Officers will focus on developing materials for the Malaysian Model UN scene as well as advising conferences across the nation. Officers in this department are expected to perform tasks under one or more of the following categories:</p> <p>Curriculum and Events</p> <ul style="list-style-type: none">- Promote MUN in educational institutions around Malaysia- Conduct MUN training/workshops- Conduct post mortem interviews to collect data for future partnerships- Develop the MYADP MUN Curriculum and supporting materials <p>Advisory and Outreach</p> <ul style="list-style-type: none">- Provide assistance in an advisory capacity to interested Malaysian MUN-related organisations- Act as the spokesperson for MYADP to liaise with MUN conference organisers- Conduct outreach with institutional chapters of the Malaysian Model UN Congress- Gather information & store databases of MUN clubs/ schools/universities- Update internal databases with up-to-date information where possible |



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| <p>External Affairs/Publicity Department</p> | <p>External Affairs/Publicity Officers will be responsible for maintaining the brand image of MYADP and ensuring efficient communication. Officers in this department will be expected to have the skillset under one or more of the following categories:</p> <p>IT and Design</p> <ul style="list-style-type: none">- Maintain the upkeep and development of MYADP social platforms (Mainly email, website, Facebook, and Instagram)- Design promotional materials- Possess copywriting and video editing skills <p>Logistics and Finance</p> <ul style="list-style-type: none">- Plan any physical or online events- Manage IT aspects of online events- Draft budgets- Seek out sponsorships- Coordinate partnerships for tentative events |
| <p>SMK Affairs Department</p> | <p>SMK Affairs Officers will have a special focus on introducing and encouraging the development of MUN in SMK institutions. Officers in this department should:</p> <ul style="list-style-type: none">- Promote MUN in public educational institutions including secondary schools & IPTAs- Act as the spokesperson for MYADP to liaise with conference organisers of public educational institutions- Focus on developing MUN resources for public educational institutions- Possess relatively competent levels of verbal and written proficiency in Bahasa Malaysia <p><i>*Applicants to this department should preferably come from a public educational institution</i></p> |
| <p>Human Resources/Legal Department</p> | <p>Human Resources/Legal Officers will be responsible for maintaining the welfare of MYADP members, as well as providing advice on procedural matters. Officers in this department should:</p> |



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| | <ul style="list-style-type: none">- Work with the MUN and SMK Affairs Departments to advise Malaysian MUN clubs and conferences on guidelines and policies- Process external feedback and complaints- Advise MYADP on the preparation of legal documents- Handle issues in regards to the Registrar of Societies (RoS) in the context of MYADP- Facilitate the welfare of MYADP members and conduct conflict resolution for disputes- Enforce disciplinary actions such as warnings and expulsions- Create an inclusive, tolerant, warm, and welcoming workplace |
| Advisory Board | <p>Advisors are expected to act in an internal advisory capacity for MYADP. Advisors should:</p> <ul style="list-style-type: none">- Lend their expertise to MYADP- Advise departments in MYADP on the smooth running of their tasks- Contribute to cross-departmental efforts where possible |