



Introduction to the Executive Committee of BIMUN/SINUB e.V.

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bimun.org



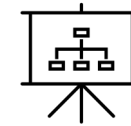
What is the ExCom?



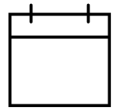
Ideally 8 – 12 students
from the University of
Bonn



One of the main
bodies of the
association



The main organizers of
the BIMUN/SINUB
conference



Twelve months term
(March – February)



Representatives
of the BIMUN/SINUB
association



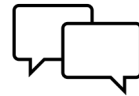
Organizers of the
weekly Lecture Series



What should you bring with you?



Motivation

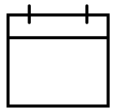


MUN enthusiasm



Member of
BIMUN/SINUB

Don't worry if you aren't yet,
you can also join after your
application.



Time



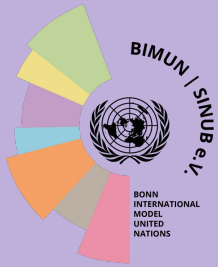
English skills



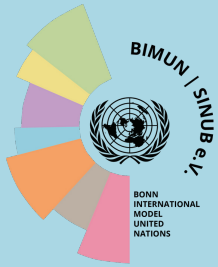
Teamwork



MUN experience is not necessary,
but we then recommend you to
participate at a MUN at the
beginning of the ExCom year



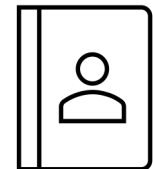
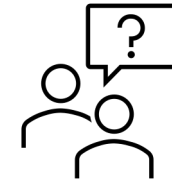
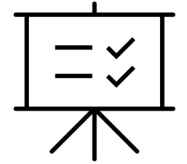
What is
the right department
for me?

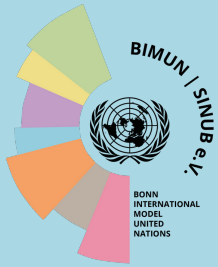


Presidency

Tasks

- Be in contact with all departments and check that the work is done correctly and on time
- Support and guide departments if needed
- Main contact persons of the association
- Main contact persons between ExCom and Secretariat
- Main contact persons with external institutions and persons
- Organizers of General Assemblies
- Organizers of Board ´s meetings
- Legally responsible persons of the association





Presidency

Why Presidency?

- Have an overview of the whole conference organization
- Opportunity to be invited to events of the City of Bonn
- Get in contact with important institutions and people
- Get the experience of organizing a team
- Develop numerous soft skills

What should you bring with you?

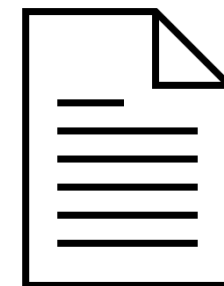
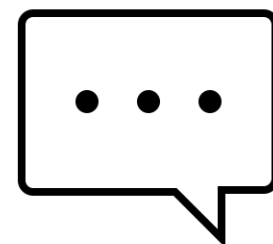
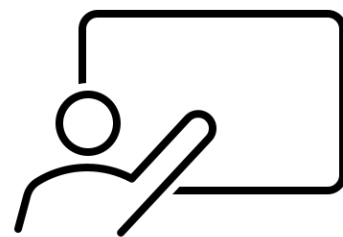
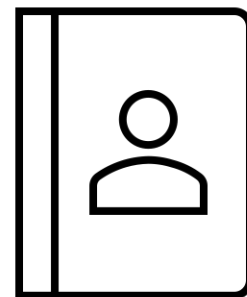
- Availability
- Stress management
- Decision-making skills
- Responsibility
- Leadership
- Time management



Activities

Tasks

- Organize weekly lectures with various experts around a central theme
- Organize MUN-debates and Get Togethers
- Prepare and moderate lectures – on Zoom or in person
- Main contact between BIMUN/SINUB and Certificate of Intercultural Competence
- Help students obtain points for the Certificate and learn about BIMUN/SINUB





Why Lecture Series?

- Academic networking
- Interest in international topics
- Improve your English communication skills
- Practice time and project management

What should you bring with you?

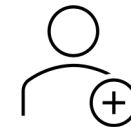
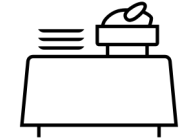
- Organizing and moderating skills
- Effective Communication
- Sociable and professional English skills
- Interest in a wide range of international topics



Events

Tasks

- Organization of the locations, the catering and the public transport tickets for the conference
- Organization of the social events during the conference (e.g. teambuilding, pre-programme, committee dinners, parties, gala night)
- Organization of internal events for the association throughout the year (e.g. parties, hikes, member's weekend)
- Contact to other associations





Events

Why Events?

- Contact to many different persons and associations
- Collecting skills and experiences in the area of event management

What should you bring with you?

- Flexible
- Outgoing / Sociable
- Organizational competence



Fundraising

Tasks

- Contacting possible donors and presenting the new ExCom to them
- Writing grant applications to collect funds
- Close cooperation with the finance department





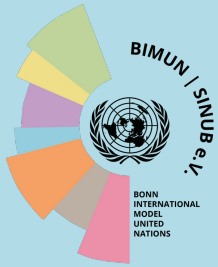
Fundraising

Why Fundraising?

- Connecting with donors from various fields
- Networking
- You are the one responsible for getting the money for making the conference possible

What should you bring with you?

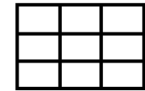
- Being organized to keep several deadlines in mind
- Have an affinity for writing
- Be communicative and open minded

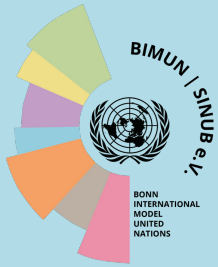


Finance

Tasks

- Preparation of the financial plan for the conference and the board year
- Bookkeeping
- Responsibility of the BIMUN account
- Responsibility for all transfers and verification of incoming payments
- Responsibility to keep an overview of the overall financial planning and to always stay in close consultation with the planned expenditures of the other departments
- Manage membership fees etc.





Finance

Why Finance?

- Practical insights in the financial coordination of an association
- Always in close contact with the other departments
- Learn a lot about accounting, Excel spreadsheets and other organisational applications
- Apply the theory you might have learned in your studies for the first time without any pressure
- The work is relatively evenly spread over the whole year

What should you bring with you?

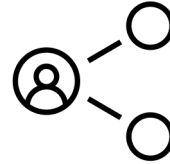
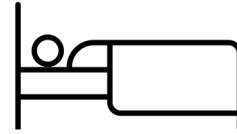
- Responsibility
- Enthusiasm for financial issues & dealing with cost statements
- Good time management
- Organized and informed to keep an eye on the "big picture"



Participants

Tasks

- Accommodation
- Application
- Allocation
- Support





Participants

Why Participants?

- Get in touch with all the participants of the conference
- Department with at least one partner
- Connect with people
- Work “at the front”
- Only little maths





What should you bring with you?

- Patience
- E-Mail Skills
- Responsibility
- Politeness
- Attentiveness

Green Conference



Tasks

- Communicate with all departments and collect information regarding the carbon footprint 
- Keep in touch with our partner FORLIANCE
- Keep track of the carbon footprint and limit it as much as possible 
- Calculate the carbon footprint after conference
- Keep track of possible, environment/sustainability related UN events, organize events or create content for PR 
- (Goodie Bags for the conference) 



Green Conference

Why Green Conference?

- Work in one of the main pillars of the association that makes our conference unique
- Single department
- Little effort -> good for combination with other departments

What should you bring with you?

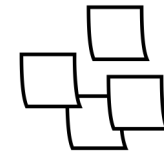
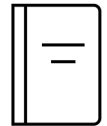
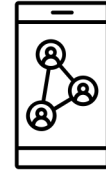
- Motivation to improve the conference regarding its carbon footprint
- Motivation to search and care for details
- Little math skills



PR & Media

Tasks

- Social Media (Create posts, answer messages, make and share stories)
- Manage the website
- Coordination of the annual report
- Advertisement of the conference and other events of the association in lectures
- Print flyers and posters
- Coordination of the partner associations
- Contact to the Editors-in-Chief/the BIMUN Tribune





PR & Media

Why PR & Media?

- Be creative
- Get in touch with members, interested persons, partner conferences and the press
- Always be up to date about the association's activities
- Have a constant workload that can be planned beforehand

What should you bring with you?

- Creativity
- Experience with Social Media
- Experience with graphic design and photo/video editing (not mandatory)
- Willing to learn new things

Our Contact Details

DON'T HESITATE TO
CONTACT US IF YOU
HAVE ANY QUESTIONS



info@bimun.org



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