Summit Chair Description

Role Overview:

Committee Chairs of the Summit are the academic and procedural leaders of their respective committees. They shape the intellectual vision, guide their team, and ensure delegates experience a rigorous, equitable, and engaging simulation. Working closely with their Branch Coordinator, Chairs will design the committee theme, develop all academic materials, manage internal and administrative issues of the committee team, and lead proceedings throughout the conference.

Key Responsibilities:

Before the Conference	**During the Conference**
Estimated time commitment: ~4–6 hrs/week	Estimated time commitment: ~8 hrs/day
- Collaborate with your Branch Coordinator to design the committee theme, academic outline, and format - Lead the drafting of all written materials, including the background guide, mechanics/briefs, and arcs, ensuring scientific depth and clarity - Manage and mentor your team: Vice Director, Moderators, Facilitators, Analysts, and/or Crisis staff - Attend Rules of Procedure and equity training - Communicate regularly with your Branch Director and respond to feedback - Monitor the committee inbox and answer delegate inquiries in a professional and timely manner - Foster a collaborative and inclusive working culture among your committee staff	- Serve as the in-room academic and procedural lead, ensuring smooth debate and meaningful engagement - Support staff in their roles and adapt in real-time to challenges or delegate needs - Maintain strong communication with your committee team and Secretariat - Coordinate with the Scientific Review Panel (SRP) for content-related clarification or assessment - In crisis or strategy committees, oversee frontroom/backroom integration and arc development - Uphold equity and inclusivity in all interactions and decisions - Lead award deliberations and provide feedback to delegates

Qualifications:
- Previous experience chairing or staffing a Model UN, academic simulation, or conference
- Strong interest or background in the committee's subject area
- Familiarity with MUN-style Rules of Procedure (ROP)
- Experience in leadership or team management roles preferred