Title | National Model U.S. Congress Secretary of State (or Secretary of State)
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Reports to | NMC Chief of Staff

**Purpose**

The Secretary of State, appointed by the President with the advice and consent of the Executive Committee of NMC, is the President’s chief foreign & external affairs advisor. The Secretary carries out the President’s foreign/external affairs policies. The NMC Secretary of State oversees the NMC State Ambassadors. Additionally, as a member of the executive branch, this person will participate in meetings to report progress of the State Ambassadors to the President and Vice President as well as contribute to the development of the President’s platform. The Secretary of State will function at the conference to advise and assist the President, especially in legislative matters regarding the State Department. The functions of this position may change at the discretion of the Executive Directors of NMC.

**Duties and responsibilities**

- Oversee NMC State Ambassadors;
  - Ensure State Ambassadors are on track to meet established goals;
  - Coach State Ambassadors to improve networking and communication skills;
  - Interview State Ambassador applicants, when necessary;
- Serve as a member of the NMC Executive Branch;
  - Stay up to date on goals of the U.S. State Department to accurately advise the NMC President on legislative initiatives for his or her platform;
- Respond to emails and phone calls within forty-eight hours, unless prior communication has been made to the appropriate staff regarding unavailability;
- Adhere to the established meeting calendar;
- Complete other duties, as assigned;

**Knowledge, Skills, and Abilities**

Below are the minimum KSA’s required to successfully perform as the Secretary of State:

- Knowledge of the federal governmental process as it relates to the Executive, Legislative and Judicial branches;
- Skill in leading others;
- Skill in time management;
- Skill in the use of a variety of computer programs, including, internet browser, video-conferencing software;
- Verbal and written interpersonal and communication skills and attention to details;
- Ability to network;
- Ability to present in front of crowds;
- Ability to prioritize and multi-task;

**Qualifications**

Below are the minimum qualifications required to successfully perform as the Secretary of State:

- Enrolled in a College or University, or;
- Recent College or University graduate within two years of applying;
- Proficiency with Microsoft Office or another word and data processing program required;

**Working conditions**

Most of the work will be performed via email and video conference calls. Therefore, all applicants must have access to a computer with video, audio, and screen sharing capabilities. A portion of this role will be performed during a conference in Washington D.C.

**Direct reports**

NMC State Ambassadors.

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**Approved by:** Roderick Bennett, Program Director
**Date approved:** April 12, 2017
**Reviewed:** April 12, 2017