



# UNITED NATIONS ASSOCIATION OF THE UNITED STATES OF AMERICA

## United Nations Association of the United States of America National Council Regional Representative Responsibilities

**Description:** The United Nations Association of the United States of America (UNA-USA) is a membership organization dedicated to inform, inspire and mobilize the American people to support the ideals and vital work of the United Nations. For over 70 years UNA-USA has worked to accomplish its mission through its national network of chapters, youth engagement, advocacy efforts, education programs and public events. UNA-USA is a program of the United Nations Foundation. UNA-USA and its sister organization the Better World Campaign represent the single largest network of advocates and supporters of the United Nations in the world. Learn more about UNA-USA's programs and initiatives at [www.unausa.org](http://www.unausa.org).

**National Council:** The UNA-USA National Council (NC) operates as the elected volunteer leadership of the United Nations Association of the United States of America (UNA-USA). It consists of representatives elected by and from the membership from each of the eleven geographic regions around the country. The NC is the democratic voice of the UNA membership in making decisions for UNA-USA.

### **Its functions are as follows:**

1. To serve as liaison between the various chapters of UNA-USA and the National Office;
2. To serve in an advisory capacity to the National Office on matters of concern to the chapters, divisions and regions;
3. To assist the National Office in the development of policies, programs and methods of communication among the chapters, as well as other national and international organizations;
4. To assist chapters in strengthening their effectiveness and compliance with national standards, policies and procedures and in helping to resolve any dispute within a chapter or region;
5. To consult with the national office regarding the establishment of membership dues and any classes of membership;
6. To promote UNA-USA membership, advocacy and educational programs and campaigns.

## Responsibilities of a Regional Representative

*To contribute to the fulfillment of the UNA-USA's mission, purposes and national plans, elected representatives will work with national staff and with other Regional Representatives to:*

- Stay informed of UNA-USA policies, priorities and activities;
- Participate as a member of the NC to consult and advise with the national staff as a representative of her/his region regarding policies, programs and operational issues;
- Maintain regular contact with the UNA-USA national staff as well as chapter presidents and other chapter and division leaders in his/her region through phone, e-mail and, when feasible, personal visits;
- Support chapters and divisions in understanding and achieving the standards of the national organization, increasing membership and strengthening their overall capacity, solving problems, increasing their role in their local community, and promoting UNA-USA and UN Foundation advocacy and educational programs and campaigns;
- Assist in the formation of new UNA-USA chapters in his/her region;
- Advise the UNA-USA national staff on local programmatic, membership and advocacy-related initiatives; and alert them to urgent items that need national office attention;
- Maintain required attendance/participation at two bi-annual in-person meetings and monthly NC conference calls.

\* Note: Attendance/participation is required at two bi-annual in-person meetings and scheduled NC conference calls. Partial travel stipends for annual NC meetings are available from UNA-USA based on geographic location.

### **Preferred Qualifications:**

- Be a UNA-USA member in good standing;
- Have served in a local leadership capacity of UNA-USA chapter or other comparable community group for at least one year;
- Be willing and able to travel to NC meetings, and when feasible to chapters in the represented region;
- Proven leadership and management abilities;
- Interest in U.S.-UN relations and in building a grassroots network of supporters of the United Nations;
- Familiarity with regional geography and politics.
- Have some understanding of UNA-USA's purpose, relation of chapters to National Office, etc.