



UNITED NATIONS ASSOCIATION OF THE UNITED STATES OF AMERICA

UNA-USA National Council Regional Representative Responsibilities

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 75 years UNA-USA has worked to accomplish its mission through its national network of campus and community chapters, youth engagement, advocacy efforts, education programs and public events. UNA-USA is a program of the Better World Fund and is affiliated with the United Nations Foundation.

The **UNA-USA National Council** (NC) operates as the elected volunteer advisory leadership of 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 community and campus chapters and UNA-USA;
- 2.** To serve in an advisory capacity to UNA-USA on matters of concern to the chapters, divisions, regions and At-Large Members;
- 3.** To assist UNA-USA in the development of policies, programs and methods of communication among the chapters, affinity groups and ad-hoc task forces, as well as with 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 UNA-USA regarding the establishment of membership dues and any classes of membership; and
- 6.** To promote UNA-USA membership, advocacy and educational programs and campaigns.

National Council and Staff Relationship Guidelines

PURPOSE

To provide a structure that acknowledges and fosters the critical leadership and partnership between National Council leaders and UNA-USA staff. Both the National Council members and staff must share a commitment to the mission and goals of the United Nations Association of the USA, always pursuing the best interests of the association, members and other stakeholders it serves.

PROFESSIONAL PRACTICES FOR BOTH THE NATIONAL COUNCIL AND THE EXECUTIVE DIRECTOR/STAFF

- Ensure that the organization's authorities, roles, responsibilities, and lines of communication for the National Council and for the staff are clearly defined and understood, including those areas in which responsibilities are reciprocal and complementary. Encourage collaboration on strategic planning, initiatives, and communication to gain diverse perspectives.
- Keep the association's mission central to all relationships between the National Council and staff.
- Operate with each other from positions of mutual respect and support.
- Articulate the roles and the responsibilities clearly for the National Council and the staff, acknowledging the delineation of each.
- Collaborate to ensure an equitable and comprehensive governance structure and organizational policies that support efficient and effective use of both staff and National Council resources, timely policy decisions, inclusive participation, and accountability for both National Council members and staff.

Roles & Responsibilities of Regional Representatives

GENERAL

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

- Maintain membership in good standing with UNA-USA.
- 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 staff.
- Maintain quarterly contact with community and campus chapter presidents and other chapter and division leaders in respective regions through phone, e-mail, regional channels on UNA Forum and, when feasible, personal visits.
- Provide UNA-USA with an email address for public display on UNA-USA's webpage page; Respond to requests from UNA-USA staff and Executive Committee in a timely manner.
- Advise the UNA-USA staff on local and regional programmatic, membership and advocacy-related initiatives; and alert them to urgent items that need UNA-USA attention.
- Maintain required attendance/participation at two bi-annual in-person meetings and 50% of scheduled monthly NC conference calls. Participation at the monthly Leadership calls is not required but encouraged. Partial travel stipends for the two bi-annual meetings are provided based on geographic location.
- Participate in annual Global Engagement Summit and UNA-USA Leadership Summit.

- Maintain use of resources available to assist in your tasks (e.g. National Council channel on UNA Forum, using the chapter leader contact spreadsheet on the National Council shared Google Drive folder, use of any committee/affinity group specific shared folders).

COMMITTEE ENGAGEMENT

- Participate in at least one standing committee.
- Participate in 75% of scheduled National Council committee calls.
- In between committee meetings, Regional Representatives should conduct activities and tasks agreed upon by the committee.

CHAPTER ENGAGEMENT

- Support chapters and divisions in understanding and achieving the standards of UNA-USA, 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, when requested by UNA-USA staff, with prospective new UNA-USA chapters within their region.
- Maintain a minimum of quarterly contact with community and campus chapter and division leaders in their region through phone, e-mail, regional channels on UNA Forum, and, when feasible, personal visits, to share useful information and opportunities.
- Upon request of UNA-USA, serve as a liaison with chapters facing issues to provide the leaders with support.
- Work with other Regional Representatives to identify and execute useful ways to be of support to chapters.
- Inform UNA-USA of any issues, concerns, or struggles reported by members or chapter leaders in their region.
- Regularly update UNA-USA Staff and National Council on activities in respective regions during National Council Calls.

Roles & Responsibilities –Committee Chair/Vice Chair

- Create, disseminate, and lead agenda for scheduled meetings.
- Send out meeting invites and reminders.
- Plan meetings at a minimum of 14 days in advance. Staff are unable to support meetings that do not meet this requirement.
- Delegate tasks and projects to committee members and stay connected with them before and during meetings on the status of their progress.
- Write and submit committee reports for the NC. Inform staff liaison if you need information that you cannot access (e.g. event attendee numbers).
- Collaborate with staff liaison to decide which proposed activities can move forward and on what timeline.
- Provide updates on committee activities during scheduled National Council meetings as needed.
- Initiate emails/calls to Regional Representatives and committees with any questions or requests from your committee has (e.g. asking for clarification from the Executive Committee on a task assigned to your committee within the strategic plan).
- Take and maintain an attendance list at each committee meeting and activity.
- Inform the Executive Committee if a committee member is not attending meetings.
- In consultation with the National Council Chair, make the decision if a Regional Representative should be removed from a Committee due to low participation.

- Attend quarterly check-ins with the Executive Committee.

Roles & Responsibilities – Affinity Group Advisors

- Participate in 75% of scheduled affinity group meetings.
- Provide guidance to the affinity group when necessary; determine a regular check-in schedule with Affinity Group co-chairs.
- Keep an open line of communication with Co-Chairs to stay informed of activities.
- Provide updates to the National Council when needed.
- Task affinity group co-chairs to write bi-annual reports for the National Council business meetings in February and June. Remind co-chairs to request from staff information that is not accessible (e.g. event attendee numbers).
- Initiate emails/calls to Regional Representatives and committees with any questions or requests from the affinity group (e.g. encouraging participation in an affinity group activity).
- Initiate emails/calls to Co-Chairs with any questions, requests, or to stay informed about activities.
- Participate in quarterly check-ins with the Executive Committee.
- Support staff liaison with election of Affinity Group Co-Chairs.

Roles & Responsibilities – Affinity Group Co-Chairs

- Work with Co-Chair to determine activities.
- Execute all aspects of affinity group activities, including delegation of tasks, research, content creation, and organization.
- Create agenda for, and lead, scheduled planning meetings which should occur.
- Work with staff lead to determine timeline for activities in consideration of the overall UNA-USA program calendar.
- Create and lead innovative activities, such as toolkits, themed discussions on UNA Forum, podcasts, etc. Affinity groups primary activity should not be virtual events on Zoom or other such platforms, whether formal or informal. If they have virtual events, no more than two a year unless special permission granted in consultation with staff lead, exec committee, and ED.
- Plan events a minimum of 30 days in advance and ad hoc meetings at a minimum of 14 days in advance. Staff are unable to support meetings and events that do not meet this requirement.
- Ensure activity plans (i.e. activity description, potential speakers, draft run of show) are in place in sufficient time before promotion of activity to affinity group.
- Post in UNA Forum, at least once a month, to engage affinity group members, promote activities, and increase activity registration numbers.
- Initiate emails/calls to Advisor with any questions or requests that Co-Chairs wish to be passed along to the National Council, committees, or Regional Representatives; determine a regular check-in schedule with Affinity Advisor.
- Each affinity group will have a maximum of two Co-Chairs.
- If the amount of work within the affinity group is substantial enough, Co-Chairs can create committees to delegate the creation and execution of activities to. Committees are made up of, and headed by, unelected members of the affinity group.
- If the affinity group has committees, Co-Chairs are responsible for reaching out to committees to stay abreast of activities and ensure timeline and responsibilities are being met.
- Affinity Group Co-Chair elections take place every two years starting in 2023.
- Write and submit Affinity Group reports to your NC Advisor for the NC. Inform staff liaison if you need information that you cannot access (e.g. event attendee numbers).

Roles & Responsibilities – Executive Committee

- Maintain progress on NC Strategic Plan; assign tasks and deadlines to Regional Reps and Committees when necessary.
- Work with ED/Staff to execute an orientation for Council Members.
- Ensure and ask regional reps if they are engaging chapters and members on UNA Forum.
- Remind Regional Representatives, when needed, the expectation to learn and use platforms and shared folders such as UNA Forum and shared committee folders on Google Drive).
- Remain updated on Regional Representative engagement and ensure they are fulfilling their roles and responsibilities through bi-annual check-ins.
- After six months, if Regional Representatives are not fulfilling assigned responsibilities, the Executive Committee will engage the individual on a plan of action or termination.
- Monthly meetings of the Executive Committee to agree and discuss agendas and action points. Additional meetings may be scheduled on an as needed basis.
- Participate in meetings with the Executive Director on an as needed basis.
- Provide organizational direction and oversight of the National Council.
- Serve as an advisory capacity to the Executive Director.
- Quarterly meetings with Committee Chairs and Affinity Group Advisors. Meetings should be divided up amongst Executive Committee.

CHAIR

The Chair shall preside at all meetings of the National Council, be an ex-officio member of all committees, and shall have such usual powers of supervision and management accorded to a chair. The Chair shall also provide regular reports to the national office and National Council.

- Make Committee and Affinity Group Advisor appointments.
- Monthly check-ins with Executive Director to consult on monthly NC meeting agenda and other issues as needed.
- Co-sign statements with ED, when appropriate.
- Support Executive Director on an as needed basis.
- Participate in monthly Leadership Calls.

VICE-CHAIR

The Vice Chair shall serve as Chair when necessary

- Lead on projects as assigned and agreed by the Chair.
- Lead National Council call in absence of the Chair.

SECRETARY

- Take minutes of all National Council meetings, including attendance.
- Support UNA-USA staff to maintain up-to-date contact information of all Regional Reps, including National Council email list, including profile on UNA-USA website.
- Collect, combine and distribute bi-monthly Committee reports.
- Write and distribute NC monthly meeting minutes.
- Take and record attendance at each NC monthly meeting.
- Maintain record of Regional Rep attendance at National Council meetings.
- Disseminate monthly agendas and relevant.
- Support the Chair and Vice-Chair on tasks as needed.
- Lead on projects as assigned and agreed by the Chair.

Roles & Responsibilities - Staff

- Maintain and share NC lists (roster and Committee list).
- Maintain and share Chapter leaders list.
- Collect and distribute Orientation Packet, incl. Conflict of Interest (COI) Form, SOPs, Roles & Responsibilities document and other related documentation.
- Send invites for the NC monthly meeting.
- Share monthly reports on Advocacy, Membership & Chapters.
- Manage and distribute LOIs and stipends for Bi-Annual Meeting.
- Create and provide recognition for outgoing NC members.
- During the orientation period, confirm NC contact information for the rosters and UNA-USA website.

Committees

- Send calendar invites for NC Committee meetings.
- Provide data/information for activities and reports (e.g. activity attendance numbers, registration numbers, etc.).
- Serve as staff liaison to committee or affinity group - assigned by Executive Director.

Advocacy

- Sign sign-on letters with partner organizations (ED).

National Programs (e.g., Global Engagement Summit, Global Leadership Summit, Passport, Webcasts, etc.)

- Overall program management
- Determine location & dates
- Selection of vendors
- Branding and promotion
- Marketing toolkit development and distribution
- Registration management
- Speaker logistics
- Attendee survey execution

Outreach

- Write statements to respond to breaking news, include NC Chair when appropriate.

Chapters

- Assign Regional Representatives a chapter within their region to provide additional support as part of the provisional status process.
- Seek involvement from Regional Representatives as needed to provide specified support to individuals approved to start a new chapter.
- Request support from Regional Representatives as needed to work with chapters through an issue, direct them to resources, or connect them to best practices.

COMMITTEES OF THE UNA-USA NATIONAL COUNCIL

Within the National Council, there are several committees. Each member of the National Council is required to serve on at least two committees. The following is the list of committees:

Advocacy Committee

Provides information and training to members on how to present advocacy asks and priorities to members and chapter leaders, leads advocacy actions toward the U.S. Congress and local governments, and works to increase advocacy among members.

Leadership Development Committee

Identifies resources, toolkits, methods, and activities to increase chapter leader's skills in various areas key to the success of their chapter (chapter management, membership, etc.).

Ethics Committee

Assists the UNA-USA national office in addressing ethical issues and creating policies to ensure compliance. This is an appointed committee.

Global Engagement Summit Committee

Advises UNA-USA national office on session format, topics and speakers.

Leadership Summit Committee

Advises UNA-USA national office on session format, topics and speakers.

Nominating Committee

Conducts the nominating and voting procedures for elections to the National Council. This is an appointed committee.

Partnerships & Collaboration Committee

Develops resources and trainings for chapters on how they can develop partnerships with other organizations.

Policies & Procedures Committee

Develops and reviews organizational documents, including Standard Operating Procedures, Chapter/Division Handbook, and other documents as stipulated by UNA National Office.

WFUNA Committee

Assists in organizing the UNA-USA delegation for World Federation of UNAs conference as well as developing conference documents, such as resolutions, presentations, and displays representing the UNA-USA.

UNA-USA AFFINITY GROUPS

UNA Women

Members of the UNA Women Affinity Group advocate for UN programs that advance women and girls' rights and promote women empowerment on a global scale. Participation in UNA Women is open to any current UNA-USA member.

UNA Young Professionals

Through networking, professional development programs, and leadership opportunities, our UNA Young Professionals Network provides UNA-USA members under 40 the opportunity to engage with other like-minded young adults in their community to support the vital mission of the United Nations.

UNA Pride

UNA Pride takes direction from the interests and passions of current UNA-USA members, who convene in person and virtually, to advance important and timely issues related to LGBTQIA+ rights. UNA Pride champions have attended high-level events at the United Nations, march for LGBTQIA+ equality in Pride events across the country, organize local events connecting LGBTQIA+ equality to the Sustainable Development Goals, and take action to support UN initiatives like the [Free & Equal campaign](#).

UNA Educators

Members of the UNA Educators Affinity Group promote the work of the UN and the UN's Sustainable Development Goals (SDGs) in the classroom and share best practices. Participation in UNA Educators is open to any current UNA-USA member who is affiliated with a K-16 education program or school.

UNA UN Alums

UN Alums is intended to mobilize membership among persons who have experience working with a UN organization or agency as staff or consultants. UN Alums also welcomes UNA members, including students and young professional, to join so they can participate in activities, including forums and mentoring.

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