



# UNITED NATIONS ASSOCIATION OF THE UNITED STATES OF AMERICA

## UNA-USA 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 75 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 building a grassroots network of supporters of the UN;
- Familiarity with regional geography and politics;
- Have a strong understanding of UNA-USA's purpose, relation of chapters to National Office, etc.

## **Committees of the UNA-USA National Council**

The UNA-USA National Council is comprised of elected Regional Representatives. It serves an advisory role in its engagement with UNA-USA national office and how it supports members and chapters. Within the National Council 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.

### **Chapter Development Committee**

Identifies resources, toolkits, and methods to increase chapter capacity (membership and leadership development) and help address key chapter issues. It also assists UNA-USA national office in implementing chapter requirements.

### **Communications Committee**

Assists UNA-USA in disseminating branding requirements to chapters and developing toolkits for chapter media communications.

### **Education Committee**

Identifies opportunities to encourage chapters to integrate educational resources into their programming.

### **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.

### **Global Leadership Summit Committee**

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

### **LGBTI Committee**

Identifies opportunities to advocate on LGBTI equality issues, educate members on critical issues regarding LGBTI, and provide resources via webinars and conference sessions.

### **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**

Reviews and develops policies and procedures for the National Council, and assists UNA-USA national office in reviewing and modifying chapter governing documents such as chapter/division bylaws, affiliation agreements, etc.

### **UN75 Committee**

Identifies opportunities to promote UN75 and assists in ensuring the participation of chapters in all states to hold Global Consultations. This is a time-specific committee for the UN75 events in the year 2020.

### **UNA Women Committee**

Identifies opportunities to advocate for gender equality through programs, development of resources, participation in conferences, and training of chapters. It also promotes key United Nations Days, such as International Women's Day, International Day to End Violence Against Women, and International Day of the Girl. It also assists in organizing UNA-USA sessions and Delegates to the Commission on the Status of Women.

### **Youth Engagement Committee**

Identifies and develops opportunities, webinars and resources specifically targeting young professionals and their participation in advocating for the UNA-USA and the UN.

### **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.