



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 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 the various chapters and UNA-USA;
- 2.** To serve in an advisory capacity to UNA-USA on matters of concern to the chapters, divisions and regions;
- 3.** To assist UNA-USA 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 UNA-USA 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 UNA-USA 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 their 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 current UNA-USA member in good standing for at least one year;
- 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 UNA-USA, etc.

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.). It also assists UNA-USA in executing chapter requirements.

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.

Nominations 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.