



UNITED NATIONS ASSOCIATION
of the United States of America
A PROGRAM OF THE UNITED NATIONS FOUNDATION

**United Nations Association of the United States of America
Council of Chapters and Regions Steering Committee**

Regional Representative Responsibilities

Description: The United Nations Association of the United States of America (UNA-USA) is dedicated to building greater understanding and public support for the ideals and work of the UN in the United States. UNA-USA has more than 120 chapters and 10,000 members working locally across the U.S. to carry out regional and national programs and campaigns through public outreach, advocacy, and educational events.

The Council of Chapters and Regions operates as part of the United Nations Association of the United States of America (UNA-USA), a program of the United Nations Foundation. 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 and regions in strengthening their effectiveness and compliance with national standards, policies, 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.

The Council of Chapters and Regions Regional Representative will serve as a liaison between the UNA-USA national office and **UNA-USA chapters in one of the organization's regions.**

Responsibilities:

- Maintain regular contact with the UNA-USA national office membership team and stay informed of UNA-USA policies, priorities and activities;
- Maintain regular contact with chapter presidents and other chapter leaders in his/her region through phone, e-mail and personal visits to assist in the development of strong and well-managed UNA-USA chapters;

- Support chapters in increasing membership and strengthening their overall capacity;
- Help chapters in understanding and achieving the standards of the national organization;
- Assist chapters in promoting UNA-USA and UN Foundation advocacy and educational programs and campaigns;
- Work with chapters to increase their role in their local community;
- Assist in the formation of new UNA-USA chapters in his/her region;
- Advise the UNA-USA national office membership team on local programmatic, membership, and advocacy related initiatives;
- Alert UNA-USA membership team of urgent items that need national office attention.

Qualifications:

- Must be a UNA-USA member in good standing;
- Have served in a local leadership capacity for at least one year;
- Be willing and able to travel to national CCR Steering Committee meetings, as well as to chapters in the represented region;
- Proven leadership and management abilities;
- Interest in US-UN relations and in building a grassroots network of supporters of the United Nations;
- Familiar with regional geography and politics;
- Flexible and dedicated personality.