

A program of the United Nations Foundation, UNA-USA is a nonprofit membership organization dedicated to building understanding of and support for the ideals and work of the UN among the American people. Its education, policy and advocacy programs emphasize the importance of cooperation among nations and the need for American leadership at the UN. Through discussions, partnerships, and action-oriented initiatives, UNA Southern New York State Division offers its members a platform for education, advocacy, professional development in international affairs, and the opportunity to volunteer in international service. UNA-SNY, an organization aimed at educating the American public about the invaluable work of the United Nations by raising funds and carrying out activities related to the United Nations, is seeking to hire multiple positions on the board of directors

Board of Director Office Positions

(1) PRESIDENT

President: As the head of UNA-SNY, the president facilitates the work of the Division, creating the annual business plan and adjusting programmatic goals in collaboration with the Board members.

About the position:

- Presides at all Division meetings
- Appoints all Division committee chairs with the consent and approval of the officers
- Chairs the Executive Committee
- Introduces the report covering the activities of the Division in the previous year at the annual membership meeting;
- Enforces all by-laws;
- Ensures that all books and records are properly kept and that all meetings are appropriately called;
- Guarantees completion of all required reporting (such as submission of the annual report and annual budget to UNA-USA).
- The president represents the Division at various Division and Chapter events and, depending on experience, may speak on various UN-related issues

Responsibilities: The president is a member of the National Leadership and is strongly encouraged to participate in all National Leadership calls.

Qualifications:

- Visionary leadership
- Collaborative skills applied to outreach and partnerships
- Member in good standing of UNA-USA
- Demonstrated interest in international affairs
- Demonstrated leadership skills and experience

- Availability to carry out the duties of the president, as described above

Preferred:

- Demonstrated interest in or experience with the United Nations or other multilateral organizations
- Experience in board membership or other work with a non-profit organization
- Visionary leadership
- Collaborative skills applied to outreach and partnerships

(2) SECRETARY

Secretary:

Responsibilities:

- Records accurate minutes of all meetings of the Division (which should include all election results and assignments to specific duties);
- Engages with the president to prepare annual reports;
- Completes all other duties of a secretary

Qualifications:

- Member in good standing of UNA-USA
- Demonstrated interest in international affairs
- Availability to carry out the duties of the secretary, as described above
- Preferred:
 - Demonstrated interest in or experience with the United Nations or other multilateral organizations
 - Experience in board membership or other work with a non-profit organization

(3) TREASURER

Treasurer: The treasurer is responsible for maintaining all financial records for the Division and provides oversight for all banking, events, and fundraising activities.

Responsibilities:

- Ensure financial compliance with all applicable laws and provide information to the president and the UNA-USA National Office membership team on all financial matters of the Division.
- Balance the Division checkbook
- Oversee expenses of any sub-accounts (Young Professionals, PEHT, COO, Queens, other)
- Prepare “profit and loss” and balance sheets as required.
- Prepare reports to board meetings (up to 6/year)
- Cooperate with the president to prepare the financial section of annual reports.
- Collaborate with the Finance and Budget Committee if the chapter has established such a committee.
- Assist with timely reporting to the IRS (usually the 990-N form)

Qualifications:

- Member in good standing of UNA-USA
- Availability to carry out the duties of the Treasurer, as described above
- Prior experience as Treasurer or Accountant/Bookkeeper with UNA or another organization.
- Demonstrated interest in international affairs

Preferred:

- Experience with Excel spreadsheet and an accounting package such as QuickBooks.
- Demonstrated interest in or experience with the United Nations or other multilateral organizations
- Experience in board membership or other work with a non-profit organization

(4) **Vice President of Membership** serves as **Membership Chair**: The Membership VP is responsible for managing the Division’s membership records.

Responsibilities:

- Develop a growth strategy to recruit new members and engage and retain current ones, helping Division members to recruit and engage new members.
- Contact lapsed members, prospective members, and welcome new members.
- Using UNA National data, track membership growth and change

- Work with Chapter membership directors, as needed, to develop a strategy for recruitment and retention
- Perform the duties of the President in the absence or inability to serve of the President.

Qualifications:

- Member in good standing of UNA-USA
- Availability to carry out the duties of the Membership Chair, as described above
- Prior experience as Treasurer or Accountant/Bookkeeper with UNA or another organization.
- Demonstrated interest in international affairs

Preferred:

- Experience with Excel spreadsheet.
- Demonstrated interest in or experience with the United Nations or other multilateral organizations
- Experience in board membership or other work with a non-profit organization

(5) Vice-President-New Chapter Development serves as **New Chapter Development Chair**: The New Chapter Development VP is responsible for managing the Division's development of new chapters in areas where none currently exist and assist new groups or other chapter development..

Responsibilities:

- This includes areas where chapters have previously closed as well as areas previously unserved by chapters.
- Upon successful development of chapters covering the Division's territory, serve as *Program Development VP*.
- Performs the duties of the President in the absence or inability of the Vice President-Membership.

Qualifications:

- Member in good standing of UNA-USA
- Demonstrated interest in international affairs
- Availability to carry out the duties of the VP New Chapter Development, as described above
- Preferred:
- Prior experience at the Chapter level or Board level in chapter management (with UNA or another association with chapters.)

- Demonstrated interest in or experience with the United Nations or other multilateral organizations
- Experience in board membership or other work with a non-profit organization

(6) The **Vice President-Advocacy** serves as **Advocacy Chair**: The VP of Advocacy will serve as a liaison between the Division and the Advocacy Committee of UNA National Council and the UNA-USA national office.

Responsibilities:

- Serves as a liaison with advocacy chairs of Chapters in the Division.
- Responsible for promoting participation in the e-action alert system and advocacy events, such as Day on Capitol Hill and National Advocacy Week.
- Ensure that the Division and Chapters maintain and develop personal relationships with local congressional representatives and/or their relevant staff members (through letters, telephone calls, and personal visits)
- Remain up-to-date on UNA-USA national positions on UN-related issues
- Track participation of UNA Chapters and members in advocacy issues

Qualifications:

- Member in good standing of UNA-USA
- Demonstrated interest in international affairs
- Availability to carry out the duties of the VP Advocacy, as described above
- Excel spreadsheet or other data base skills

Preferred:

- Prior experience in advocacy with elected officials and/or organization members (with UNA or another organization.)
- Demonstrated interest in or experience with the United Nations or other multilateral organizations
- Experience in board membership or other work with a non-profit organization

(7) The **Vice President of Communications** serves as the **Communications Chair**: This VP will oversee all aspects of communication with the public and the chapter membership.

Responsibilities:

- Uphold UNA-SNY online and social media presence, including website management.
- Maintain timely and regular communication with the chapter's membership and the general public.
- Collaborate with the president and membership chair to assist with retention efforts: this includes highlighting the efforts of the chapter throughout the year, regularly updating the National Office about upcoming activities, programs, and events.
- As needed, recruit team members dedicated to external or internal communications. The team members can help with writing and editing of all social media posts and other external communications, including follow-up to postings by selected organizations (UN-related, UNA-related, etc.). Please remember that UNA-USA is nonpartisan

Qualifications:

- Member in good standing of UNA-USA
- Demonstrated interest in international affairs
- Availability to carry out the duties of the VP Communications, as described above

Preferred:

- Prior experience in communications (website, Instagram, Twitter, Facebook), with UNA or another organization;
- Experience with weebly.com, Constant Contact or similar software
- Demonstrated interest in or experience with the United Nations or other multilateral organizations
- Experience in board membership or other work with a non-profit organization

(8) The **Vice President of Education** serves as the **Education Chair**: The education chair liaises with the UNA-USA Education Committee.

Responsibilities:

- Develop strategies to introduce Model UN mini simulations to local middle and high schools
- Organize educational programs for partners, members, and prospective members.

Qualifications:

- Member in good standing of UNA-USA
- Demonstrated interest in international affairs
- Availability to carry out the duties of the VP Education, as described above

- Experience in working with public and other school systems.

Preferred:

- Prior experience at the Chapter level or Board level in chapter management (with UNA or another association with chapters.)
- Demonstrated interest in or experience with the United Nations or other multilateral organizations
- Experience in board membership or other work with a non-profit organization

(9) VP – Outreach and Partnerships

The **Vice President for Outreach and Partnerships** liaises with the UNA-USA Education Committee.

Responsibilities:

- Where opportunities exist, could liaise with the Council of Organizations, the Business Council of the UN and other potential partnerships.
- Develop strategies make it possible for two organizations or groups to work together and provide information to each other: to act as a liaison to introduce Model UN mini simulations to local middle and high schools
- Organize educational programs for partners, members, and prospective members.

Qualifications:

- Member in good standing of UNA-USA
- Demonstrated interest in international affairs
- Availability to carry out the duties of the VP Education, as described above
- Experience in working with public and other school systems.

Preferred:

- Prior experience at the Chapter level or Board level in chapter management (with UNA or another association with chapters.)
- Demonstrated interest in or experience with the United Nations or other multilateral organizations
- Experience in board membership or other work with a non-profit organization

(10) **Up to 8 positions: Board Member At Large – Board members**

Responsibilities:

Attends Board meetings