**BOARD MEMBER JOB DESCRIPTION**

**Advocacy Board Member Job Description**

**United Nations Association of United States of America (UNA-USA), San Francisco Chapter**

**Mission**

The United Nations Association of the United States of America (UNA-USA) is a membership organization dedicated to informing, inspiring, and mobilizing the American people to support the ideals and vital work of the United Nations. For 70 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.

The Board will support the work of UNA-USA SF and provide mission-based leadership and strategic governance.

While day-to-day operations are led by of UNA-USA SF’s Executive Committee (EC), the Board-EC relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

For more information, please visit UNA-USA's website at [www.unausa.org](http://www.unausa.org)

**Responsibilities:**

* The Advocacy Board Member serves as a liaison between the Chapter and both the Advocacy Committee of the Council of Chapters and Regions Steering Committee and the UNA-USA national office.
* The advocacy chair is responsible for promoting participation in the e-action alert system and advocacy events, such as Day on Capitol Hill and National Advocacy Week.
* The chair should maintain and develop personal relationships with local congressional representatives and/or their relevant staff members (through letters, telephone calls, and personal visits) and keep up to date on their positions on UN-related issues.
* Serving as a trusted advisor to the Executive Committee as it develops and implements UNA-USA SF’s strategic plan.
* Reviewing outcomes and metrics created by UNA-USA SF for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings.
* Approving UNA-USA SF’s annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
* Contributing to an annual performance evaluation of the UNA-USA SF.
* Assisting the EC and board chair in identifying and recruiting other Board Members.
* Partnering with the EC and other board members to ensure that board resolutions are carried out.
* Serving on committees or task forces and taking on special assignments.
* Acting as an ambassador for the organization.

**Qualifications**

This is an extraordinary opportunity for an individual who is passionate about UNA-USA SF’s mission and who has a track record of leadership. Selected Board Members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing Board Members.

Ideal candidates will have the following qualifications:

* Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the nonprofit sector.
* A commitment to and understanding of UNA-USA SF’s beneficiaries, preferably based on experience.
* Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.
* Personal qualities of integrity, credibility, and a passion for improving the lives of UNA-USA SF’s beneficiaries.

**Fundraising**

UNA-USA SF Board Members will consider UNA-USA SF a philanthropic priority and make annual gifts that reflect that priority. So that UNA-USA SF can credibly solicit contributions from foundations, organizations, and individuals,

UNA-USA SF expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity.

**Board terms/participation**

UNA-USA SF’s Board Members will serve a two-year term to be eligible for re-appointment for one additional term. Board meetings will be held monthly and committee meetings will be held in coordination with full board meetings.

Service on UNA-USA SF’s Board of Directors is without remuneration, except for administrative support, travel, and accommodation costs in relation to Board Members’ duties.