The Vice President for Advocacy is a volunteer member of the Board of Directors who is responsible for the overall vision and direction of UNA-NCA’s advocacy efforts. Day-to-day implementation of the vision and direction is the responsibility of the UNA-NCA Executive Director and staff, in consultation with the President and members of the Advocacy Committee.

This position shall report to the president and serve on the UNA-NCA board and executive committee. Per UNA-NCA’s bylaws, a person shall hold office for two years in this role and may serve no more than two consecutive terms in the same office. This position requires approximately 5-10 hours per week.

Established in 1952, the United Nations Association of the National Capital Area is one of the oldest and largest divisions of the United Nations of the USA (UNA-USA), and a member of the World Federation of the United Nations Associations (WFUNA). With the help of over 3,000 members, volunteers, and supporters in the greater Washington area, UNA-NCA works to build public knowledge, strengthen UN-US relations, and aid the UN in achieving its goals.

**The Vice President of Advocacy’s key responsibilities include the following:**

- Leading and coordinating advocacy efforts for the chapter on United Nations related issues.
- Chairing or co-chairing the advocacy committee which includes leading regularly-scheduled meetings, planning and leading Capitol Hill and in-district congressional visits, etc.
- Co-leading advocacy trainings for members in VA, DC and MD, ideally at least once a year and more frequently if possible.
- Collaborating with other Board members and committees on programs and events as appropriate.
- Attending/contributing to Board meetings and executive committee meetings.
- Maintaining regular communication with advocacy committee members and encouraging UNA-NCA’s members to attend and participate in meetings.
- Drafting/updating documents including advocacy manuals, talking points, lobby tip sheets, etc.
- Participating in UNA-USA’s lobby day and key UNA-NCA events throughout the year.

**Additional Expectations:**

- Must be a UNA-NCA member in good standing.
- Commitment to UNA-NCA’s mission
- Ability to attend UNA-NCA board and executive committee meetings (a total of one 2-hour meeting per month)

**Desired Skillsets:**

- Advocacy or a strong interest in public policy
- Strong communications and organizational skills