

## WILPF U.S. United Nations Representative Position Description

The role of the WILPF U.S. United Nations Representative is to

1. To persuasively represent WILPF's (International and National) U.N. agenda to staff of U.S. Mission to the United Nations;
2. Support WILPF members (primarily through Issue Committees) in working with the U.N. structures for policy and programmatic change at the international level;
3. Promote participation in U.N. convenings, such as the annual meetings of the Commission on the Status of Women or the Nuclear NonProliferation Treaty Review Conferences, by, for example, circulating registration information and organizing orientations.
4. Liaise with the U.S. Congressional Representative to the United Nations, with special focus on connecting the dots between WILPF's national agenda priorities and issues being addressed internationally through the United Nations, in its various bodies and agencies.
5. Submit annual reports to the National Board summarizing the work of U.S. members at the United Nations.

Within this mandate, the United Nations Representative has scope to develop her own approach and tactics, which could include, for example: monitoring and responding to U.S. statements made in various U.N. bodies, including the Security Council, General Assembly, Human Rights Council, etc.; attending public briefings organized by the U.S. mission staff; organizing issue briefings for staff of U.S. mission or taking other steps to cultivate collegial relationships; assisting Issue Committees in preparing shadow reports and in submitting these reports to the appropriate U.N. committee; preparing briefing materials for WILPF members attending meetings of the CSW or CSD; organizing "side events" to major U.N. convenings to promote WILPF's analysis and objectives.

This is a volunteer position appointed by the WILPF U.S. national board for a two year term, with possibility of renewal. The WILPF U.S. United Nations Representative holds one of three passes issued annually to our organization by the United Nations Department of Public Information.

As part of her commitment, the WILPF U.S. United Nations Representative is expected to:

- Work as part of a two person team
- Participate in monthly meetings of the Program Committee (currently held evening of the first Monday)
- Develop expertise in one or more policy area relevant to WILPF's program work
- Write one substantive article annually for *Peace and Freedom*
- Attend one meeting annually of the national board (travel and lodging paid for by WILPF U.S.)