
LIAISON OFFICE GUIDELINES

The purpose of these guidelines is to clarify the parameters, duties, and responsibilities of the Headquarters Office and liaison individuals and offices as specified in Section VII, Paragraph D of the By-laws:

Section VII, Paragraph D

Under general guidelines set down by the Board of Directors, the Headquarters Office shall: maintain liaison with UN headquarters in New York and other facilities necessary to carry out the program; and seek funding for the projects approved by the Council and to take all steps necessary to enable them to be carried out successfully.

A. Nature, Scope, and function of Liaison Offices and Officers

1. The Board may appoint liaison officers or establish liaison offices in locations as is deemed necessary to carry out the work of the association. A liaison officer acts as a communications channel between ACUNS and a targeted external audience.
2. Liaison offices may be initiated either by ACUNS headquarters, the Board of Directors, or by external entities. Regardless, all liaison officers and offices must be approved by a majority vote of the ACUNS Board of Directors, based on the recommendation of the Executive Committee of the Board.
3. Liaison officers maintain relations with members and partners operating in these locations and help to recruit new members. They provide ACUNS headquarters with regional expertise and access to local networks. They help to recruit junior scholars and practitioners to the association and provide assistance in identifying suitable regional cooperative partners and establishing international contacts. Liaisons assist in coordinating programs in conjunction with local associations, foundations, and administrative entities. They help to disseminate information related to the mission and programs of ACUNS. As needed, they assist headquarters in organizing conferences and events in their regions.
4. The liaison office must be appropriately chartered in the legal jurisdiction in which it is located and must abide according to the relevant local, provincial, and national stipulated laws, decrees, or charters.

B. Duties of the Executive Director

1. The Executive Director shall submit all proposals for formal and informal liaison arrangements to the Executive Committee for recommendation to and approval by the Board as appropriate.
2. The Executive Director, under the authority of the Executive Committee, shall oversee all activities of liaison individuals and offices.
3. The Executive Director shall keep the Executive Committee regularly informed of all formal and informal liaison agreements, activities, and planned activities.

C. Procedures for Establishing a Liaison Office

1. A proposal to establish a liaison office/function should begin with a letter of interest sent to the Executive Director explaining what is being considered (e.g. an individual contact, a larger "liaison office"), for what reasons, with a timeline and any proposed budget implications (anticipated revenue sources).
2. The letter of interest shall be reviewed by the Executive Director, Board Chair, and Chair of the Governance Committee, who in consultation shall decide whether the initial proposal should be accepted and referred to the Executive Committee, sent back for further work, or declined.
3. Proposals to establish office functions or undertake activities requiring governance and budgetary consideration must undergo a full review process by the Executive Committee and subsequently be approved by the Board.
4. Proposals must be accompanied by proof of adequate existing financial and institutional support before being considered by the Executive Committee and Board.
5. Offers by individuals to provide local representation/distribution of ACUNS materials, to assist visiting ACUNS members, or in other ways to liaise without wider financial or legal implications may be accepted or rejected directly by the Executive Director in consultation with the Chair.
6. Consideration of any and all legal and financial liability issues of local groups, ACUNS Headquarters, and the ACUNS Board must be reviewed and approved by ACUNS Secretariat host's legal advisors.

D. Liaison Office Operations

1. All major events, conferences, and initiatives must be cleared by the Executive Director, who shall further determine whether they must be cleared by the Executive Committee and Board.
2. Official representation at UN and other formal meetings must be authorized by the Executive Director.
3. All written statements to be made or papers to be circulated at UN intergovernmental bodies must be cleared by the Executive Director.
4. Any budget proposal for external or internal (from host institution) funding must be agreed in advance by the Executive Director. And incurment of any and all expenses must be cleared in advance with the Executive Director and must be reimbursed promptly.
5. All funds received must be reported to the Executive Director in a timely fashion for determination of proper action, and all membership fees must be sent to the Executive director immediately upon receipt.
6. In-kind contributions (such as meeting rooms, payment of travel and accommodation of participants to ACUNS events, hospitality expenses, and receptions) can be negotiated by the ACUNS Liaison Office in consultation with the Executive Director.
7. Use of the ACUNS name and logo must be approved in advance by the Executive Director.
8. Local activities and events (such as book presentations, round-table discussions, and side events at conferences) should be communicated to the Executive Director for inclusion in the newsletter and posting of the ACUNS website.
9. Regular communication of events, activities, and plans should be held at least once a month with the Executive Director and complete written reports must be provided quarterly to the Executive Committee and Board.
10. Names of liaison-office staff and interns and their performance shall be communicated to the Executive Director.