

Position Description: Branches-at-Large (BAL) Co-Liaison

The Branches-at-Large Co-Liaisons hold essential leadership positions in the Branches that do not belong to one of the Regional Councils. The Branches-at-Large are divided into two groups – BAL East and BAL West. Each Co-Liaison is responsible for her group and encouraged to establish her own committee to assist in her responsibilities.

The BAL Co-Liaisons' responsibilities are to work directly with the BAL Presidents in leadership positions as coordinators, support persons, and links between the BAL and the UNWLA National Board and Executive Committee.

The BAL Co-Liaisons are elected at the triannual UNWLA Convention by BAL presidents and delegates in good standing and serve a three-year term (limited to two consecutive terms). Eligibility for BAL Co-Liaison is as follows:

1. UNWLA member in good standing.
2. BAL must have held a board position at a Branch, Regional Council or National level.
3. Have knowledge of UNWLA Bylaws, organizational structure, Policies and Procedures.
4. Understand job description for BAL Co-Liaison.

The BAL Co-Liaisons report to the UNWLA President.

Core Responsibilities:

- Perform all duties specified in the UNWLA Bylaws and standing rules.

Communication:

- Establish a positive and open rapport with BAL Presidents and BAL Branch members through phone calls, email, teleconferences and video conferences, and other means of communication. If feasible, visit BAL and meet members. Always represent the UNWLA in a positive and professional manner.
- Conduct quarterly teleconferences or video conference meetings with BAL Presidents. Set date and time of the meeting, establish an agenda, have minutes taken, and follow up if necessary.
- Share and review materials such as Policies and Procedures, circulars, and correspondences that are distributed by the UNWLA Executive Committee and National Board.
- Respond to inquiries from BAL. Research and provide answers in a timely manner.

BAL Reporting:

- For those unable to complete Annual Reports electronically, forward hard copy reporting forms to BAL Presidents and assist in entering information online.
- Answer questions regarding Annual Reports.
- Review completed BAL online reports, to ensure all BALs have entered their data online in a timely manner. Follow up with BALs and assist as needed.

- Prepare a synopsis from BAL annual reports for a short presentation at the Annual National Board Meeting.
- Analyze all completed BAL Annual Reports taking any corrective action where needed.

BAL Financial Reporting & E-Postcard Completion:

- Confirm with the UNWLA Treasurer/Financial Secretary that annual BAL dues are paid in full and in a timely manner. Follow up with BAL in arrears.
- Ensure, together with the UNWLA Treasurer/ Financial Secretary, that BALs maintain their IRS non-profit status by completing the E-Postcard annually, no later than May 15th.

Working in Conjunction with the UNWLA National Board & Executive Committee:

- Attend and officially represent the BAL at the Annual National Board Meeting.
- Present ideas, suggestions, and concerns from the BAL to the UNWLA Executive Committee and National Board.

Record Maintenance:

- Maintain documentation and updated BAL contact information.
- Maintain copies of Annual Reports (including financial) for each BAL Branch.
- Confirm BAL E-postcard Filing
- Inform BAL Co-Liaison successor how to access BAL Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
- Ensure all pertinent documents are uploaded to the UNWLA Google Shared Drive.
- Inform successor how to access the UNWLA Google Drive.
- Conduct UNWLA communications using the UNWLA domain email address.

UNWLA National Convention Responsibilities:

- Encourage BAL members to attend the convention.
- Submit Co-Liaison report for inclusion in the Convention Book.
- Encourage each BAL to submit a report (with pictures) for inclusion in the Convention Book.
- Initiate a request to the UNWLA Executive Committee for "Hramotas" (certificates/awards) on behalf of BAL celebrating a milestone anniversary or other special event.
- Forward "Hramotas" announced at the UNWLA National Convention to recipient BALs.
- Represent the BAL as a delegate to the tri-annual UNWLA National Convention.
- Serve on the Nominating Committee for the National Board. The Nominating Committee is composed of the Regional Council Presidents and the BAL Liaison, and begins work one year prior to the National Convention.

- Preside over the BAL meeting of BAL presidents and delegates attending the Convention, including preparing a delegate list and sign-in sheet and determining if there is a quorum.
- One year prior to the convention, convene the BAL Nominating Committee (composed of all BAL Presidents) to select nominees for the Co-Liaison positions.
- Elections of BAL Co-Liaisons shall be conducted by a designated representative from the UNWLA Executive Committee.