

Position Description: UNWLA Branch Secretary

The Branch Secretary is responsible for ensuring that all Branch activities and decisions are properly recorded and preserved. She is in charge of the overall Branch correspondence, except where it relates to another officer or committee's assigned work.

Preferably, the Branch Secretary should be bilingual (English and Ukrainian) and computer literate. This volunteer position serves a two-year term and reports to the Branch President.

Core Responsibilities:

- Perform duties as specified in the UNWLA Bylaws and standing rules.
- Send out meeting notices.
- Record meeting minutes of the Branch Board and general membership meetings.
- Adhere to the following rules concerning minutes:
 - Minutes may be typed or handwritten and must be signed by the secretary.
 - Minutes must be written in English in compliance with IRS rules and may be translated into Ukrainian.
 - Minutes should be brief and cover actions taken during the meeting in correct chronological order.
- Ensure that minutes—a permanent record of the Branch—are preserved in an organized and readable format.
- Send members a copy of the minutes as soon as possible following the meeting. In some circumstances, Branch protocol may require only reading of the minutes.
- In writing motions into the minutes, specify:
 - Final wording of all main motions with any amendments incorporated, any motions to reconsider, and whether each was adopted, lost, or temporarily disposed of. Generally, motions withdrawn are not recorded.
 - All notices of motions.
 - All points of order and appeals, noting whether sustained or lost and giving the chair's reasons for the ruling.
 - The name of the maker of important motions, but not the seconder.
- Maintain the official roll of members and call the roll when requested.
- Provide UNWLA National Convention delegates with their credentials.
- Keep the following on hand to present when needed at meetings:
 - Meeting agenda
 - Past meeting minutes
 - Current copy of the bylaws and standing rules
 - Accurate member directory and roll of members
 - List of committees
 - Ballots
- Arrive at meetings early.
- Call the meeting to order and preside over the meeting when the Branch President and Vice President are absent, until a Chairman pro-tem is elected.

Administrative Responsibilities:

- By request of the Branch President, prepare an agenda that shows an exact order of business, including any incomplete business from the previous meeting.
- Act as custodian of all Branch documents not belonging to any other officer or Standing Committee Chair.
- Record and maintain Branch history if there is no Branch Archives Chair.
- Prepare a report to be given at the Branch Annual Meeting.
- Collaborate with the Branch President in providing information for the completion of the online Annual Report to Headquarters by due date.
- Note all decisions made by the Branch Board.
- Provide UNWLA National Convention delegates with their credentials.
- Pass hard copy and electronic files on to the successor.
- Inform successor how to access Branch Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
- Perform other duties as assigned by the Branch President.

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