

## **Position Description: UNWLA Branch Education Chair**

The Branch Education Chair is responsible for developing and promoting educational programming for their Branch and serving as a liaison to educational organizations in the Branch's area.

Preferably, she 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:**

- Develop and maintain an active relationship with both Ukrainian and non-Ukrainian educational organizations in the Branch's area.
- Organize educational events on Ukrainian topics (lectures, film showings, etc) in venues such as libraries, schools, etc.
- Encourage and organize Branch visits to educational events of interest.
- Be aware of and support UNWLA National education projects and initiatives.
- Collaborate with the Branch President in providing information for the completion of the online Annual Report to Headquarters by due date.
- Attend Branch meetings and report all educational activities for that year at the Annual Branch meeting.
- Hold Holodomor awareness/commemoration events annually.
- Serve on the Regional Council Education Committee, where applicable.
- Pass hard copy and electronic files on to the successor.
- Perform other assorted duties as assigned by the Branch President.
- Inform successor how to access Branch Policies and Procedures and other important documents on the UNWLA website (Members' Portal).

*Issued 12/21/21*