

Position Description: UNWLA Branch Advocacy Chair

The Branch Advocacy Chair is responsible for guiding her Branch in implementing political, corporate and cultural Advocacy events on behalf of Ukraine.

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

Core Responsibilities:

- Perform all duties specified in the UNWLA Bylaws and standing rules.
- Develop and maintain an active relationship with officials at the federal, state and local levels to gain their support for Ukraine.
- Participate in Ukrainian Days in Washington, DC.
- Organize advocacy events at a local level such as obtaining proclamations, flag raising, participating in protests and other advocacy events as guided by the National/Regional Advocacy Chairs.
- Write Op-Eds to local newspapers regarding Ukrainian issues.
- Serve on the Regional Council Advocacy Committee as appropriate.
- Support the UNWLA's National Advocacy projects and initiatives. Propose new initiatives to the Regional Council Advocacy Chair.
- Attend and report at the Branch Annual Meeting.

Administrative Responsibilities:

- Collaborate with the Branch President in providing information for the completion of the online Annual Report to Headquarters by due date.
- Perform other duties as assigned by the Branch President.
- Ensure all pertinent documents are uploaded to the UNWLA Google Shared Drive.
- Inform successor how to access the UNWLA Shared Google Drive.
- Inform successor how to access important documents on the UNWLA website (Members' Portal).