

## **Position Description: UNWLA Branch Arts & Museum Chair**

The Branch Arts and Museum Chair is responsible for developing and promoting the Ukrainian Museum in New York City, which was founded by the UNWLA in 1976. 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:**

- Attend Branch meetings and provide regular updates on current exhibits and events at the Ukrainian Museum and other Ukrainian arts/cultural organizations in the Branch's area.
- Promote the Ukrainian Museum, its exhibitions, and events within the community and on social media, maintain individual membership numbers, and encourage individual membership of Branch members.
- Encourage the donation of artifacts to be featured in museum collections or sold as special items in the Ukrainian Museum Gift Shop.
- Encourage and organize visits to exhibits and special events at the Ukrainian Museum and other Ukrainian arts/cultural organizations and museums in the Branch's area.

### **Administrative Responsibilities:**

- Collaborate with the Branch President in providing information for the completion of the online Annual Report to Headquarters by due date.
- Attend Branch meetings in order to report at the Annual Branch meeting.
- Serve on the Regional Council Arts & Museum Committee, where applicable.
- 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 Google Drive.
- Inform successor how to access Branch Policies and Procedures and other important documents on the UNWLA website (Members' Portal).