

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

The Branch Culture Chair is responsible for guiding her Branch in maintaining and advancing Ukrainian culture and identity: a key element in the mission of the organization.

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 both Ukrainian and non-Ukrainian arts and cultural organizations in the Branch's area.
- Organize displays of Ukrainian folk art in venues such as libraries, schools, folk/arts festivals, etc.
- Organize master classes of traditional Ukrainian folk art, such as making pysanky, gerdany, embroidery, ceramics, folk art painting, etc
- Organize and coordinate Ukrainian cultural events at libraries, municipal locations, and within their own Ukrainian communities. Events can include workshops, art shows featuring Ukrainian artists, films, book readings, etc.
- Serve on the Regional Council Culture Committee as appropriate.
- Support the UNWLA's national portfolio of cultural projects and initiatives. Propose new cultural initiatives to the Regional Council Culture 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 Google Drive.
- Inform successor how to access Branch Policies and Procedures and other important documents on the UNWLA website (Members' Portal).