

Position Description: UNWLA Branch Membership Chair

The Branch Membership Chair is responsible for coordinating membership recruitment and retention programs within her Branch. She should be friendly, outgoing, and feel comfortable presenting the organization in the most positive light. This position is all about creating an excellent member experience.

Preferably, she should be bilingual (English/Ukrainian) and computer literate. This volunteer 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.
- Assist the Branch in fulfilling organizational and membership directives from the National Board and Regional Council, as applicable.
- Attend Branch meetings and report at the Annual Branch Meeting (including member gains/losses).
- Initiate a leadership role in the recruitment of new Branch members and Members-at-Large by planning recruitment events.
- Respond to inquiries about membership. Invite prospective members to meetings as guests and follow up in a timely manner.
- Ensure that each new member completes an UNWLA Membership Application and retain all applications in the Branch membership files.
- Introduce new members to the organization:
 - Explain the goals and various projects of the Branch, Regional Council and UNWLA;
 - Provide the UNWLA Welcome Packet;
 - Provide copies of the Bylaws and Branch contact information (member roster)
 - Present background information about the Branch, including when it was founded, name of patron, and major achievements;
 - Include current information about the Branch, including the number of members, current and ongoing projects/programs, meeting days/times, social activities, amount of Branch dues and any other financial obligations;
 - Inform new member of the UNWLA website and Facebook page.
- Maintain an informational file on each Branch member, including:
 - Name, address, home /cell telephone numbers, email
 - Date of birth and date joined UNWLA
 - Work performed in the UNWLA and community (positions held, awards, honors, etc.)
 - Special skills and talents (i.e. computer literacy, etc.)
- Help build camaraderie and a spirit of friendship and cooperation within the Branch. Follow up with sporadic or inactive members and encourage them to

participate.

- Maintain a Branch File (coordinate with the Archive Chair) to include:
 - Date Branch was established; name and biography of Branch patron
 - Current list of the Branch Board and members
 - Branch milestones, anniversaries, special events, etc.
- Serve on the Regional Council Membership Committee, where applicable.
- Review informational and instructional circulars issued by the UNWLA National Board.

Administrative Responsibilities:

- Collaborate with the Branch President in providing information for the completion of the online Annual Report to Headquarters by due date.
- Prepare and/or update an informational Branch Handbook to include the Branch file and membership files, to be passed on to subsequent Membership Chair.
- 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).