

Position Description: UNWLA Branch President

The role of the Branch President is one of the most important within the organization. She leads the membership in the Branch's geographic area and is the critical link between the Branch and either the Regional Council or the grouping of Branches-at-Large. She also sets her Branch's agenda and tone. Her Branch's success relies on the commitment of her leadership and her dedication to learning, as she supports the responsibilities of each of her Board members (social welfare, financial, etc.)

Preferably, the Branch President should be fluent in both English and Ukrainian, have a basic knowledge of the UNWLA bylaws and parliamentary procedures in general, and be willing to reach out with questions. Diplomacy and fairness are also important to this role. This volunteer position serves a two-year term and reports to the Regional Council President or the Co-Liaison to the Branches-at-Large.

Note: The president is automatically an *ex officio* ("by virtue of office") member of all Branch committees except the Branch Nominating Committee.

Responsibilities of the Branch President:

- Preside at meetings of the Branch Executive Committee and the Branch Board.
- Preside over monthly meetings of the Branch General Membership (whether in-person, via teleconference, or video conference) and complete associated tasks, including but not limited to:
 - Provide notice of monthly general membership meetings one month in advance;
 - Ensure that a written agenda is prepared;
 - Call meetings to order on time and identify if a quorum is present;
 - Share and review materials from the Regional Council/Co-Liaison from Branches-at-Large and UNWLA National Board with members, including Policies and Procedures, circulars and correspondence;
 - Ensure the Chairs of Standing Committees receive and implement directives;
 - Conduct the meetings and Branch business in Ukrainian and/or English, based on the majority vote of the Branch membership.
- Supervise all Branch activities.
- Ensure that membership recruitment and retention activities are pursued on an ongoing basis in coordination with the Regional Council Membership Chair, where applicable.

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- Schedule an Annual Meeting and provide notice at least one month prior. Also, provide notice of the Annual Meeting to the President of the Regional Council/Co-Liaison for Branches-at-Large.
- Ensure that a Branch Nominating Committee forms and commences its work a year before Branch Board members' terms expire.
- Inform successor how to access Branch Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
- Perform other duties as assigned by the Regional Council President/Co-liaison for Branches-at-Large.
- Perform duties specified in the UNWLA Bylaws and standing rules.

Responsibilities Pertaining to Regional Council:

- Attend and officially represent the Branch at Regional Council or Branches-at-Large meetings.
- Serve on the Regional Council/Branches-at-Large Nominating Committee.

Responsibilities Pertaining to the UNWLA National Convention:

- Represent the Branch as a delegate to the tri-annual UNWLA National Convention.
- Encourage Branch delegates and members to attend the Convention.
- Encourage the Branch to hold fundraisers to cover all or a portion of delegate expenses.
- Submit a written Branch report, group Branch photo, and any applicable fees to the UNWLA Convention book committee.

Administrative Responsibilities:

- Complete the online President's Annual Report by collaborating with all Branch Standing Chairs in collection of all needed data and submits it on time. Contact Regional Council President for help if unable to complete it electronically.
- Ensure Branch Treasurer completes the Annual Branch Treasurer's Report and submits on time.
- Ensure that annual membership dues are collected.
- Ensure that Branch dues are paid in full to Headquarters in a timely manner, and if applicable, to the Regional Council.
- Ensure the Branch Treasurer files annual e-postcard in order for the Branch to maintain its tax-exempt status.
- Use the UNWLA Branch President's email for all official UNWLA correspondence.
- Ensure all pertinent documents created by the Branch 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).
- Inform the successor to send a request to the Main Office to reset the e-mail password of the Branch president.