

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

The Branch Press Chair is responsible for communicating the Branch's major events, projects, and initiatives to the public and Ukrainian-American community via local and national press as well as via *Our Life* magazine.

She must possess solid writing skills and be computer literate. Preferably, she should be bilingual in English and Ukrainian. 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.
- Serve on the Regional Council Public Relations Committee where applicable.
- Maintain a directory of local English and Ukrainian language media contacts within the community (newspapers, newsletters, radio programs, church bulletins, etc.) and submit articles as appropriate.
- Write and submit articles about the Branch to *Our Life* magazine (at least once per year).
- Attend Branch meetings and take an active part in Branch events.
- Review informational and instructional circulars issued by the UNWLA National Board.

### **Administrative Responsibilities:**

- Ensure adherence to the UNWLA Brand Book.
- Collaborate with the Branch President in providing information for the completion of the online Annual Report to Headquarters by due date.
- Collect and transfer historical materials to the Branch Archival 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).