

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

The Scholarship/Sponsorship program aims to enhance and create opportunities through education for disadvantaged children from elementary school through doctoral programs in Ukraine and other countries. The Branch Scholarship Chair is responsible for increasing the number of sponsors to the UNWLA Scholarship/Sponsorship program and encouraging the Branch and individual members to become sponsors.

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.

### **Scholarship Program Responsibilities:**

- Perform all duties specified in the UNWLA Bylaws and standing committee rules.
- Attend Branch meetings and report at the Annual Branch meeting.
- Become thoroughly familiar with the UNWLA Scholarship Sponsorship Program and share information with Branch members.
- Maintain contact with Branch's sponsors and inform them about changes, needs and activities of the UNWLA Scholarship Program.
- Encourage the Branch and Branch members to sponsor a student.
- Persuade people of good will to become donors and/or sponsors.
- Correspond and remain in contact (via email, video conference, or telephone) with Branch's stipend recipients and share any photos and correspondence received at Branch meetings.

### **Administrative Responsibilities:**

- Serve on the Regional Council Scholarship Program Committee, where applicable.
- Review informational and instructional materials issued by the UNWLA National Board.
- Collaborate with the Branch President in providing information for the completion of the online Annual Report to Headquarters by due date.
- Inform successor how to access Branch Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
- Ensure all pertinent documents are uploaded to the UNWLA Google Shared Drive.
- Inform successor how to access the UNWLA Google Drive.
- Perform other duties as assigned by the Branch President.