

Position Description: UNWLA Branch Social Welfare Chair

The Branch Social Welfare Chair is responsible for guiding her branch in establishing charitable programs: one of the core purposes of the organization. For branches belonging to a Regional Council (RC), many of the responsibilities can be shared with the RC Social Welfare Chair and her committee. Branches-at-Large may find it helpful to form a social welfare committee comprised of professionals within their community and/or other interested UNWLA members. The National Board Social Welfare Chair can also be a valuable resource.

The Branch Social Welfare Chair should preferably be bilingual (English and Ukrainian) and computer literate. Some experience in social welfare would also be helpful. 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.
- Attend branch meetings and prepare a report for the Annual Branch meeting.
- Identify local humanitarian aid resources in the community, both public and privately operated. Coordinate projects whenever possible.
- Mobilize emergency assistance to victims of natural disasters within the United States, in Ukraine, and other areas where Ukrainians reside whenever such projects are identified by the UNWLA National Board.
- Coordinate projects with Regional Councils and/or the UNWLA National Board Social Welfare Chair to avoid duplication and ensure consistent information exchange.
- Serve on the Regional Council Social Welfare Committee, where applicable.
- Distribute informational and instructional circulars issued by the UNWLA National Board.
- Promote, as needed, informational assistance programs for newly arrived immigrants.
- Organize visitation programs for elderly and ill members who live alone, in nursing homes, or in assisted living facilities.
- In coordination with headquarters, organize material aid shipments to Ukraine for orphanages, schools in poor districts, children's hospitals, etc.
- Track all donations received by the Branch throughout the year and their value for reporting purposes.
- Send donors a letter of appreciation to acknowledge their donation in a timely fashion.
- Prepare an annual report for the UNWLA National Board and submit it to Branch President by the due date.

- 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.

NOTE – Added by the Hon. Oksana Xenos, J.D.:

“No funds may be paid out of UNWLA national, regional or branch accounts to directly benefit family members, relatives, friends, neighbors, or personal acquaintances of UNWLA members. Such an expenditure is strictly prohibited under IRC 501(c)(3) and the federal tax regulations governing tax-exempt organizations, because it violates the requirement that tax- exempt organizations must be operated exclusively for exempt purposes by serving public rather private interests. Such an expenditure relieves the member (or her family) of the economic burden of providing financial or medical assistance to a family member, relative, or friend, etc., and therefore constitutes inurement to the benefit of a private individual.”