

Position Description: UNWLA Branch Vice President

The Branch Vice President carries out the duties of the Branch President in her absence. The VP shall be assigned specific duties and areas of activity by the President of the Branch. In the event of the Branch President's resignation or permanent incapacity to serve, the VP shall become Branch President for the remainder of the term.

Preferably, the VP should be bilingual (English and Ukrainian), computer literate, and have a basic knowledge of the UNWLA Bylaws and parliamentary procedures. This volunteer position serves a two-year term and reports to the Branch President.

Responsibilities of the Branch VP:

- Attend and report at Branch meetings.
- Report at the Annual Branch meeting.
- Collaborate with the Branch President in providing information for the completion of the online Annual Report to Headquarters by due date.
- Perform other duties as assigned by the Branch President.
- Perform duties as specified in the UNWLA Bylaws and standing rules.
- 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).