

Position Description: UNWLA National Board Advocacy Chair

The UNWLA National Board Advocacy Chair heads a special Advocacy Committee until formally approved as a Standing Committee at the 2024 Convention. The Chair is responsible for guiding the Regional Councils, Branches, and Members-at-Large toward advocating for Ukrainian issues with local, state and federal officials.

Preferably, she should be bilingual (English and Ukrainian) and be computer literate. She must be willing to travel. This position serves until the 2024 convention at which time the Convention will vote whether to transition this Special Committee to a Standing Committee. The Chair reports to the UNWLA President.

Core Responsibilities:

- Perform all duties specified in the UNWLA Bylaws and standing rules.
- Coordinate advocacy activities on a national level.
- Educate and empower membership to engage with elected officials. Build and develop relationships between UNWLA members and their local, state and national governments. Engage with elected officials on behalf of UNWLA to speak for Ukraine.
- Educate and empower membership to conduct corporate and cultural advocacy on behalf of Ukraine.
- Train members on advocacy skills.
- Chair the UNWLA Advocacy Special Committee composed of Regional Council Advocacy Chairs and other interested members. Share events, ideas and opportunities, encouraging Regional Councils to organize and coordinate advocacy events within their Regions.
- Provide Advocacy project updates for the UNWLA website and other social media channels.
- Write an article regarding advocacy program initiatives for *Our Life* magazine at least once a year.
- Issue informational materials to Regional Councils and Branches at least once per year.
- Review on-line Annual Reports received from the Regional Council and Branch Presidents. Respond to any issues or problems in a timely manner.
- Attend and report at the Annual National Board meeting.
- Attend the National Convention and submit a report for the Convention Book.
- Ensure successor knows how to access 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.
- Utilize her UNWLA email address when conducting UNWLA business.
- Perform other duties as assigned by the UNWLA President.