

## **Position Description: UNWLA National Board Arts and Ukrainian Museum Chair**

The UNWLA National Board Arts and Ukrainian Museum Chair acts to further the mission of the organization through promoting the Ukrainian Museum in New York City within the national community (including museum membership and events) and organizing support from Branches, Regional Councils, and Members-at-Large. This position will interface regularly with the Regional Arts and Ukrainian Museum Chairs as well as with Ukrainian arts organizations and museums across the country.

Preferably, she should be bilingual (English and Ukrainian) and computer literate and reside within the tri-state area to easily attend Ukrainian Museum Board of Trustees meetings. This volunteer position serves a three-year term (limited to two consecutive terms) and reports to the UNWLA President.

### **Core Responsibilities:**

- Perform all duties specified in the UNWLA Bylaws and standing rules.
- Maintain, update, and review any existing projects or initiatives within the national Arts and Ukrainian Museum portfolio.
- Work with Regional Council Arts and Ukrainian Museum chairs to encourage Branch and individual membership to the Ukrainian Museum. Meetings may be conducted by teleconference or internet-based technology.
- Maintain Ukrainian Museum membership and maintain good standing as a member of the Ukrainian Museum Board of Trustees.
- Work closely with the UNWLA President to coordinate any Ukrainian Museum events that pertain to the UNWLA.
- Ensure that Branches have identified a delegate to the annual Ukrainian Museum general membership meeting by sending out correspondence two months prior to the annual general membership meeting (sample letter with proxy forms is contained in Part 3. National Board Policies & Procedures, Section 5 Attachments).
- Coordinate 'Appreciation Day' events at the Ukrainian Museum for UNWLA members.
- Write an article regarding Ukrainian Museum exhibitions for *Our Life* magazine at least once per year.
- Provide Ukrainian Museum updates for the website and other social media communication channels.
- Review Annual Reports pertaining to Arts & Museum received from Regional Council and Branch Chairs.
- Attend and prepare a report for the Annual National Board meeting.
- Attend the National Convention and prepare a report for the Convention Book.
- Ensure successor knows how to access UNWLA 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.

- Utilize her UNWLA email address when conducting UNWLA business.
- Perform other duties as requested by the UNWLA President.