

Position Description: UNWLA National Board Culture Chair

The UNWLA National Board Culture Chair is responsible for guiding the Regional Councils, Branches, and Members-at-Large toward fulfilling the mission of the organization as it pertains to preserving, maintaining, promoting and advancing Ukrainian culture and identity.

Preferably, she should be bilingual (English and Ukrainian) and be computer literate. She must be willing to travel. This 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 existing projects/initiatives within the National Culture portfolio. Propose new cultural initiatives.
- Chair the UNWLA Culture Committee composed of Regional Council Culture Chairs. Meetings may be conducted by teleconference or internet-based technology.
- Encourage Regional Councils to organize and coordinate Ukrainian cultural events within their Regions, such as workshops (embroidery, gerdany, pysanky, folkart, etc.), art shows featuring Ukrainian artists, films, book readings, etc.
- Administer the Petro and Lesia Kovaliv Fund, which awards prizes for both Ukrainian Literature and history, alternating annually.
- Continue sponsorship of the Vitaliy Case Competition in literature and the “My Native Land” competition in the field of Ukrainian history and tradition.
- Provide cultural project updates for the new UNWLA website and other social media channels.
- Write an article regarding cultural 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 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 assigned by the UNWLA President.