

Position Description: UNWLA National Board Education Chair

The UNWLA National Board Education Chair is responsible for guiding the Regional Councils, Branches, and Members-at-Large toward fulfilling the educational mission of the organization.

Preferably, she should be bilingual (Ukrainian and English), have a background in education, 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.
- Develop and maintain an active relationship with both Ukrainian and non-Ukrainian educational organizations on the national level.
- When feasible, establish and/or maintain relationships with education organizations in Ukraine.
- Maintain, update and review existing projects and initiatives within the national education portfolio. Additionally, propose new initiatives where applicable.
- Issue informational materials to Regional Councils and Branches at least once a year. Obtain approval from the UNWLA President prior to distribution.
- Provide education project updates for the UNWLA website.
- Write an article regarding education program initiatives for *Our Life* magazine at least once a year.
- Chair the UNWLA Education Committee made up of Regional Council Education Chairs. Meetings may be conducted by teleconference or internet-based technology.
- Represent the UNWLA on the US/Ukraine Holodomor Genocide Awareness Committee and share information from that committee with the National Board.
- Encourage Regional Councils to organize/coordinate Holodomor Awareness/Commemoration projects annually within their Regions.
- Review on-line annual reports received from Regional Council and Branch Presidents. Respond to any issues or problems in a timely manner.

Administrative Responsibilities:

- Attend and report on educational initiatives 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.