

Position Description: UNWLA National Financial Secretary

The UNWLA National Financial Secretary (together with the UNWLA National Treasurer) is responsible for the financial activities of the organization. She must be organized and knowledgeable in budgets and accounting procedures.

She should be bilingual (Ukrainian and English), computer literate, and willing to do some domestic traveling. This volunteer position serves a three-year term (limited to two consecutive terms) and reports to the UNWLA President.

Core Responsibilities:

- Perform all duties as specified in the UNWLA Bylaws and standing rules.
- Attend meetings of the UNWLA Executive Committee and National Board.
- Provide written activity reports (preferably in English) in advance of scheduled meetings.
- Review notices regarding annual dues for Branches and Regional Councils (prepared by Home Office Administrator).
- Prepare informational/instructional financial circulars as required.
- Follow up with Branches and Regional Councils for any dues in arrears.
- Work closely with the Home Office Administrator to ensure Branch and Regional Council financial status records are updated.
- Review Branch and Regional Council annual financial reports. Respond to any noted issues in a timely manner.
- Assist newly formed Branches with the Employer Identification Number (EIN) application process.
- Submit a request to IRS for the inclusion of new Branches under our group EIN.
- Assist Branches and Regional Councils with any and all State and Federal IRS matters (E-postcard filing, not-for-profit status reinstatement, state recognition of not-for-profit-status for solicitation application, etc.)
- Attend the UNWLA National Convention and prepare a written report in both English and Ukrainian for the term served to be entered in the Convention Book.
- Perform other duties as assigned by the UNWLA President.
- Ensure successor knows how to access UNWLA Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
- Maintain files on Google Drive and inform the successor where documentation is stored on Google Drive.
- Utilize the UNWLA domain email in all UNWLA communications.