

## **Position Description: UNWLA National Officer-at-Large**

With the exception of specific duties related to the National Convention, the National Officer-at-large position (of which there are two) does not have a specifically defined role, unlike other Executive Board leadership positions such as a President or Treasurer. Duties change and shift as defined in organization bylaws or as needed to fulfill Board requirements and address overall organizational goals.

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

### **Core Responsibilities:**

- Perform duties specified in the UNWLA Bylaws and standing rules.
- Attend meetings of the UNWLA Executive Committee, preferably in-person. Participation may also be by teleconference, video conference, or other electronic means.
- Accept specific assignments from the President, such as overseeing a work group or collaborating with other organizations.
- The 1st Officer-at-Large serves as the liaison from the National Executive to the UNWLA Convention Committee.
- The 2nd Officer-at-Large chairs the UNWLA Convention Book Committee.
- The Officer-at-Large may also sit on certain committees to ensure the Board's directives and the committees' desires align.
- Attend and provide a written report (when appropriate) to the UNWLA Annual National Board Meeting.
- When appropriate, submit a written report in both English and Ukrainian (with photos) to the Convention Book Committee.
- 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.
- Perform other duties as assigned by the UNWLA President.