

Position Description: UNWLA National President

As the national head of the UNWLA, the President sets the overall tone and direction for the entire organization. Together with the Executive Committee and National Board, the President leads the organization within the USA and represents it abroad through international affiliations and partnerships. She is elected at the UNWLA Convention to serve a three-year term (limited to two consecutive terms).

The President should be fluent in both English and Ukrainian and exhibit excellent written communication skills as well as excellent public speaking and diplomatic leadership skills. She must have a solid knowledge of the UNWLA Bylaws and be computer literate. Additionally, she should have a solid understanding of budgeting/accounting and parliamentary procedures. The position requires travel within the USA and abroad. This volunteer position serves a three-year term (limited to two consecutive terms) and reports to the UNWLA National Board.

Administrative Responsibilities:

- Perform all duties specified in the UNWLA Bylaws and standing rules.
- Preside over annual meetings of the UNWLA National Board.
- Preside over monthly UNWLA Executive Committee meetings in-person or remotely via teleconference, videoconference or other electronic means.
- Be knowledgeable of all UNWLA Policies and Procedures and Position Descriptions at all UNWLA Branch, Regional and National levels.
- 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.
- Ensure that all on-line Branch and Regional Council annual reports are reviewed and any noted issues are addressed in a timely manner.
- Supervise all activities of the UNWLA National Board. Ensure that incumbents are provided with the proper materials and orientation to perform their duties.
- When proposing any new project with a budget exceeding \$10,000, communicate details to the Executive Committee (or National Board if the project will involve all Regional Councils) and put it to a vote. Have the decision recorded in the minutes.
- Ensure that planning for the next UNWLA Convention begins in a timely fashion and that relevant materials are sent to the membership.
- Oversee UNWLA headquarters administrative (i.e. NYC property tax exemption) and building maintenance issues and repairs. Maintain communication with our building partner, the Ukrainian Congress Committee of America (UCCA).
- Attend or, if unable, send a representative to Regional Council Annual Meetings, Branch special events and milestone anniversaries, etc.

Fiscal Responsibilities:

- Operate organization within projected budget;
- Ensure the organization maintains its tax-exempt status;
- Co-sign and approve all checks issued;
- Interface with auditors to ensure timely annual IRS 990 filings;
- Supervise office administrator;
- Supervise staff bookkeeper.

Our Life Magazine Responsibilities:

- Write President's column for *Our Life*;
- Serve on Editorial Board & review pre-published monthly version;
- Supervise co-editors;
- Monitor annual *Our Life* expenses and deficit.

Ukrainian Museum Responsibilities:

The position of National President will also act as First Vice President of the Museum. As such, this position includes the following duties:

- Attend/participate in monthly Executive Board meetings, quarterly Board of Trustees meetings, and the annual Membership meeting;
- Participate in at least two Museum standing committees;
- Participate in Museum events as needed;
- Ensure that UNWLA Branches are Museum members;
- Encourage UNWLA membership to become individual members of the Museum.

World Federation of Ukrainian Women's Organizations (WFUWO) Responsibilities:

The UNWLA is a member of the WFUWO, and as such, the President is one of the UNWLA delegates to the WFUWO. As such, she should:

- Attend annual meetings (and send delegates);
- Write (& present) UNWLA report for WFUWO annual meeting.

Ukrainian World Congress (UWC) Responsibilities:

The UNWLA is a member of the UWC, and as such, the President is the WFUWO representative to the UWC. In accordance with this position, she will perform the following duties:

- Attend annual meetings (or send delegates);
- Write UNWLA report for UWC annual meeting;
- Participate in monthly Board of Directors teleconferences.