

Position Description: UNWLA National Board Scholarship Sponsorship Chair

The UNWLA Scholarship Sponsorship Chair is responsible for the management of the centralized UNWLA Scholarship Sponsorship Program. Established in 1967, the goal of the program is to give underprivileged youth in Ukraine and other countries a unique educational opportunity. With the help of individual sponsors and/or benefactors, the students are given the opportunity to complete their studies. Scholarship recipients range from elementary grades to doctoral degrees (PhD).

The Scholarship Sponsorship Chair should be fluent in both English and Ukrainian, computer literate, and willing to travel domestically and abroad. She serves a three-year term (limited to two consecutive terms) and reports to the UNWLA President.

Core Responsibilities:

- Oversee and implement the UNWLA Scholarship Program as specified in the Manual of Procedures of the Program and the UNWLA Bylaws.
- Attend and prepare a report for the Annual UNWLA National Board meeting.
- Attend the UNWLA National Convention and submit a report for the Convention Book.
- Chair the UNWLA Scholarship Committee made up of the Regional Council Scholarship Chairs. Hold regular meetings with them via teleconference or other electronic means to encourage Regional Council and Branches to sponsor students and to provide information.
- Organize and lead the Scholarship Office composed of member volunteers and professionals, which includes:
 - Scholarship Office Program Treasurer: responsible for all bookkeeping and accounting procedures associated with the program;
 - Scholarship Office Administrator: manages the office and is in contact with the UNWLA Scholarship Chair on a regular basis;
 - Other Scholarship Office members: responsible for assigned tasks and office work where needed
- Review new applications and renewals and assign students to sponsors, working closely with the following:
 - Soyuz Ukrainok Ukrainy (SUU)
 - Dedicated educational professionals in Argentina, Brazil, Ukraine, and other countries
- 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.