

## **Position Description: UNWLA National Secretary**

The UNWLA Executive Committee Secretary ensures that all activities and decisions made by the Executive Committee are properly recorded and preserved.

She should be bilingual in English and Ukrainian and computer literate. 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.
- Send out meeting notices for the Executive Committee and National Board.
- Attend meetings and record the minutes for the UNWLA Executive Committee and Annual National Board Meeting.
- Adhere to the following rules concerning minutes:
  - Minutes must be typed and signed by the secretary.
  - Minutes must be written in English in compliance with IRS rules and may be translated into Ukrainian.
  - Minutes should be brief and cover actions taken during the meeting in correct chronological order.
- Ensure that the minutes of the UNWLA Executive Committee and National Board are preserved in an organized and readable format on Google Drive.
- Notify members once the minutes have been posted to Google Drive within one (1) week following individual meetings.
- Document all motions, specifying:
  - Who proposed the motion;
  - Final, concise, and clear wording of the proposed motion;
  - Final vote of adoption (including number of opposing votes & abstentions, if any).
- Note all decisions made by the UNWLA Executive Committee and National Board not requiring a motion and vote.
- Maintain the official roll of members and roll call when requested.
- Provide UNWLA National Convention delegates with their credentials.
- Have the following available on the Google Drive when needed at meetings:
  - Meeting agenda;
  - Past meeting minutes;
  - Current bylaws and standing rules;
  - Accurate member directory and roll of members;
  - List of committees.
- At the request of the President, prepare an agenda that shows an exact order of business, including any incomplete business from the previous meeting.
- Act as custodian of all documents not belonging to any other officer or Standing Committee Chair and ensure their posting to Google Drive.
- Prepare a report to be given at the Annual National Board Meeting.
- Arrive at meetings early and open virtual meetings on behalf of the President.

- Call the meeting to order and preside over the meeting when the President and 1st Vice President are absent until a chairman pro-temp is elected.
- 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.