

## **Position Description: UNWLA National Board Social Welfare Chair**

The UNWLA National Board Social Welfare Chair is responsible for guiding the Regional Councils, Branches, and Members-at-Large toward establishing impactful, charitable programs, one of the major purposes of the organization. She identifies humanitarian aid projects for the organization and oversees their successful implementation.

She must be fluent in both English and Ukrainian, computer literate, and willing to travel domestically and abroad. Experience in social welfare is preferred. This volunteer position serves a three-year term (limited to two consecutive terms) and reports to the UNWLA President.

### **Core Responsibilities:**

- Perform all duties specified in the UNWLA Bylaws and standing rules.
- Organize and Chair the UNWLA Social Welfare Committee made up of the Regional Council Social Welfare Chairs. Meetings may be conducted by teleconference, videoconference, or other internet-based technology.
- Work closely with the UNWLA liaison in Ukraine and Soyuz Ukrainok Ukrainy, coordinating programs directly with its Regional presidents or designated representatives.
- Prepare informational and instructional materials for Regional Councils and Branches. Obtain approval from UNWLA President prior to distribution.
- Enlist and collaborate with humanitarian aid resources within the US, both public and privately operated.
- Mobilize emergency assistance to victims of natural disasters within the United States, in Ukraine, and in other regions where Ukrainians reside.
- Be available for travel within the US and to Ukraine in connection with UNWLA projects.
- Promote informational assistance programs for newly arrived immigrants.
- Encourage Regional Councils and Branches to organize visitation programs for elderly and ill members who live alone, in nursing homes, or in assisted living facilities.
- Research potential locations that would benefit from charity efforts, assign respective Regional Councils/Branches to partner with these locations, and provide contact information.
- Track all donations made by the National Board and record their value for reporting purposes.
- Send donors a letter of appreciation to acknowledge their donation in a timely manner.
- Oversee the work of the Regional Council and Branch Social Welfare Chairs with respect to social welfare activities, offering guidance in implementing social welfare projects in keeping with all IRS guidelines. Meetings may be held in-person or by teleconference, videoconference, or other internet-based technology.
- Report on activities by writing articles to *Our Life* and local press.

**Administrative Responsibilities:**

- Attend and prepare a report for the Annual National Board meeting.
- Attend the National Convention and prepare a report for the Convention Book.
- Review on-line annual reports from the Regional Council and Branch Presidents. Respond to any questions, issues, or problems in a timely manner.
- 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.

**Added by the Hon. Oksana Xenos, J.D.:**

No funds may be paid out of UNWLA national, regional or branch accounts to directly benefit family members, relatives, friends, neighbors, or personal acquaintances of UNWLA members. Such an expenditure is strictly prohibited under IRC 501(c)(3) and the federal tax regulations governing tax-exempt organizations, because it violates the requirement that tax-exempt organizations must be operated exclusively for exempt purposes by serving public rather than private interests. Such an expenditure relieves the member (or her family) of the economic burden of providing financial or medical assistance to a family member, relative, or friend, etc., and therefore constitutes enurement to the benefit of a private individual.