

## **Position Description: UNWLA 1st Vice President**

The UNWLA Executive Committee 1st Vice President shall perform the duties of the President in the event the President is absent, incapacitated, or otherwise unable to perform her duties. Upon the resignation of the President or other permanent incapacity, the 1st Vice President shall assume the presidency for the remaining portion of the term. In addition to responsibilities outlined below, she shall also be assigned specific duties and areas of activity by the UNWLA President.

She should be fluent in both English and Ukrainian, computer literate, and have a solid understanding of the UNWLA Bylaws and standing rules as well as a basic knowledge of parliamentary procedures. She must be willing to travel both domestically and abroad. Experience in public speaking in both Ukrainian and English is a definite asset. 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.
- Attend meetings of the UNWLA Executive Committee, which may be in-person or conducted via teleconference, videoconference, or other electronic means.
- Provide written activity reports in advance of scheduled meetings.
- Serve as liaison between the Executive Committee and the National Standing Chairs, holding regular meetings to provide guidance and to gain awareness of any issues or concerns.
- Manage the annual strategic plan and oversee the production of the annual report based on reports from the branches and regional councils
- Oversee the regular updating and maintenance of the Member Portal, including UNWLA Policies and Procedures and UNWLA Position Descriptions. Ensure appropriate members of the Executive Committee review all key documents.
- Attend and provide a written report to the UNWLA Annual National Board Meeting.
- Actively participate in the planning and implementation of the UNWLA National Convention held every three years at various sites within the United States.
- Submit photos and a written report in both Ukrainian and English to the Convention Book Committee detailing activities since the last Convention.
- Ensure successor knows how to access UNWLA Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
- Ensure all documents and files are uploaded to the 1st VP folder on Google Drive and inform the successor how to access these.
- Utilize the UNWLA domain email in all UNWLA communications.
- Serve as liaison to the UNWLA Nominating Committee.
- Perform other duties as assigned by the UNWLA President.