

Position Description: UNWLA 2nd Vice President, Membership

The UNWLA Executive Committee Vice Presidents ensure the duties of the President are carried out in her absence. In the event that the President resigns or is permanently incapacitated, the 1st Vice President shall become President for the remainder of the term. If the 1st VP cannot assume this role, the responsibilities fall to the 2nd Vice President. In her day-to-day duties, the 2nd Vice President is responsible for coordinating and directing UNWLA strategies for the recruitment of new members and the retention of current members.

She should be fluent in both English and Ukrainian, computer literate, have a solid understanding of the UNWLA Bylaws and standing rules, and have a basic knowledge of parliamentary procedures. She must be willing to travel. 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. Participation may be in person, by teleconference, videoconference or other electronic means.
- Provide written activity reports (preferably in English) in advance of scheduled meetings.
- Attend and provide a written report to the UNWLA Annual National Board Meeting.
- Perform other duties as assigned by the UNWLA President. These will include (but are not limited to):
 - Assist the UNWLA President in addressing organizational issues that impact the functioning and management of the organization to continually strengthen the internal operations of the UNWLA.
 - Review annual reports from Branch Presidents, Branch Membership Chairs, and Regional Councils. Respond to any issues in a timely manner.
 - Issue Circulars, as appropriate, to Branches and Regional Councils. Obtain approval from the President prior to distribution.
 - Organize and chair a Membership Committee, consisting of Membership Chairs from Regional Councils and interested Branches as well as members with expertise in this area.
 - Respond to membership inquiries received through the UNWLA website and via email.
 - Design/make available materials for use in Branch Recruitment Campaigns (e.g., instructional guides, pamphlets, posters, articles, etc.).
 - Visit all Branches over the course of a 3-year term
- Maintain an Organizational Database, including:
 - Membership statistics, including number of new members and members who left the organization or passed on,
 - Current list of active Branches and Branch Presidents,
 - Closed Branches,
 - List of Branch founding dates and dates of milestone anniversaries

- 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.

Duties Pertaining to the National Convention:

- Actively participate in the planning and implementation of the UNWLA National Convention held every three years at various sites within the United States.
- Submit a written report in Ukrainian and English (including photos) to the Convention Book Committee.
- Issue a Circular to Branches in March to identify members attaining their 50th anniversary of membership. Maintain the recipient list in preparation for the creation of award certificates to be announced during the Convention. Ensure all award certificates are mailed out to Regional Council Presidents for distribution at Regional Council Annual Meeting.
- Include the selection criteria for Branch awards in the Circular. Prepare an awards list and review the selection with the Executive Committee.
- Assist in the selection of Honorary Member recipients. Prepare the award certificates and assist the President during the award ceremony as requested.

Duties Pertaining to New & Inactive/Dissolving Branches:

- Assist as requested in the formation of new Branches in geographical areas where a Regional Council exists in collaboration with members of the relevant Regional Council.
- Assume a direct role in other locations identified to have an interested or large potential population.
- For new Branches with approved admission by the UNWLA Exec. Committee, assign a sequential Branch number, send a confirmation letter, and prepare the official admissions "Charter" (Certificate).
- Conduct training for new Branches within the first six months of their formation to ensure they understand their roles and responsibilities. Assign an individual from the Regional Council to act as a mentor to the newly formed Branch for their first year.
- Assist in reorganizing Branches as requested in areas where a Regional Council exists or when it involves a Branch-at-Large.
- Coordinate an intervention and reorganization with the President of any inactive Branch and its Regional Council/BAL.
- For dissolving Branches, coordinate with the Members-at-Large Liaison to facilitate the transition of willing members to other Branches whenever feasible.