

## **Position Description: UNWLA Regional Council President**

The UNWLA Regional Council (RC) President, together with her Board, is responsible for coordinating and supporting the work of Branches operating within her given geographic area (three Branches at minimum form a Regional Council). Her work sets the tone of her Regional Council, and as such, must actively support the responsibilities of each of her Board members. The RC's success relies on the RC President's leadership and her commitment to maintaining ongoing contact and communication with her Branch presidents.

As the critical link between the Branches, the UNWLA National Board, and the Executive Committee, she should have a solid knowledge of the UNWLA bylaws and parliamentary procedures. Interpersonal skills, diplomacy, and fairness are also important attributes for the role. This position serves a two-year term with a two-term limit and reports to the Executive Committee and the UNWLA President.

*Note:* The RC President is automatically an *ex officio* ("by virtue of office") member of all RC committees, except for the RC Nominating Committee.

### **Responsibilities to RC Branches:**

- Maintain an open line of communication with the Branches and check in with them regularly. Assist where needed and answer all questions & concerns from her Branches.
- Attend or, if unable, send a representative to Branch Annual Meetings.
- Ensure, together with the RC Membership Chair, that Branches receive direction and assistance in conducting ongoing membership recruitment and retention activities.
- Plan & coordinate RC projects.
- Ensure, together with the RC Treasurer, that Branches maintain their IRS tax-exempt status.
- Ensure that annual Branch dues are paid in a timely manner and in full.
- Become directly involved with and provide assistance and guidance to Branches that are experiencing problems or have become inactive.
- Review Branch on-line Annual Reports and provide support to those Branches having difficulty in completing their on-line reports.

### **Responsibilities to the RC Executive Committee:**

- Preside at meetings of the RC Executive Committee (President, Vice President, Secretary, and Treasurer)
- Assist members of the committee as needed.

### **Responsibilities to the Regional Council:**

- Preside at meetings of the Regional Council, which consists of the Executive Committee, chairs of Standing Committees, and Branch Presidents.
- Provide notice of RC meetings at least 30 days in advance.
- Supervise all RC activities.
- Review and share materials from the UNWLA Executive Committee and National Board, including policy/procedural circulars and correspondence.
- Ensure that the Chairs of Standing Committees receive and implement directives from the UNWLA National Board.

### **Responsibilities pertaining to the Annual RC Meeting:**

- Provide meeting notice to the Regional Council and the UNWLA National Executive Committee at least two months in advance. Invite selected Executive Committee member to attend.
- Use a written agenda and, preferably, provide copies to all meeting participants in advance.
- Arrive at the meeting location early to ensure proper setup and organization.
- Call meetings to order on time and identify if a quorum is present.
- Present a written report of RC activities.

### **Responsibilities pertaining to the UNWLA National Board meetings:**

- Attend and officially represent the RC at all UNWLA National Board meetings.
- Present a report of RC activities, as requested.
- Serve on the Nominating Committee of the UNWLA National Board, which begins its work at least one year prior to the date of the UNWLA National Convention.

### **Responsibilities pertaining to the UNWLA National Convention:**

- Serve as delegate to National Convention by virtue of being a member of the National Board
- Submit a written report and group photo of the RC for the Convention Book.

### **Additional Responsibilities:**

- Complete the online Annual Report by collaborating with all RC Standing Chairs in collection of all needed data.
- Inform successor how to access Branch and Regional Council Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
- Perform other duties, as assigned by the UNWLA President.
- Perform duties specified in the UNWLA Bylaws and standing rules.