

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

The Regional Council Secretary position is crucial to ensuring that all Regional Council activities and decisions are properly recorded and preserved.

Preferably, she should be fluent in both English and Ukrainian and should be skilled in both word processing and email communication. This position serves a two-year term and reports to the President of the Regional Council.

### **Core Responsibilities:**

- Perform all duties as specified in the UNWLA Bylaws and standing rules.
- Send out meeting notices and arrive at meetings early.
- Call the monthly RC meeting to order and preside over the meeting when the president and vice president are absent, until a chairman pro-tem is elected.
- Record minutes of the RC Board and general membership meetings.
- Adhere to the following rules concerning minutes:
  - Minutes may be typed or handwritten and must be 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 minutes are preserved in an organized and readable format, as they are a permanent record of the RC.
- Send members a copy of the minutes as soon as possible following the meeting.
- Document:
  - Final wording of all main motions with any amendments incorporated and any motion to reconsider; whether each was adopted, defeated, or temporarily disposed of (generally, motions withdrawn are not recorded)
  - All notices of motions
  - All points of order and appeals, noting whether sustained or lost and giving the chair's reasons for the ruling
  - The name of the person making a motion
- Maintain the official roll of members and call the roll when requested.
- Keep the following on hand to present when needed at meetings:
  - Meeting agenda
  - Past meeting minutes
  - Current copy of the bylaws and standing rules
  - Accurate member directory and roll of members
  - List of committee chairs

### **Administrative Responsibilities:**

- At the request of the RC President, prepare an agenda that shows an exact order of business, including any incomplete business from the previous meeting.

- Act as custodian of all RC papers not belonging to any other officer or standing Committee Chair.
- Record and maintain RC history if there is no RC Archives Chair.
- Prepare a report to be given at the Annual RC Meeting.
- Document all decisions made by the RC board.
- Collaborate with the Branch President in providing information for the completion of the online Annual Report to Headquarters by due date.
- Inform successor how to access Branch and RC Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
- Perform other duties as assigned by the Regional Council President.