

Position Description: UNWLA Regional Council Archives Chair

The Regional Council (RC) Archives Chair maintains historically important records and documents, including photographs, for the RC. She should be knowledgeable in modern preservation techniques and passionate about written and photographic historical documentation.

Preferably, she should be bilingual (English and Ukrainian) and computer literate. This volunteer position serves a two-year term and reports to the RC President.

Core Responsibilities:

- Perform all duties as specified in the UNWLA Bylaws and standing rules.
- Retain and store older documents following UNWLA retention guidelines.
- Provide guidance to Archive Chairs in the Branches regarding retention guidelines
- Arrange for appropriate storage space for archival materials and records from the RC.
- Ensure stored archival materials are readily accessible to the RC.
- Organize and chair an RC Archives Committee made up of Branch Archive Chairs.
- Serve as a member of the UNWLA National Archives Committee chaired by the UNWLA National Archives Chair.
- Attend and prepare a report for the Annual Regional Council Meeting.
- Review applicable informational and instructional circulars received from the National Board, disseminate, and discuss with Branches.

Administrative Responsibilities:

- Collaborate with the RC 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).
- Ensure all pertinent documents created by the RC Archives Chair are uploaded to the UNWLA Google Shared Drive.
- Inform successor how to access the UNWLA Google Drive.
- Perform other duties as assigned by the Regional Council President.