

Position Description: UNWLA Regional Council Arts & Museum Chair

The Regional Council Arts and Museum Chair serves as the liaison between the Branches and the Regional Council. She is instrumental in promoting the Ukrainian Museum in NYC and organizing Branch support for the Museum.

Preferably, she should be bilingual and computer literate. This volunteer position serves a two-year term and reports to the Regional Council President.

Core Responsibilities:

- Provide regular updates on current exhibits and events at the Ukrainian Museum, state-level activities, and other Ukrainian arts/cultural organizations during general Regional Council meetings.
- Promote the Ukrainian Museum and its exhibitions and events within the community and on social media, and encourage individual membership among Regional Council members.
- Encourage the donation of artifacts to be featured in museum collections or sold as special items in the Ukrainian Museum Gift Shop.
- Organize and chair a Regional Council Arts and Museum Committee composed of arts and committee chairs (or representatives) from each Branch.
- Serve as a member of the UNWLA National Arts and Museum committee, chaired by the UNWLA National Arts and Museum Standing Committee Chair.

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).
- Prepare a report for the Annual Regional Council Meeting.
- Ensure all pertinent documents created by the Branch are uploaded to the UNWLA Google Shared Drive.
- Inform successor how to access the UNWLA Google Drive.
- Perform other assorted duties as assigned by the Regional Council President.