

## **Position Description: UNWLA Regional Council Education Chair**

The Regional Council Education Chair acts as the liaison between the Branches and the Regional Council (RC). She is responsible for developing and promoting educational programming in her region and communicating with educational organizations in the area.

Preferably, she should be fluent in both English and Ukrainian, have a background in education, and be computer literate. This position serves a two-year term and reports to the RC President.

### **Core Responsibilities:**

- Perform all duties specified in the UNWLA Bylaws and standing rules.
- Develop and maintain an active relationship with both Ukrainian and non-Ukrainian educational organizations on the state level.
- Encourage Branches to support UNWLA National Education projects and initiatives.
- Serve as a member of the National Education Committee, chaired by the National Education Standing Committee Chair.
- Organize and chair an RC Education Committee composed of Education Chairs or representatives from each Branch. Coordinate educational activities across the Branches.
- Serve as a member of the UNWLA National Education Committee chaired by the UNWLA National Education Chair.
- Approach local universities to offer accredited courses in Ukrainian studies.
- Become involved with local school district Adult Education programs to support English classes for newly arrived immigrants. Advertise availability and encourage attendance.
- Encourage Branches to hold Holodomor awareness/commemoration events in their communities annually.

### **Administrative Responsibilities:**

- Attend and report educational activities at the annual RC meeting.
- 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 Education 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 RC President.