

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

The Regional Council (RC) Membership Chair is responsible for coordinating membership recruitment and retention programs within her designated Region. She should be friendly, outgoing, and feel comfortable in presenting the organization in the most positive light.

Preferably, she will be fluent in both English and Ukrainian and computer literate. This volunteer position serves a two-year term and reports to the RC President. Each Regional Council should include a Membership Chair.

### **Core Responsibilities:**

- Perform all duties specified in the UNWLA Bylaws and standing rules.
- Assist Branches in fulfilling organizational and membership directives from the UNWLA National Board and monitor compliance.
- Encourage each Branch to have a Membership Chair or a designated person responsible for membership within the Branch.
- Take a leadership role in the formation of new Branches and reorganization of inactive Branches.
- Assist Branches that may be experiencing difficulties; consult with the RC President and UNWLA Vice President for Membership regarding any problem areas.
- Form a Regional Membership Committee composed of Membership Chairs from each Branch. Schedule (at minimum) one meeting annually for the purpose of identifying and addressing local membership goals and issues.
- Serve as a member of the UNWLA National Membership Committee chaired by the UNWLA National 2nd VP for Membership.
- Plan and coordinate membership recruitment events among the Branches.
- Maintain regular contact with the Branch Membership Chairs and provide consultation as needed.
- Facilitate the transition of members from Branches that have closed to other nearby Branches or to Member-at-Large status. Coordinate with the UNWLA National Board Liaison for Members-at-Large.
- Review applicable informational and instructional materials received from the UNWLA National Board and disseminate them among all Branches, discussing when necessary.
- Attend all RC meetings.
- Provide a membership report at the Annual Meeting of the RC that summarizes overall gains and losses for each Branch and totals for the Region.

### **Administrative Responsibilities:**

- Maintain an informational file on each Branch and include:
  - Date established and the name of the Branch patron
  - Contact information for each Branch Board member and the number of members in each Branch
- 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 Regional Council Membership 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.