

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

The Regional Council (RC) Press Chair is responsible for communicating the RC's major events, projects, and initiatives to the public and Ukrainian-American community via local and national press as well as via *Our Life* magazine.

She must possess solid writing skills and be computer literate. Preferably, she should be bilingual in English and Ukrainian. This position serves a two-year term and reports to the Branch President.

### **Core Responsibilities:**

- Perform all duties specified in the UNWLA Bylaws and standing rules.
- Serve on the National Public Relations/Press Committee, chaired by the 3<sup>rd</sup> VP for Public Relations.
- Organize and Chair the RC Press Committee (consisting of the PR chair from each Branch) and coordinate any planned press-related activities with the individual Branch Press chairs.
- Maintain a directory of local English and Ukrainian language media and contacts within the community (newspapers, newsletters, radio programs, church bulletins, etc.)
- Review informational and instructional circulars issued by the UNWLA National Board.
- Attend RC meetings and take an active part in events sponsored by the RC.
- Attend the Annual RC Meeting and give a written report.

### **Administrative Responsibilities:**

- Ensure adherence to the UNWLA Brand Book.
- 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).
- Ensure all pertinent documents written articles, etc.) created by the RC Press Chair 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 RC President