

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

The UNWLA Scholarship/Sponsorship program aims to enhance and create opportunities through education for disadvantaged children from elementary school through doctoral programs in Ukraine and other countries. The Regional Council (RC) Scholarship Chair works in conjunction with the UNWLA National Board Scholarship Chair to increase the number of sponsors to the program and encourage Branches and individual members of the Regional Council to become sponsors.

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

### **Scholarship Program Responsibilities:**

- Perform all duties specified in the UNWLA Bylaws and standing committee rules.
- Attend all RC meetings, including the Annual RC meeting.
- Become thoroughly familiar with the UNWLA Scholarship/Children-Student Sponsorship Program and share information with Branches.
- Communicate regularly with the UNWLA National Board Scholarship Chair. Inform the RC and Branches about the needs and activities of the UNWLA Scholarship Sponsorship Program and any changes made to it.
- Encourage the RC, each Branch and individual members to sponsor students.
- Share any photos and correspondence received from stipend recipients at RC Meetings. Encourage Branch Chairs to share similar updates and information about their students.
- Together with Branch Chairs, organize informative conferences about the UNWLA Scholarship Program for both members and the general public to increase awareness, boost support, and communicate the need for sponsors for scholarship applicants.
- Organize and chair a Regional Scholarship Program Committee, composed of Branch Scholarship Program Chairs.
- Serve as a member of the UNWLA National Scholarship Program Committee, chaired by the UNWLA National Scholarship Program Chair.

### **Administrative Responsibilities:**

- Review informational and instructional materials issued by the UNWLA National Board.
- 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 Scholarship 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.