

Position Description: UNWLA Regional Council Social Welfare Chair

The Regional Council (RC) Social Welfare Chair is responsible for guiding the Branches in establishing charitable programs: one of the core purposes of the organization. Preferably, she should be fluent in both Ukrainian and English and computer literate. Some experience in social welfare would also be beneficial. This position serves a two-year term and reports to the President of the Regional Council.

Core Responsibilities:

- Perform all duties specified in the UNWLA Bylaws and standing rules.
- Serve on the UNWLA National Social Welfare Committee, chaired by the UNWLA National Social Welfare Standing Chair.
- Chair the Regional Council Social Welfare Committee made up of Branch Social Welfare Chairs. Meetings may be conducted by teleconference or internet-based technology. Meetings should occur at least quarterly.
- Coordinate Social Welfare activities across Branches in the Region.
- Identify regional humanitarian aid resources (both public and privately operated) and enlist their support in collaboration with the Branches.
- Research potential locations that would benefit from charity efforts and coordinate activities in the region
- Coordinate Branches as needed for emergency assistance to victims of natural disasters within the United States, in Ukraine, and in other areas where Ukrainians reside whenever such projects are identified by the UNWLA National Board.
- Ensure Branches wishing to ship humanitarian aid or send financial aid to Ukraine know they must first seek the approval of the National Executive Committee.
- Promote, as needed, informational assistance programs for newly arrived immigrants.
- Encourage Branches to hold visitation programs for elderly and ill members who live alone, in nursing homes, or in assisted living facilities.

Administrative Responsibilities:

- Attend all RC meetings and prepare a report for the Annual RC meeting.
- Review informational and instructional materials issued by the UNWLA National Board and share with Branches.
- Track all donations made by Branches throughout the year for reporting purposes.
- 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 RC Policies and Procedures and other important documents on the UNWLA website (Members' Portal).
- Maintain files on Google Drive and inform the successor where documentation is stored on Google Drive.

Added by the Hon. Oksana Xenos, J.D.:

No funds may be paid out of UNWLA national, regional or branch accounts to directly benefit family members, relatives, friends, neighbors, or personal acquaintances of UNWLA members. Such an expenditure is strictly prohibited under IRC 501(c)(3) and the federal tax regulations governing tax-exempt organizations, because it violates the requirement that tax-exempt organizations must be operated exclusively for exempt purposes by serving public rather than private interests. Such expenditure relieves the member (or her family) of the economic burden of providing financial or medical assistance to a family member, relative, or friend, etc., and therefore constitutes enurement to the benefit of a private individual.