

Position Description: UNWLA Regional Council Social Media Chair

The Regional Council Social Media Chair is responsible for managing the online presence of the Regional Council (RC), communicating the RC's major events, projects, and initiatives to the public and Ukrainian-American community via social media. She also helps RC and Branch members embrace the digital world of technology to enable rapid communications across its membership

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 RC President.

Core Responsibilities:

- Perform all duties specified in the UNWLA Bylaws and standing rules.
- Chair the Regional Council Social Media Committee.
- Attend RC meetings and take an active part in RC events.
- Review informational and instructional circulars issued by the UNWLA National Board.
- Create and/or maintain a RC Facebook page.
- Educate members on the use of Facebook and the UNWLA website.
- Post event announcements on the RC Facebook page.
- Take (or arrange for someone to take) photos and/or videos of important RC events.
- Assist RC Branches in setting up their Branch Facebook page.

Administrative Responsibilities:

- Ensure adherence to the UNWLA Brand Book.
- Collaborate with the RC President in providing information for the completion of the online Annual Report to Headquarters by due date.
- Collect and transfer historical materials to the RC Archival Chair for posting to the UNWLA RC Shared Google Drive.
- Perform other duties as assigned by the RC President.
- Ensure all pertinent documents are uploaded to the UNWLA Google Shared Drive.
- Inform successor how to access the UNWLA Google Drive.
- Inform successor how to access RC Policies and Procedures and other important documents on the UNWLA website (Members' Portal).