

Position Description: UNWLA Regional Council Vice President

The VP is assigned specific duties and areas of activity by the President of the Regional Council (RC). Additionally, the Vice President shall perform the duties of the President in the event she is absent, incapacitated, or otherwise unable to perform her duties. Upon her resignation or permanent incapacity, the VP shall assume the presidency for the remaining portion of the term.

Preferably, the VP should speak both English and Ukrainian, be computer literate, and have a basic knowledge of the UNWLA Bylaws and parliamentary procedures. The VP serves a two-year term and reports to the President of the Regional Council.

Responsibilities:

- Perform all duties as specified in the UNWLA Bylaws and standing rules.
- Attend RC meetings and present reports.
- Report at the RC Annual Meeting.
- Collaborate with the RC President in providing information for the completion of the online Annual Report to Headquarters by due date.
- Ensure all pertinent documents created by the RC Vice President 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).
- Perform other duties as assigned by the RC president.