

UMCA ASSOCIATE DIRECTOR POSITION DESCRIPTION AND TO-DO LIST

POSITION DESCRIPTION

The Directors, along with the other officers, shall have general supervision over the affairs of the Association. The duties of the Directors in the education, training, communications, membership, and facilities programs shall be as follows (*from Bylaws*):

- (1) **Education.** One Director shall be designated by the President to act as the Education Director, who shall work closely with the Vice President, IIMC, and the Institute/Academy Director(s) to ensure education programs meet specified requirements for certification credits. The Director shall work closely with the Vice President with the mentoring program, roving training, promoting certification, assisting with and maintain a list of qualified speakers and other programs deemed appropriate to help further the quality of education for the members of the Association. Attend annual IIMC Conference
- (2) **Associate.** One Director shall be designated by the President to act as the Associate Director and work closely with the President, Vice President, Education Director, Communications Director, Membership Director, and Facilities Director with projects or programs deemed appropriate to further the quality of education for the members of the Association, to further enhance the membership and communication within the Association and assist each member of the Board with tasks related to the Annual Conference.
- (3) **Communications.** One Director shall be designated by the President to act as the Communications Director and shall work closely with the President and shall have the primary responsibility for communications via email blasts, maintenance of the UMCA website, and publication of the quarterly newsletter and shall coordinate with region association members to gather information to be included in said newsletter. The Director shall also assist with the planning of the Annual Conference and Institute/Academy, help in the organization of region associations in areas of the State not yet organized and any other projects or programs deemed appropriate to further enhance the membership and communication within the Association. The Director shall also be designated to serve as UMCA Historian.
- (4) **Membership.** One Director shall be designated by the President as the Membership Director and shall work to increase Association's membership through membership drives, etc. The Director shall also assist with the planning of the Annual Conference, and Institute/Academy, help in the organization of regional associations in areas of the State not yet organized, and any other projects or programs deemed appropriate to further enhance the membership and communication within the Association.
- (5) **Facilities.** One Director shall be designated by the President to act as the Facilities Director and work closely with the Past President and shall have the primary responsibility over facilities for the Annual Conference and Institute/Academy focusing on the conference layout/training, sponsors, catering, and hotels.

To-Do List

GENERAL

- A. Assist President and Vice President with the Annual Conference.
- B. Assist the Education, Communications, Membership, and Facilities Directors as needed.
- C. Attend the Annual Conference. (see Conference responsibilities below).
- D. Attend Institute & Academy. (see Institute/Academy responsibilities below)
- E. Attend UMCA Education Committee Meetings.
- F. Assist Education Director in scheduling Roving Training Classes.
- G. Assist Membership Director with the Silent Auction.
- H. Assist Facilities Director with Sponsors
- I. Attend Annual IIMC Conference, if possible.
- J. Attend CMC/MMC presentations at Recorder/Clerk's City/Town when possible.

BOARD MEETINGS

OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION (Retreat):

Before Meeting:

- A. Assist in preparing a review of the Annual Conference including what went well, what didn't and areas for improvement. (Work with the Education Director and Vice President)
- B. Organize/work with Education Director and Vice President to arrange for Roving Training Classes.
 - a. Determine topics, speakers, locations, and costs associated with speaker(s) before January Board Meeting.

During Meeting

- A. Attend October Board Meeting and report on the following:
 - a. Review/update Position Descriptions/To-do Lists. **Board**
 - b. Other Business. (i.e., handbook updates, appointment of committee members.) **Board**
 - c. Board Member concerns and general information. **Board**

JANUARY BOARD MEETING:

Before Meeting:

- A. Attend UMCA Education Committee Meeting (organized by Education Director), if needed.
- B. Assist in organizing Roving Training Classes with the Education Director and Vice President. Determine dates, time, place, and cost associated with classes.

During Meeting:

- A. Attend January Board meeting.
 - a. Report on Roving Training. **Associate Director**
 - b. Other Business. (i.e., handbook updates, appointment of committee members.) **Board**
 - c. Board Member concerns and general information. **Board**

After Meeting:

- A. Assist in creating/distributing Roving Training Classes registration information to members and the Communications Director to be included on the website. This should include topic, speaker, date, time, place, and cost, if any.

MARCH/APRIL BOARD MEETING**Before Meeting:**

- A. Attend UMCA Education Committee Meeting (organized by Education Director),
- B. Assist in organizing Roving Training Classes with the Education Director and Vice President. Determine dates, time, place, and cost associated with classes.

During Meeting:

- C. Attend March/April Board Meeting
 - a. Report on Roving Training. **Associate Director**
 - b. Other Business. (i.e., handbook updates, appointment of committee members.)
Board
 - c. Board Member concerns and general information. **Board**

After Meeting:

- A. Assist in creating/distributing Roving Training Classes registration information to members and the Communications Director to be included on the website. This should include topic, speaker, date, time, place, and cost.

JUNE BOARD MEETING**Before Meeting:**

- A. Attend UMCA Education Committee Meeting (organized by Education Director),
- B. Assist in organizing Roving Training Classes with the Education Director and Vice President. Determine dates, time, place, and cost associated with classes.
- C. Prepare article for requesting silent auction items with a minimum value of \$15 (needed for July newsletter and conference registration packet)

During Meeting

- A. Attend June Board Meeting
 - a. Report on Roving Training. **Associate Director**
 - b. Evaluate costs and set registration fee for annual conference. **Board**
 - c. Other Business. (i.e., handbook updates, appointment of committee members.)
Board
 - d. Board Member concerns and general information. **Board**

After Meeting:

- A. Assist in creating/distributing Roving Training Classes registration information to members and the Communications Director to be included on the website. This should include topic, speaker, date, time, place, and cost.
- B. Assist the Membership Director with the Silent Auction.

AUGUST BOARD MEETING**Before Meeting:**

- A. Attend UMCA Education Committee Meeting (organized by Education Director).
- B. Assist in organizing Roving Training Classes with the Education Director and Vice President. Determine dates, time, place, and cost associated with classes.
- C. Assist the Membership Director with the Silent Auction.

During Meeting:

- A. Attend August Board Meeting
 - a. Report on Roving Training. **Associate Director**
 - b. Annual Conference Update (see conference responsibilities below)
 - i. Review the Annual Conference To-Do Lists. **Board**
 - ii. Review items for September Business Meeting Agenda. **Board**
 - iii. Review items for conference packets/bags. **Board**
 - c. Review items needed for Annual Conference. **Board**
 - d. Other business concerns and general information. **Board**

After Meeting:

- A. Assist in creating/distributing Roving Training Classes registration information to members and the Communications Director to be included on the website. This should include topic, speaker, date, time, place, and cost.
- B. Coordinate with Communications Director to email a notice to members requesting silent auction items.
- C. Assist the Facilities Director in collecting sponsor swag and flyers for conference bags.
- D. Assist the Membership Director with the Silent Auction.

SEPTEMBER BOARD MEETING**Before Meeting:**

- A. Attend UMCA Education Committee Meeting (organized by Education Director).
- B. Assist in organizing Roving Training Classes with the Education Director and Vice President. Determine dates, time, place, and cost associated with classes.
- C. Assist the Membership Director with the Silent Auction.
- D. Assist the Facilities Director in collecting swag for conference bags/materials.

During Meeting:

- A. Attend September Board Meeting
 - a. Review the Annual Conference To-Do Lists. **Board**
 - b. Review September Business Meeting To-Do Lists. **Board**
 - c. Report on Roving Training. **Associate Director**
 - d. Other Business. (i.e., handbook updates, appointment of committee members.) **Board**
 - e. Board Member concerns and general information. **Board**

After Meeting:

- A. Help assemble conference bags/materials.
- B. Assist Facilities Director with conference bags/materials (pens, and paper, swag). Assist with displaying logo posters, etc. if needed.
- C. Assist the Membership Director with the Silent Auction.

CONFERENCES**UMCA ANNUAL CONFERENCE****Before Conference**

- A. Assist the Membership Director with the Silent Auction.
- B. Attend board meeting and report (See September Board Meeting responsibilities above.)

During Conference:**Monday/Tuesday**

- A. Assist the Membership Director with the Silent Auction.

Wednesday

- A. Be available to assist conference attendees with IIMC and State Certification questions.
- B. Assist Board members needed.
- C. Assist the Membership Director with the Silent Auction.

Thursday

- A. Assist Board members as needed.
- B. Attend Business Meeting and report (see September Business Meeting responsibilities below.)
- C. Assist the Membership Director with the Silent Auction.

Friday

- A. Assist Board members as needed.
- B. Attend Business Meeting and report (see September Business Meeting responsibilities below.)
- C. Assist the Membership Director with the Silent Auction.
- D. Swearing in of New Board Members. **Past President**

IIMC ANNUAL CONFERENCE

Attend IIMC Annual Conference, if possible.

IIMC INSTITUTE & ACADEMY (BUSINESS MEETING – APRIL)

- A. Attend Institute and Academy.
- B. Attend business meeting. (See April Business Meeting responsibilities below)
- C. Assist Facilities Director with Sponsors and Vendors

BUSINESS MEETINGS**SEPTEMBER BUSINESS MEETING:** (Held at the Annual Conference)

- A. Attend September Business Meeting and report.
 - a. Minutes
 - b. Membership Report.
 - c. Facilities Report
 - d. Treasurer
 - e. Education
 - f. Associate - Roving Trainings
 - g. Communications
 - h. Introduction of UMCA Election candidates

APRIL BUSINESS MEETING: (Held at Institute/Academy)

- A. Attend April Business Meeting and report.
 - a. Minutes
 - b. Membership Report.
 - c. Facilities Report
 - d. Treasurer
 - e. Education/Associate/Committee Chair
 - 1. Annual Conference
 - 2. Roving Trainings
 - f. Communications