

UMCA COMMUNICATIONS 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 with the Annual Conference responsibilities.
- B. Attend the Annual Conference. (see Conference responsibilities below)
- C. UMCA Newsletter.
 - a. Prepare/distribute quarterly newsletter.
 - b. Gather information from Region Presidencies.
 - c. Contact President for President's message.
 - d. Include articles on membership, certification, roving training, CMC/MMC presentations, upcoming Annual Conference, upcoming Institute & Academy, retirements, welcome new recorders/clerks/deputies, committee volunteers, etc.
 - January* – IIMC Conference, I & A, ULCT Spring Conference, spotlight on a recorder or welcome new recorders
 - April* – Follow up on I & A, IIMC Conference, UMCA Annual Conference, spotlight on a recorder or welcome new recorders, Recorder/Clerk of the Year nominations
 - July* – UMCA Annual Conference, UMCA Elections, ULCT, Committee Volunteers, Recorder of the Year nominations, spotlight on a recorder or welcome new recorders, request silent auction items
 - October* – recognizing recorder of the year, annual conference recap, IIMC Conference location and dates, spotlight on a recorder or welcome new recorders
- D. UMCA Historian
 - a. Take pictures at the Annual Conference, Recorder of the year, Institute & Academy, and throughout the year and add them to the newsletter as appropriate. (Use your newsletter committee as needed.)
- E. Attend and take pictures at CMC/MMC presentations at Recorder/Clerk's City/Town when possible.
- F. Responsible for keeping the website updated including sponsor logos.
- G. Send out mass emails to the membership that have been approved by the President.

BOARD MEETINGS

OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION (Retreat):

Before Meeting:

- A. Prepare a draft of the quarterly newsletter.

During Meeting:

- a. Report on the following:
 - b. Quarterly Newsletter Items. **Communications Director**
 - c. Review/Update Position Descriptions/To-Do Lists. **Board**
 - d. Other Business. (i.e., handbook updates, appointments of committee chairs) **Board**
 - e. Board Member concerns and general information. **Board**

After Meeting:

- A. Follow up on any newsletter items, finalize October newsletter, and distribute to members.

JANUARY BOARD MEETING:**Before Meeting:**

- A. Prepare a draft of the quarterly newsletter.

During Meeting:

- A. Report on the following:
 - a. Quarterly newsletter Items. **Communications Director**
 - b. Other Business. (i.e., handbook updates, appointment of committee members.) **Board**
 - c. Board Member concerns and general information. **Board**

After Meeting:

- A. Follow up on any newsletter items, finalize quarterly newsletter, and distribute to members.

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

- A. Request/gather articles including Institute & Academy and prepare a draft of the quarterly newsletter.

During Meeting:

- A. Report on the following:
 - a. Quarterly Newsletter Items. **Communications Director**
 - b. Other Business. (i.e., handbook updates, appointment of committee members.) **Board**
 - c. Board Member concerns and general information. **Board**

After Meeting:

- A. Follow up on any newsletter items, finalize quarterly newsletter, and distribute to members.

JUNE BOARD MEETING:**Before Meeting:**

- A. Prepare a draft of the quarterly newsletter.

During Meeting:

- A. Report on the following:
 - a. Quarterly Newsletter Items. **Communications Director**
 - b. Other Business. (i.e., handbook updates, etc.)
 - c. Board Member concerns and general information. **Board**

After Meeting:

- A. Finalize quarterly newsletter and distribute to members first part of July.

AUGUST BOARD MEETING:**Before Meeting:**

- A. Prepare a draft of the quarterly newsletter.

During Meeting:

- A. Report on the following:
 - a. Quarterly Newsletter items. **Communications Director**
 - b. Annual Conference Arrangements. **Board**
 - c. Other Business. (i.e., handbook updates, etc.)
 - d. Board Member concerns and general information. **Board**

After Meeting:

- A. Complete Assignments.

SEPTEMBER BOARD MEETING: *(Held before the Annual Conference Begins)***During Meeting:**

- A. Report on the following.
 - a. Review Annual Conference To-Do Lists. **Board**
 - b. Review September Business Meeting To-Do Lists. **Board**
 - c. Quarterly newsletter items. **Communications Director**
 - d. Other Business. (i.e., handbook updates, etc.)
 - e. Board Member concerns and general information. **Board**

After Meeting:

- A. Complete assignments and help assemble the Annual Conference bags/materials.

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

- A. Email a notice to members requesting silent auction items. (Work with Membership Director.)

During Conference:**Tuesday**

- A. Attend September Board Meeting and report.

Wednesday

- A. Assist Board members as needed.
- B. Staff registration desk. (**Treasurer and Secretary**).
- C. Take pictures during the conference. **Communications Director and Newsletter Committee**

Thursday

- A. Assist Board members as needed.
- B. Attend Business Meeting.
- C. Take pictures during the conference. **Communications Director and Newsletter Committee**

Friday

- A. Assist Board members as needed.
- B. Invite conference attendees to write an article about the conference sessions and include in the upcoming newsletter.
- C. Take pictures during the conference. **Communications Director and Newsletter Committee**

After Conference:

- A. Prepare a draft of the quarterly newsletter.

INSTITUTE/ACADEMY (BUSINESS MEETING)

- A. Attend Institute/Academy.
- B. Take Pictures **Communications Director and Newsletter Committee**
- C. Attend Business Meeting.
- D. Contact Education Director for articles about Institute & Academy for the April newsletter.

IIMC ANNUAL CONFERENCE

Attend IIMC Annual Conference, if possible.

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/Associate/Committee Chair
 - f. Communications
 - g. Introduction of UMCA Election candidates

MARCH/APRIL BUSINESS MEETING: (Held at Institute/Academy)

- A. Attend March/April Business Meeting and report.
 - a. Minutes
 - b. Membership Report.
 - c. Facilities Report
 - d. Treasurer
 - e. Education/Associate/Committee Chair
 - f. Communications