

UMCA EDUCATION 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 Vice President with the Annual Conference.
- B. Attend the Annual Conference. (see Conference responsibilities below).
- C. Attend Institute & Academy. (see Institute & Academy responsibilities below)
- D. Chair the UMCA Education Committee, schedule meetings, prepare agendas, and make recommendations for appointments on the Committee.
- E. Maintain a record of conference speakers including name, contact information, topic, bio, and if approved by IIMC.
- F. Attend Annual IIMC Conference, (attend colloquium/report at Education Committee session).
- G. Attend CMC/MMC presentations at Recorder/Clerk's City/Town when possible.

BOARD MEETINGS

OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION (Retreat):

Before Meeting:

- A. Contact IIMC Institute/Academy Director(s) for an update on Institute & Academy.
- B. Prepare a review of the Annual Conference including what worked well, what didn't and areas for improvement.
- C. Organize/Work with Vice President and Education Director to arrange for Roving Training Classes. **Associate Director**
 - 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:
 - 1. Education Report.
 - a. Update on Institute/Academy.
 - (1) Agenda
 - (2) Invite IIMC and/or Region VIII Representative to attend.
 - b. Update on UMCA Education Committee.
 - 2. Annual Conference Report.
 - a. Review the Annual Conference including what worked well, what didn't and areas for improvement. (see Conference responsibilities below).
 - 3. Review/Update Position Descriptions/To-Do Lists. **Board**
 - 4. Other Business. (i.e., handbook updates, appointment of committee members,) **Board**
 - 5. Board Member concerns and general information. **Board**

After Meeting:

- A. Attend/tour facility for next year's Annual Conference with President, Vice President, Past President, and Facilities Director.

JANUARY BOARD MEETING:**Before Meeting:**

- A. Contact Institute/Academy Director(s) for an update on Institute & Academy.
 - 1. Organize and attend UMCA Education Committee meeting,
 - 2. Review previous Annual Conference and Institute/Academy evaluation forms. (Flexi Quiz).
- B. Work with Associate Director (responsible) and Vice President to arrange for Roving Training Classes. Determine dates, time, place, and cost associated with classes.

During Meeting:

- A. Attend January Board Meeting and report on the following:
 - 1. Education Report.
 - a. Update on Institute/Academy.
 - (1) Agenda
 - (2) Invite IIMC and/or Region VIII Representative to attend.
 - b. Update on UMCA Education Committee.
 - 2. Other Business. (i.e., handbook updates, appointment of committee members) **Board**
 - 3. Board Member concerns and general information. **Board**

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

- A. Meet/work with Institute/Academy Director(s) to review evaluation form, Flexi Quizzes and make arrangements for Institute/Academy Director(s) to attend March/April Board Meeting.
- B. Organize and attend UMCA Education Committee Meeting to determine the topics, speakers, locations, and costs associated with speaker(s) before January Board Meeting.
- C. Organize/Work with Vice President and Associate Director to arrange for Roving Training Classes.
- D. Annual Conference classes, speakers, and agenda.
 - 1. Prepare and distribute Committee agenda.
 - 2. Review previous Annual Conference and Institute & Academy evaluation forms (Flexi Quiz).

During Meeting:

- A. Attend March/April Board Meeting and report on the following:
 - 1. Education Report.
 - a. Update on Annual Conference.
 - b. Update on UMCA Education Committee.
 - c. Other Business. (i.e., handbook updates, appointment of committee members,) **Board**
 - 2. Board Member concerns and general information. **Board**

JUNE BOARD MEETING:**Before Meeting:**

- A. Organize and attend UMCA Education Committee meeting to determine the Annual Conference classes, speakers, and agenda.
- B. Prepare a rough draft of the Annual Conference agenda. (see Conference responsibilities below)
- C. Arrange for the Annual Conference speakers/needs. (see Conference responsibilities below).

- D. Meet/work with Vice President and Associate Director to arrange for Roving Trainings. Determine topics, speakers, and costs associated with classes. (Organized by **Associate Director**)

During Meeting:

- A. Attend June Board Meeting and report on the following:
1. Education Report.
 - a. Update on Annual Conference.
 - b. Update on UMCA Education Committee.
 2. Review Evaluations on Institute & Academy. **Education Director and Institute/ Academy Director(s)**
 3. Annual Conference Update.
 - a. Agenda (draft), classes, speakers, etc.
 - b. Article on a special speaker, if any.
 - c. Evaluate costs and set registration fee. **Board**
 - d. Receive approval from the Board for all speaker expenses.
 4. Other Business. (i.e., handbook updates, appointment of committee members) **Board**
 5. Board Member concerns and general information. **Board**

After Meeting:

1. Contact and finalize speakers and needs. (see Conference responsibilities below)
2. Contact and finalize facility needs with Facilities Director

AUGUST BOARD MEETING:

Before Meeting:

Finalize the Annual Conference arrangements, needs, and costs with speakers. Submit/work with IIMC to determine how many Annual Conference classes meet certification requirements.

During Meeting:

- A. Attend August Board Meeting and report on the following:
1. Education Report.
 - a. Update on Annual Conference.
 - b. Update on UMCA Education Committee.
 2. Annual Conference Update. (see Conference responsibilities below)
 - a. Agenda (final), classes, speakers, etc.
 - b. Review the Annual Conference To-Do Lists. **Board**
 - c. Review Items for September Business Meeting Agenda. **Board**
 - d. Review Items for Conference bags/materials. **Board**
 3. Review items/copies needed for the Annual Conference (determine # needed). **Board**
 4. Review/Update Position Descriptions/To-Do Lists. **Board**
 5. Other Business (i.e., handbook updates, appointment of committee members). **Board**
 6. Board Member concerns and general information. **Board**

After Meeting:

- A. Contact/remind speakers of class, date, and time.
- B. Gather speaker bios, which should be only one or two paragraphs. Edit if necessary.
- C. Confirm number of speakers with Vice President.
- D. Assign a board member to create program booklet

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

- A. Items for the Annual Conference bags/materials.
 - 1. Bring copies of Annual Conference agenda. (# to be determined) Assign a board or committee member to create program booklet.

During Meeting:

- A. Attend September Board Meeting and report on the following:
 - 1. Education Report.
 - a. Update on Institute/Academy.
 - b. Update on UMCA Education Committee.
 - 2. Review the Annual Conference To-Do Lists. **Board**
 - 3. Review September Business Meeting To-Do Lists. **Board**
 - 4. Other Business. (i.e., handbook updates, appointment of committee members) **Board**
 - 5. Board Member concerns and general information. **Board**

After Meeting:

- A. Help assemble the Annual Conference bags/materials. **Board**
- B. Verify speaker equipment with Facilities Director.
- C. Turn in speaker costs, equipment costs, etc. to Treasurer for payment.

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

- A. Organize and attend UMCA Education Committee, when needed.
 - 1. Prepare and distribute Committee agenda.
 - 2. Review previous Annual Conference and Institute/Academy evaluation forms. (Flexi Quiz).
 - 3. Keep the Vice President informed of committee discussions.
- B. Prepare the Annual Conference Agenda. (Draft needed for June Board Meeting and Final needed for August Board Meeting)
 - 1. Select classes.
 - 2. Designate amount of time for each class.
 - 3. Identify speakers.
 - 4. Schedule annual sessions: Opening Comments, Welcome, Institute/Academy Update, Business Meeting, and Conference Closing.
 - 5. Include luncheon for President with Region Presidents and first time attendees.
- C. Prepare items for the Annual Conference bags/materials. (Final approval at July Board Meeting)
 - 1. Agenda.
 - 2. Article on a special speaker, if any.
- D. Submit Annual Conference classes to IIMC for education credit.
- E. Speakers and needs at the Annual Conference.
 - 1. Arrange for speakers and receive approval from the Board for all speaker expenses.
 - 2. Equipment needs. (sound system, overhead projector, whiteboard or flip charts, copy machine, projector) (let Facilities Director know of your needs)
 - 3. Assist President with speaker gifts, if needed.

4. Gather speaker bios, which should be only one or two paragraphs. Edit if necessary.
5. Arrange for speaker conveners.
6. Arrange for payment for speakers for travel, rooms, speaking, etc.
7. Verify at Annual Conference all necessary speaker equipment/needs.

During Conference:

Tuesday

Attend September Board Meeting and report. (see September Board Meeting responsibilities above)

Wednesday

- A. Be available to assist conference attendees with IIMC and State Certification questions.
- B. Assist Board members as needed.
- C. Staff registration desk. (**Treasurer and Secretary**).

Thursday:

- A. Assist Board members as needed.
- B. Attend Business Meeting and report. (see September Business Meeting responsibilities below)
- C. Staff registration desk, if needed (**Treasurer and Secretary**).

Friday:

- A. Assist Board members as needed.
- B. Swearing in of New Board Members. (**Past President**).

After Conference:

- A. Invite people who attended the Conference to write articles about some of the Conference sessions for the upcoming newsletter. Ask Vice President and Associate Director to assist.
- B. Prepare a review of the Annual Conference including what worked well, what didn't and areas for improvement.

IIMC ANNUAL CONFERENCE

Attend IIMC Annual Conference, (attend colloquium/report at Education Committee session).

IIMC INSTITUTE/ACADEMY (BUSINESS MEETING – MARCH/APRIL)

- A. Attend Institute & Academy.
- B. Work closely with the Institute/Academy Director(s).
- C. Prepare Institute & Academy Agenda, if needed.
- D. Attend Business Meeting. (see March/April Business Meeting responsibilities below)

BUSINESS MEETINGS

SEPTEMBER BUSINESS MEETING: (Held at the Annual Conference)

- A. Attend September Business Meeting and report on the following:
 - 1. Education Report.
 - a. Update on UMCA Education Committee.
 - 2. Special Committee Members Recognition. **Board**

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

- A. Attend March/April Business Meeting and report on the following:
 - 1. Education Report.
 - a. Update on UMCA Education Committee.

ROVING ASSOCIATE CLASSES

- A. Assist Associate Director as needed.