

UMCA FACILITIES 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. Attend the Annual Conference.
- B. Oversee site and hotel selection for future Annual Conferences.
- C. Arrange guest hotel accommodations for board members, speakers, and membership blocks for I & A and Annual Conference.
- D. Arrange meeting space, activities, and catering.
- E. Arrange venue for board retreat or as needed.
- F. Procure sponsors for I & A and Annual Conference.
- D. Attend CMC/MMC/State presentations at Recorder/Clerk's City/Town when possible.
- E. Attend Annual IIMC Conference, if possible.

BOARD MEETINGS

OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION (Retreat):

Before Meeting:

- A. Prepare a review of the Annual Conference including what went well, what didn't and areas for improvement. Research at least two locations for future Annual Conferences.
- B. Work with Past President to insure a smooth transition for the next Annual Conference.
- C. Make any hotel arrangements for Institute & Academy.

During Meeting:

- A. Attend October Board Meeting and report on the following:
 - a. Update on Institute & Academy.
 - b. Arrange for hotels.
- B. Annual Conference Report.
 - a. Review the Annual Conference facilities. (see Conference responsibilities below)
 - b. Review recommendations and identify locations for future Annual Conferences.
- C. Review/Update Position Descriptions/To-Do Lists. **Board**
- D. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
- E. Board Member concerns and general information. **Board**

After Meeting:

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

JANUARY BOARD MEETING:

Before Meeting:

- A. Finalize any hotel arrangements for Institute & Academy.

During Meeting:

- A. Attend January Board Meeting and report on the following:
 - a. Report on hotels for Institute and Academy and the Annual Conference
 - b. Report on sponsors
 - c. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - d. Board Member concerns and general information. **Board**

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

- A. Prepare update on next Annual Conference. Work closely with Host City Recorder(s) and/or conference hotel staff. (See conference responsibilities below)

During Meeting:

- A. Attend March/April Board Meeting and report on the following:
- B. Update on next Annual Conference:
 - a. Facilities, sponsors, hotels, food, activities, entertainment, etc.
- C. Other Business. (i.e., handbook updates, appointment of committee members). Board
- D. Board Member concerns and general information. **Board**

After Meeting:

- A. Reserve block of rooms at hotels and costs for Annual Conference.
- B. Prepare and email an invitation letter to sponsors including levels.

JUNE BOARD MEETING:**Before Meeting:**

- A. Prepare update on next Annual Conference. Work closely with Host City Recorder(s) and/or conference Hotel staff. (See conference responsibilities below) and **finalize** the following:
 - a. Breakfast, lunch, break menus, and costs.
 - b. Conference activities and cost. (needed for registration form)
 - c. Conference facilities, meeting room arrangements, and costs.
 - d. Hotels, room information, and costs. (needed for registration form and newsletter)
 - e. Map to conference facilities. (needed for registration)
- B. Follow up on sponsors.
- C. Hotel room reservations for IIMC and/or Region VIII West Representative and speakers (get count from Education Director, Vice President).

During Meeting:

- A. Attend June Board Meeting and report on the following:
 - a. Annual Conference Update. (see Conference responsibilities below)
 - 1. Breakfast, lunch, break menus, and costs.
 - 2. Conference activities and cost. (needed for registration form)
 - 3. Conference facilities, meeting room arrangements, and costs.
 - 4. Hotels, room information, and costs. (needed for registration form and newsletter)
 - 5. Map to conference facilities. (needed for registration)
 - 6. Report on sponsors.
 - 7. Remind Education Chair to add 15 minutes to Conference Agenda for Vendor Presentations (only platinum and gold)
- B. Evaluate costs and set registration fee. **Board**
- C. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
- D. Board Member concerns and general information. **Board**

AUGUST BOARD MEETING:**Before Meeting:**

- A. Prepare update on next Annual Conference. Work closely with Host City Recorder(s) and/or conference hotel staff. (See conference responsibilities below) and **finalize** the following:
 - a. Breakfast, lunch, break menus, and costs.
 - b. Conference activities and cost.
 - c. Conference facilities, meeting room arrangements, and costs.
 - d. Hotels, room information, and costs.
 - e. Map to conference facilities.
 - f. Prepare sponsor acknowledgement handout.
 - g. Prepare information sheet on activities, attractions, restaurants, and points of interest.
- B. Follow up on sponsors.

During Meeting:

- A. Attend August Board Meeting and report on the following:
 - a. Annual Conference Update including all Conference Events. (see Conference responsibilities below)
 - 1. Breakfast, lunch, break menus, and costs.
 - 2. Conference events. (needed for registration form)
 - 3. Conference facilities, meeting room arrangements, and costs.
 - 4. Hotels, room information, and costs. (needed for registration form and newsletter)
 - 5. Map to conference facilities. (needed for registration)
 - 6. Information sheet on activities, attractions, restaurants, and points of interest. (needed for conference bags/materials)
 - 7. Sponsors, including acknowledgement handout. (needed for conference bags/materials)
 - b. Review items needed for the Annual Conference (determine # needed). **Board**
 - c. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - d. Board Member concerns and general information. **Board**
 - e. Verify number of rooms needed for speakers with Education Director; follow-up with names.

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

- A. Reserve tables for special guests of Recorder/Clerk of Year; get attendance number from Past President.
- B. Items for the Annual Conference bags/materials.
 - a. Prepare/bring copies of information sheet on activities, attractions, restaurants, and points of interest. (# to be determined)
 - b. Prepare/bring copies of sponsor recognition and sponsor list. (# to be determined)
 - c. Prepare/bring copies of map of conference area. (# to be determined)
 - d. Prepare vendor Bingo form for all attendees.

During Meeting:

- A. Attend September Board Meeting and report on the following:
 - a. Last-minute changes/details for the Annual Conference. (see Conference

- responsibilities below)
- b. Review the Annual Conference To-Do Lists. **Board**
- c. Review September Business Meeting To-Do Lists. **Board**
- 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 the Annual Conference bags/materials. **Board**
- B. Verify facility arrangements and set up areas if needed. (see Conference responsibilities below)
- C. Turn in any costs to Treasurer for payment.

CONFERENCES

UMCA ANNUAL CONFERENCE

Before Conference:

- A. Facilities.
 - a. Classroom location with tables and chairs.
 - b. Silent Auction area with tables.
 - c. Sponsor area with tables and chairs.
 - d. Board Member tables and chairs.
 - e. Registration table location.
 - f. Breakfast area, if necessary.
 - g. Break area.
 - h. Lunch area.
 - i. Map to conference facilities. (needed for registration)
- B. Sponsors.
 - a. Prepare and email an invitation letter to sponsors including levels by June Board Meeting additional emails and telephone calls.
 - b. Prepare acknowledgement handout for Conference. (needed at September Board Meeting)
 - c. Sponsor levels.
- C. Arrange/review menus for breakfast, lunch, and breaks including costs.
- D. Activities.
 - a. Plan conference activities for the entire membership. (needed for the registration form)
 - b. Prepare an information sheet including activities, attractions, restaurants, and points of interest. (needed for September Board Meeting)
 - c. Prepare a map of conference area. (needed for September Board Meeting)
- E. Reserve tables for special guests of Recorder of Year; get attendance number from Past President by September Board Meeting.
- F. Items for the Annual Conference packets/folders/bags. (needed for September Board Meeting)
 - a. Prepare information sheet on activities, attractions, restaurants, and points of interest.
 - b. Prepare sponsor recognition and sponsor list.
 - c. Prepare map of conference area.
- G. Coordinate gift for Host City Recorder(s)/Mayor. (The Vice President and Education Director will pick up this gift at same time they pickup gifts for presenters.)

- H. Reserve block of rooms at hotels and acquire costs.
- I. Hotel room reservations for IIMC and/or Region VIII Representative and speakers (get count from Vice President).

During Conference:

Monday/Tuesday

- A. Attend September Board Meeting and report. (see September Board Meeting responsibilities)

Wednesday

- A. Show sponsors their area (coordinate with Sponsor Committee).
- B. Check on breakfast, breaks, and lunches 15 minutes before scheduled time.
- C. Verify room/area set up for first time attendee lunch
- D. Verify tables are reserved for Recorder of the Year for Thursday luncheon.
- E. Clean up tables at the end of the day.

Thursday

- A. Check on breakfast, breaks, and lunches 15 minutes before scheduled time.
- B. Attend Business Meeting and report. (see September Business Meeting responsibilities)
- C. Clean up tables at the end of the day.

Friday

- A. Check on breakfast, breaks, and lunches 15 minutes before scheduled time.
- B. Clean up tables at the end of the day.
- C. Keep the association's equipment (if any) in your possession.

After Conference:

- A. Prepare a review of the Annual Conference facilities including what went well, what didn't and areas of improvement.

IIMC ANNUAL CONFERENCE

- A. Attend IIMC Annual Conference if possible.

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

- A. Attend Institute/Academy.
- B. 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.
 - a. Minutes
 - b. Membership Report.
 - c. Facilities Report
 - 1. Update/Locations for Future Annual Conferences.
 - 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
 - 1. Report Update/Locations for Future Annual Conferences.
 - d. Treasurer
 - e. Education/Associate/Committee Chair
 - f. Communications