

UMCA MEMBERSHIP 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 with the Annual Conference responsibilities.
- B. Attend the Annual Conference.
- C. Facilitate Silent Auction
- D. Prepare/report on UMCA/IIMC Membership Report. (include in Newsletters)
- E. Prepare/report on CMC/MMC/EPP/UCC Certification Report. (include in Newsletters)
- F. Prepare CMC/MMC presentations.
 - a. Receive advancements from IIMC.
 - b. Send congratulations letter to Clerk/Recorder and coordinate recognition of certification.
 - c. Invite Board of Directors to attend.
 - d. Notify Region Presidency.
 - e. Purchase flowers/plant as gift.
 - f. Attend and make presentation if President, Vice President, or Past President is absent.
 - g. Find ways to encourage increased and continued membership.
 - h. Maintain a list of Region Presidencies and map.
 - i. Send a welcome letter to new members, notify of UMCA Website, and where UMCA Bylaws are found.
- G. Attend Annual IIMC Conference, if possible.

BOARD MEETINGS

OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION (Retreat):

Before Meeting:

- A. Update/prepare UMCA/IIMC Membership Report including new members, recorders, clerks, and deputies. (Treasurer has membership list)
- B. Update/prepare CMC/MMC/EPP/UCC Certification Report.

During Meeting:

- A. Attend October Board Meeting and report on the following:
 - a. Membership Report.
 - 1. UMCA/IIMC Membership Report.
 - 2. CMC/MMC/EPP/UCC Certification Report.
 - b. Review/Update Position Descriptions/To-Do Lists. **Board**
 - c. Other Business. (i.e., handbook updates, appointment of committee members).
Board
 - d. Board Member concerns and general information. **Board**

After Meeting:

- A. Send Treasurer any IIMC membership information received each month for the membership list.

JANUARY BOARD MEETING:

Before Meeting:

- A. Update/prepare UMCA/IIMC Membership Report including new members, recorders, clerks, and deputies. (Treasurer has membership list)
- B. Update/prepare CMC/MMC/EPP/UCC Certification Report.

During Meeting:

- A. Attend January Board Meeting and report on the following:
 - a. Membership Report.
 - 1. UMCA/IIMC Membership Report.
 - 2. CMC/MMC/EPP/UCC Certification Report.
 - b. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - c. Board Member concerns and general information. **Board**

After Meeting:

- A. Send Treasurer any IIMC membership information received each month for the membership list.

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

- A. Update/prepare UMCA/IIMC Membership Report including new members, recorders, clerks, and deputies. (Treasurer has membership list)
- B. Update/prepare CMC/MMC/EPP/UCC Certification Report.

During Meeting:

- A. Attend March/April Board Meeting and report on the following:
 - a. Membership Report.
 - 1. UMCA/IIMC Membership Report.
 - 2. CMC/MMC/EPP/UCC Certification Report.
 - b. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - c. Board Member concerns and general information. **Board**

After Meeting:

- A. Send Treasurer any IIMC membership information received each month for the membership list.

JUNE BOARD MEETING:**Before Meeting:**

- A. Update/prepare UMCA/IIMC Membership Report including new members, recorders, clerks, and deputies. (Treasurer has membership list)
- B. Update/prepare CMC/MMC/EPP/UCC Certification Report.
- C. Prepare article requesting silent auction items with a minimum value of \$15 (needed for newsletter and conference registration email).

During Meeting:

- A. Attend June Board Meeting and report on the following:
 - a. Membership Report.
 - 1. UMCA/IIMC Membership Report.
 - 2. CMC/MMC/EPP/UCC Certification Report.
 - b. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - a. Board Member concerns and general information. **Board**

After Meeting:

- A. Send Treasurer any IIMC membership information received each month for the membership list.

AUGUST BOARD MEETING:**Before Meeting:**

- A. Update/prepare UMCA/IIMC Membership Report including new members, recorders, clerks, and deputies. (Treasurer has membership list)
- B. Update/prepare CMC/MMC/EPP/UCC Certification Report.

- C. Prepare Region Presidency List and Map. (needed for Conference packet)

During Meeting:

- B. Attend August Board Meeting and report on the following:
 - a. Membership Report.
 - 1. UMCA/IIMC Membership Report.
 - 2. CMC/MMC/EPP/UCC Certification Report.
 - b. Review items needed for the 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. Send Treasurer any IIMC membership information received each month for the membership list.
- B. Work with Silent Auction Committee.
- C. Work with the Welcome Committee

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

Before Meeting:

- A. Update/prepare UMCA/IIMC Membership Report including new members, recorders, clerks, and deputies. (Treasurer has membership list)
- B. Update/prepare CMC/MMC/EPP/UCC Certification Report.
- C. Items for the Annual Conference bags.
 - a. Invite Region Presidents to present Region reports at September Business Meeting.
 - b. Prepare a report CMC/MMC/EPP/UCC certifications since last Annual Conference. (# to be determined)
 - c. Bring copies of silent auction forms.
 - d. Purchase items for first time attendee bags. (coordinate with Welcome Committee)

During Meeting:

- A. Attend September Board Meeting and report on the following:
 - a. Membership Report.
 - 1. UMCA/IIMC Membership Report.
 - 2. CMC/MMC/EPP/UCC Certification Report.
 - b. Review 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 Annual Conference bags/materials. **Board**
- B. Assist Board Members with any items that need to be accomplished for the Annual Conference.
- C. Send Treasurer any IIMC membership information received each month for the membership list.

CONFERENCES

UMCA ANNUAL CONFERENCE

Before Conference:

- A. Silent Auction:
 - a. Prepare an article to remind members to bring silent auction items. (needed for registration email and coordinate with Communications Director for dates to send out reminders).
 - b. Create forms for each item. (needed at September Board Meeting)
 - c. Work with Silent Auction Committee.
 - d. Work with Welcome Committee.
- B. Items for the Annual Conference bags/materials. (needed for September Board Meeting)
 - a. Prepare list of CMC/MMC/EPP/UCC certifications since last Annual Conference.

During Conference:

Tuesday

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

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

Wednesday

- A. Assist Board members as needed.
- B. Be available to assist conference attendees with IIMC and State Certification questions.
- C. Staff registration desk. (**Treasurer and Secretary**).
- D. Attend Business Meeting and report. (see September Business Meeting responsibilities)
- E. Oversee Silent Auction

Thursday

- A. Assist Board members as needed.
- B. Oversee Silent Auction

Friday

- A. Assist Board members as needed.
- B. Oversee Silent Auction including closing and collecting money.
- C. Contact Silent Auction winners, including instructions for payment.

IIMC ANNUAL CONFERENCE

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.
 - 1. UMCA/IIMC Membership Report.
 - 2. CMC/MMC/EPP/UCC Certification 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.
 - 1. UMCA/IIMC Membership Report.
 - 2. CMC/MMC/EPP/UCC Certification Report.
 - c. Facilities Report
 - d. Treasurer
 - e. Education/Associate/Committee Chair
 - f. Communications