

**UMCA SECRETARY
POSITION DESCRIPTION AND TO-DO LIST**

POSITION DESCRIPTION

The Secretary shall (from Bylaws):

- A. Keep an accurate record of all regular and special meetings of the Association and the Board of Directors.
- B. Preserve in a permanent file all records and letters of continuing value to the Association and its officers, to be transferred to his/her successor at the end of his/her term.

To-Do List

GENERAL

- A. Take and prepare minutes for all Board Meetings and distribute to all Board Members.
- B. Take and prepare minutes for all Business Meetings and distribute to the membership before the next Business Meeting.
- C. Keeps letterhead and envelopes.
- D. Keep and update records of Recorder of the Year recipients, Honorary Members, Past Presidents, and past and present conference locations.
- E. Attend the Annual Conference (see Conference responsibilities below)
- F. Prepare certificates for committees, Region Boards, Annual Conference as needed.
- G. Update and order Board plaques and name badges.
- H. Keep and maintain all original contracts and agreements.
- I. Attend the IIMC Annual 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. Update/create Board plaques and name badges and bring to meeting.
- B. Prepare draft minutes from the September Board meeting for approval at the October Meeting.
- C. Update or request board plaques and have them ready for the October Retreat

During Meeting:

- A. Attend October Board Meeting, take minutes, and report on the following:
 - 1. Approval of minutes.
 - 2. Attendance at the Annual Conference.
 - 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. Prepare approved minutes for President's signature.
- B. Prepare and distribute October Board Meeting minutes.

JANUARY BOARD MEETING:**During Meeting:**

- A. Attend January Board Meeting, take minutes, and report on the following:
 - 1. Approval of minutes.
 - 2. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - 3. Board Member concerns and general information. **Board**

After Meeting:

- A. Prepare approved minutes for President's signature.
- B. Prepare and distribute January Board Meeting minutes.
- C. Prepare draft business meeting minutes from the September Business Meeting.

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

- A. Attend March/April Board Meeting, take minutes, and report on the following:
 - 1. Approval of minutes.
 - 2. Attendance at Institute/Academy.
 - 3. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - 4. Board Member concerns and general information. **Board**

After Meeting:

- A. Prepare approved minutes for President's signature.
- B. Prepare and distribute March/April Board Meeting minutes.
- C. Prepare March/April Business Meeting minutes (held during Institute/Academy) and distribute to Board and meeting attendees.

JUNE BOARD MEETING:**During Meeting:**

- A. Attend June Board Meeting, take minutes, and report on the following:
 - 1. Approval of minutes.
 - 2. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - 3. Board Member concerns and general information. **Board**

After Meeting:

- A. Prepare approved minutes for President's signature.
- B. Prepare and distribute June Board Meeting minutes.

AUGUST BOARD MEETING:**During Meeting:**

- A. Attend August Board Meeting, take minutes, and report on the following:
 - 1. Approval of minutes.
 - 2. Review items/copies needed for the Annual Conference (determine # needed). **Board**
 - 3. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - 4. Board Member concerns and general information. **Board**

After Meeting:

- A. Prepare approved minutes for President's signature.
- B. Prepare and distribute August Board Meeting minutes.

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

- A. Bring March/April Business Meeting minutes (# to be determined).
- B. Prepare Certificates (membership, committee, region presidents, annual conference, and CMC/MMC certification).
- C. Prepare name tags (members, board, sponsors).
- D. Remind Board members to bring plaques to the board meeting for updating.

During Meeting:

- A. Attend September Board Meeting, take minutes, and report on the following:
 - 1. Approval of minutes.
 - 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.
- B. Prepare approved minutes for President's signature.
- D. Prepare September Business Meeting minutes (held during Annual Conference) and distribute to Board.
- E. Update and order Board plaques and name badges.

CONFERENCES

UMCA ANNUAL CONFERENCE

Before Conference:

- A. Prepare Conference Items after receiving Master List from **Treasurer**.
 - 1. Member nametags. (ribbons for past presidents and first-time attendees)
 - 2. Board nametags.
 - 3. Sponsor nametags.
 - 4. Membership Certificates. (emailed)
 - 5. Committee Certificates. (Education, Election, Legislative, Handbook, Recorder of the Year, etc.) (emailed)
 - 6. Region President Certificates (emailed).
- B. Make copies of March/April Business Meeting minutes to be handed out before the business meeting. (2 per table)

During Conference:

Tuesday

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

- A. Staff the registration table (early registration) (**Treasurer and Secretary**).

Wednesday

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

Thursday:

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

Friday:

- A. Prepare Conference certificates, if needed.
- B. Assist Board members as needed.
- C. Track winner(s) of the free conference registrations.

After Conference:

- A. Prepare September Business Meeting minutes.

IIMC ANNUAL CONFERENCE

Attend IIMC Annual Conference, if possible.

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

- A. Attend Institute/Academy.
- B. Attend March/April Business Meeting and take minutes. (see March/April Business Meeting responsibilities)

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

Make copies of March/April Business Meeting minutes. (# to be determined)

During Meeting:

- A. Attend September Business Meeting and take minutes.
- B. Present March/April Business Meeting minutes for approval.

After Meeting:

- A. Prepare September Business Meeting minutes.
- B. Prepare attendance report.

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

- A. Make copies of September Business Meeting minutes to be handed out before the meeting. (2 per table)

During Meeting:

- A. Attend March/April Business Meeting and take minutes.
- B. Present September Business Meeting minutes for approval.

After Business Meeting:

- A. Prepare March/April Business Meeting minutes.