

UMCA PAST PRESIDENT POSITION DESCRIPTION AND TO-DO LIST

POSITION DESCRIPTION

The Past President shall (from Bylaws):

- A. Be an advisor and mentor to the Board of Directors.
- B. Submit a request for nominations for the Recorder/Clerk of the Year and act as liaison between the Board of Directors and the Recorder/Clerk of the Year Committee.
- C. Coordinate the efforts of the Facilities Director with the conference layout, sponsors, and hotels. (this includes site visits and during conference events)

TO-DO LIST

GENERAL

- A. Attend the Utah League of Cities and Towns (ULCT) Board Meetings and serve as an ex officio member of said ULCT Board representing the Association, including the ULCT Board Meeting and Business Meetings held at their mid-year conference and Annual Conference, as necessary.
- B. Recorder/Clerk of the Year (see June Board Meeting, August Board Meeting, and the Annual Conference responsibilities below). UMCA will provide a plaque and gift up to \$200 each for Recorder of the Year and Clerk of the Year.
- C. Promote UMCA membership and activities.
- D. Fellowship new and continuing UMCA members.
- E. Attend the IIMC Annual Conference, if possible.
- F. Attend CMC/MMC Presentations at Recorder/Clerk's City/Town when possible.
- G. Oversee/Assist Facilities Director.

BOARD MEETINGS

OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION (Retreat):

Before Meeting:

- A. Review responsibilities of Facilities Director.

During Meeting:

- A. Attend October Board Meeting and offer support as needed. (See Agenda prepared by President)

After Meeting:

- A. Tour facility for next year's Annual Conference with Past President, Vice President, Education Director, and Facilities Director.

JANUARY BOARD MEETING:

Before Meeting:

- A. Review responsibilities of Facilities Director.

During Meeting:

- A. Attend January Board Meeting, report, and offer support as needed.

After Meeting:

- A. Assist Facilities Director as needed.

MARCH/APRIL BOARD MEETING:

Before Meeting:

- A. Review responsibilities of Facilities Director.
- B. Review Recorder/Clerk of the Year documents with Board.

During Meeting:

- B. Attend January Board Meeting, report, and offer support as needed.

After Meeting:

- A. Assist Facilities Director as needed.
- B. Organize the UMCA Recorder/Clerk of the Year Committee.

JUNE BOARD MEETING:

Before Meeting:

- A. Review responsibilities of Facilities Director.

During Meeting:

- A. Attend June Board Meeting, report, and offer support as needed and have prepared for meeting:
 - 1. UMCA Recorder/Clerk of the Year Committee Report.

After Meeting:

- A. Recorder of the Year:
 - 1. Mail or email Recorder/Clerk of the Year nomination information to Mayors, City Managers, ULCT, and UMCA membership regarding Recorder/Clerk of the Year (by July 1).
 - 2. Select Chair and members for Recorder/Clerk of the Year Committee. (Members must be prior recipients of the Recorder of the Year Award.) Set a date, time, and place for the Committee to meet prior to the August Board Meeting. Meeting may be held electronically or communicated through email.
 - 3. Act as a liaison to the Recorder/Clerk of the Year Committee.
- B. Assist Facilities Director as needed.

AUGUST BOARD MEETING:**Before Meeting:**

- A. Recorder/Clerk of the Year:
 - 1. Attend the Recorder/Clerk of the Year Committee Meeting where the Committee will determine the Recorder of the Year recipient. Meeting may be held electronically or communicated through email.
 - 2. Once the Committee selects the Recorder/Clerk of the Year recipient:
 - a. Contact the family and city official(s) and inform them of the decision by the first of September.
 - b. Mail or email an invitation to the family and city official(s).
 - c. Inform family and city official(s) of the Award Luncheon and get a count on who will attend. (UMCA will pay for up to 10 meals.)
 - d. Let the city official(s) and family know that they can bring flowers or a small gift and if they want to say something please keep it to three minutes. Let the family and city official(s) know that UMCA will provide a plaque and gift (up to \$200 for each recipient).
 - e. Make sure rooms are reserved with the Facilities Director, UMCA will pay for two hotel rooms.
 - f. Remind the family and city official(s) that the recipient should not be informed of his/her selection to receive the award.
 - g. Inform family and city official(s) of the date, place, and time where they should meet at the luncheon. (This place needs to be hidden from the view of others, and they should arrive early, so they are not seen).
 - h. Order Recorder/Clerk of the Year plaque(s) and purchase gifts.
 - i. Purchase a small gift for nominees that were not selected. (\$25 gift card accompanied with their nomination letter).
- B. Review responsibilities of the Facilities Director.

During Meeting:

- A. Attend August Board Meeting, report, and offer support as needed.
 - 1. UMCA Recorder/Clerk of the Year Committee Report.

After Meeting:

- A. Finalize necessary arrangements for Recorder/Clerk of the Year (see responsibilities above).
- B. Assist Facilities Director, as needed.

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

- A. Prepare update on Recorder/Clerk of the Year.
- B. Review responsibilities of Facilities Director.
- C. Take Oath of Office statement.

During Meeting:

- A. Attend September Board Meeting and offer support as needed.

1. UMCA Recorder/Clerk of the Year Committee Report.

After Meeting:

- A. Assist Facilities Director as needed.
- B. Help assemble the Annual Conference bags/materials.

CONFERENCES

UMCA ANNUAL CONFERENCE

Before Conference:

- A. Finalize necessary arrangements for Recorder/Clerk of the Year (see responsibilities above and below).
- B. Review responsibilities of Facilities Director.
- C. Attend September Board Meeting. (see September Board Meeting responsibilities)

During Conference:

Tuesday

- A. Assist Board members as needed.

Wednesday

- B. Assist Board members as needed.
- C. Attend September Business Meeting.

Thursday

- A. Assist Board members as needed.
- B. Bring the plaque, nomination letters, and nomination gifts for Recorder/Clerk of the Year presentation.
- C. Meet Committee members and guests for the Recorder/Clerk of the Year at the location and time designated previously.
- D. Introduce the Recorder/Clerk of the Year Committee.
- E. Read the nomination letter(s) and announce/present the Recorder/Clerk of the Year Award/Plaque(s).
- F. Introduce family and city official(s) and ask the city official(s) to speak.
- G. Ask the Recorder/Clerk of the Year to speak.

After the Luncheon

- A. Discretely give nominees their nomination letter and gift card and mail them to nominees who are not present at the conference.

Friday:

- A. Assist Board members as needed.
- B. Administer Oath of Office to incoming Board Members. **(Past President).**

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.

BUSINESS MEETINGS

SEPTEMBER BUSINESS MEETING: (Held at the Annual Conference) Attend September Business Meeting and offer support as needed.

MARCH/APRIL BUSINESS MEETING: (Held at Institute/Academy) Attend March/April Business Meeting and offer support as needed.