

## UMCA PRESIDENT POSITION DESCRIPTION AND TO-DO LIST

### POSITION DESCRIPTION

The President shall (from Bylaws):

- A. Preside at all meetings of the Association.
- B. Serve as Chair of the Board of Directors.
- C. Attend the following meetings.
  - 1. 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.
  - 2. IIMC Annual Conference (see Conference responsibilities below).
  - 3. IIMC Region VIII Conference (may attend).
- D. Meet with each member of the Board to review duties.
- E. Work closely with the Treasurer and become knowledgeable of the financial affairs of the Association and review all financial transactions with the Treasurer prior to payment of all bills and reimbursements.
- F. Work closely with the Membership Director and Communications Director to provide membership and communication needs to the Association.

### TO-DO LIST

#### GENERAL

- A. Preside at all meetings of the UMCA and serve as Chair of the Board of Directors.
- B. Attend and present CMC/MMC Awards at Recorder/Clerk's City/Town when possible.
- C. Work with Vice President to inform membership of legislative issues.
- D. Inform IIMC of UMCA events and issues.
- E. Appoint Committee Chairs and work closely with the Board to select members to serve on committees.
- F. Inform UMCA members of IIMC and Region VIII West events and issues.
- G. Work with IIMC Region Directors and UMCA Region Presidents.
- H. Prepare official correspondence for UMCA.
- I. Attend the following meetings:
  - 1. 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.
  - 2. Attend Annual IIMC Conference (see Conference responsibilities below).
  - 3. IIMC Region VIII West Conference (may attend).
- J. Write President's message quarterly for the UMCA Newsletter.
- K. Maintain an updated UMCA Board of Directors contact list. (Due at October Board meeting)
- L. Update Position Descriptions and To-Do Lists with Past President and Vice President

- M. Attend the Annual Conference (see Conference responsibilities below).
- N. Attend Institute & Academy (see Institute/Academy responsibilities below).
- O. Provide written authorization to the Treasurer for payment of all bills and reimbursements.
- P. Oversee/Assist Membership Director and Communications Director.

## BOARD MEETINGS

### After Annual Conference (as new President):

- A. Prepare Board Member Assignments.
- B. Distribute binders/packets and updated duties to the Board of Directors as needed.
- C. Work with new Vice President and Past President to ensure a smooth transition.

### OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION (Retreat):

#### Before Meeting:

- A. Confirm meeting place and time.
- B. Prepare/distribute agenda and materials to Board.
- C. Verify with Secretary that Board plaques and name badges have been updated, created and will bring them to the meeting.
- D. Prepare position duties and materials for each Board Member.

#### During Meeting:

- A. Attend/conduct October Board Meeting and report on the following:
  - 1. Call Meeting to Order. **President**
  - 2. Approval of Minutes and Secretary Report. **Secretary/President**
  - 3. Preliminary Annual Budget and Financial Report. **Treasurer**
  - 4. Membership Report. **Membership Director**
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  - 5. Education Report – **Education Director**
    - a. Roving Training Classes. (topics, locations, etc.) **Associate Director**
    - b. Update on Institute & Academy.
      - (1) Agenda.
      - (2) Arrange for hotels. **Facilities Director**
    - c. Update on UMCA Education Committee. **Education Director**
  - 6. Communication Report. **Communications Director**
    - a. Newsletter, Website, Other
  - 7. Annual Conference Report.
    - a. Review Annual Conference including what worked well, what didn't, and areas for improvement. **Board**
    - b. Attendance Report. **Treasurer**
    - c. Review Annual Conference evaluation report (Flexi Quiz). **Education Director**
    - d. Review recommendations and identify locations for future Annual Conferences. **Facilities Director**
  - 8. Current President's Goals. **President**
    - a. Board Assignments.
    - b. Give each member a written copy of their duties.

- c. Conference Theme, Goals, and Objectives, for the coming year.
- d. Schedule Board Meeting Dates and Locations.
- e. Design and selection of UMCA Annual Pin. **President**
- 9. Review items for March/April Business Meeting. (see March/April Business Meeting responsibilities below) **Board**
- 10. Review/Update Position Descriptions/To-Do Lists. **Board**
- 11. Board Registration Requests for IIMC Conference (given to Treasurer). **Board**  
(One request per fiscal Year)
- 12. Other Business. (i.e., handbook updates, appointment of committee members, contract renewals, surveys) **Board**
- 13. Board Member concerns and general information. **Board**
- 14. Strategic Planning Breakout Session/UMCA Goals and Objectives for coming year. **Board**
  - a. Vice President and Education and Associate Directors
  - b. President and Membership and Communications Directors, Secretary and Treasurer
  - c. Past President and Facilities Director
- 15. Next Meeting Date, Time, and Place. **President**
- 16. Adjourn. **Board**

**After Meeting:**

- A. Write President's message for the UMCA Newsletter.
- B. Schedule date and time to tour facility for next year's Annual Conference with Past President, Vice President, Education Director and Facilities Director.

**JANUARY BOARD MEETING:****Before Meeting:**

- A. Confirm meeting place and time.
- B. Prepare/distribute agenda and materials to Board.
- C. Review Institute & Academy responsibilities below. (Business meeting)

**During Meeting:**

- A. Attend/conduct January Board Meeting and report on the following:
  - 1. Call Meeting to Order. **President**
  - 2. Approval of Minutes and Secretary Report. **Secretary/ President**
  - 3. Financial Report. **Treasurer**
  - 4. Scholarships for Institute/Academy. **Treasurer**
  - 5. Membership Report. **Membership Director**
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  - 6. Education Report. **Education Director**
    - a. Roving Training Classes. (topics, locations, etc.) **Associate Director**
    - b. Update on Institute & Academy.
      - (1) Agenda. **Education Director/Institute Director**
      - (2) Gift for the Institute/Academy Director(s) and others. **President / VicePresident**
      - (3) Arrange for hotels, sponsors, activities. **Facilities Director**
      - (4) Invite IIMC and/or Region VIII Representative to attend.

### **Education Director**

- c. Update on UMCA Education Committee. **Education Director**
7. Communication Report. **Communications Director**
  - a. Newsletter, Website, Other
8. Board Registration Requests for IIMC Annual Conference. **President**
9. Evaluate costs and set registration fee. **Board**
10. Other Business. (i.e., handbook updates, appointment of committee members, contract renewals, surveys) **Board**
11. Board Member concerns and general information. **Board**
12. Next Meeting Date, Time, and Place. **President**
13. Adjourn. **Board**

#### **After Meeting:**

Write President's message for the UMCA Newsletter.

### **MARCH/APRIL BOARD MEETING:**

#### **Before Meeting:**

- A. Confirm meeting place and time.
- B. Prepare/distribute agenda and materials to Board.
- C. Review Institute & Academy responsibilities below.

#### **During Meeting:**

- A. Attend/conduct March/April Board Meeting and report on the following:
  1. Call Meeting to Order. **President**
  2. Approval of Minutes and Secretary Report. **Secretary/President**
  3. Financial Report. **Treasurer**
  4. Nominate a qualified auditor to perform a compilation of the Associations financial affairs. **Treasurer**
  5. Membership Report. **Membership Director**
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
    - c. New Presidency Region Report.
  6. Education Report. **Education Director**
    - a. Roving Training Classes. (topics, locations, etc.) **Associate Director**
    - b. Update on Institute/Academy. **Education Director**
    - c. Update on UMCA Education Committee. **Education Director**
  7. Communication Report. **Communications Director**
    - a. Newsletter, Website, Other
  8. Review Evaluations on Institute & Academy. **Education Director and Institute/Academy Director(s)**
  9. Update on next Annual Conference. **Facilities Director**
    - a. Work closely with Host City Recorder(s) for the Annual Conference and/or Conference/Hotel staff.
    - b. Facilities, sponsors, hotels, food, activities, etc.
  10. Other Business. (i.e., handbook updates, appointment of committee members, contract renewals, surveys) **Board**
  11. Board Member concerns and general information. **Board**

12. Next Meeting Date, Time, and Place. **President**
13. Adjourn. **Board**

**After Meeting:**

Write President's message for the UMCA Newsletter.

**JUNE BOARD MEETING:**

**Before Meeting:**

- A. Confirm meeting place and time.
- B. Prepare/distribute agenda and materials to Board.
- C. Review Annual Conference responsibilities below.

**During Meeting:**

- A. Attend/conduct June Board Meeting and report on the following:
  1. Call Meeting to Order. **President**
  2. Approval of Minutes and Secretary Report. **Secretary/President**
  3. Financial Report. **Treasurer**
  4. Consideration and approval of Annual Budget. **Treasurer**
  5. Membership Report. **Membership Director**
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  6. Education Report. **Education Director**
    - a. Roving Training Classes. (topics, locations, etc.) **Associate Director**
    - b. Update on Institute & Academy. **Education Director/Institute Director**
    - c. Update on UMCA Education Committee. **Education Director**
  7. Annual Conference Update. **Board**
    - a. Facilities, sponsors, hotels, food, activities, etc. **Facilities Director**
    - b. Agenda (draft), classes, speakers, etc. **Education Director**
    - c. Ideas and selection of Conference attendee gift. **President**
    - d. Registration Materials. **Board**
      - (1) Letter from President. **President**
      - (2) Agenda. **Education Director**
      - (3) Request for Silent Auction Items. **Membership Director and Associate Director**
      - (4) Article for Board Positions. **Vice President**
      - (5) Declaration of Candidacy form. **Vice President**
      - (6) Scholarship application and information. **Treasurer**
      - (7) Information on local activities. **Facilities Director**
      - (8) Article on a special speaker, if any. **Education Director**
      - (9) Hotel and room information. **Facilities Director**
      - (10) Map of conference location. **Facilities Director**
  8. UMCA Recorder of the Year Committee Report. **Past President**
  9. Report on IIMC Annual Conference.
    - a. Education Committee Session. **Vice President, Education Director**
    - b. President's Meeting. **President**
  10. UMCA Board Elections. **Vice President**
    - a. Appoint UMCA Election Committee.
    - b. Current Board Members' interest in running for office.

11. Newsletter Items / Publication Date for quarterly newsletter. **Communications Director**
12. Other Business. (i.e., handbook updates, appointment of committee members, contract renewals, surveys) **Board**
13. Board Member concerns and general information. **Board**
14. Next Meeting Date, Time, and Place. **President**
15. Adjourn. **Board**

**After Meeting:**

Write President's message for the UMCA Newsletter.

**AUGUST BOARD MEETING:**

**Before Meeting:**

- A. Confirm meeting place and time.
- B. Prepare/distribute agenda and materials to Board.
- C. Review Annual Conference responsibilities below.

**During Meeting:**

- A. Attend/conduct August Board Meeting and report on the following:
  1. Call Meeting to Order. **President**
  2. Approval of Minutes and Secretary Report. **Secretary President**
  3. Financial Report. **Treasurer**
  4. Membership Report. **Membership Director**
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  5. Education Report. **Education Director**
    - a. Roving Training Classes. (topics, locations, etc.) **Associate Director**
    - b. Update on Institute & Academy. **Education Director/Institute Director**
    - c. Update on UMCA Education Committee. **Education Director**
  6. Annual Conference Update. **Board**
    - a. Facilities, sponsors, hotels, food, activities, etc. **Facilities Director**
    - b. Agenda (final), classes, speakers, etc. **Education Director**
    - c. Update on Conference attendee gift. **President**
    - d. Update on Annual Conference registration. **Treasurer**
    - e. Review Annual Conference To-Do Lists. **Board**
    - f. Items/copies needed for Annual Conference (determine # needed).
      - (1) September Business Meeting Agenda. **President**
      - (2) Letter from UMCA President. **President**
      - (3) UMCA Annual Pin. **President**
      - (4) Annual Conference Agenda. **Education Director**
      - (5) Conference Session and Assessments, Flexi Quiz information **Education Director**
      - (6) Items for attendee bags: swag, pens, paper, and program including conference information and sponsor logo(s). **Board**
      - (7) Sponsor acknowledgement handout. **Facilities Director**
      - (8) Information sheet on activities, attractions, restaurants, and points of interest. **Facilities Director**
      - (9) Region Presidency List and map. **Membership Director**

- (10) March/April Business Meeting Minutes. **Secretary**
- (11) Review Conference bags/materials. **Board**
- (12) Certificates. (membership, committees, Region Presidents, Annual Conference, and CMC/MMC certification) **Secretary**
- (13) Name Tags. (members, Board, sponsors) **Secretary**
- 7. Report on awarded scholarships to annual conference and I & A. **Treasurer**
- 8. Review items for September Business Meeting. (see September Business Meeting responsibilities below). **Board**
- 9. UMCA Recorder of the Year Committee Report. **Past President**
- 10. UMCA Board Elections. **Vice President**
  - a. UMCA Election Committee Members.
  - b. Current Board Members' interest in running for office.
- 11. Other Business. (i.e., handbook updates, appointment of committee members, contract renewals, surveys) **Board**
- 12. Board Member concerns and general information. **Board**
- 13. Next Meeting Date, Time, and Place. **President**
- 14. Adjourn. **Board**

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

**Before Meeting:**

- A. Confirm meeting place and time.
- B. Prepare/distribute agenda and materials to Board.  
Remind Board Members to bring Conference copies/items.
- C. Review Annual Conference responsibilities below.

**During Meeting:**

- B. Attend/conduct September Board Meeting and report on the following:
  - 1. Call Meeting to Order. **President**
  - 2. Approval of Minutes and Secretary Report. **Secretary/President**
  - 3. Financial Report. **Treasurer**
  - 4. Audit Report. **Treasurer**
  - 5. Annual Conference Registrations. **Treasurer**
  - 6. Scholarship Recipients. **Treasurer**
  - 7. Facilities Report. **Facilities Director**
  - 8. Newsletter articles. **Communications Director**
  - 9. Membership Report. **Membership Director**
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  - 10. Education Report. **Education Director**
    - a. Roving Training Classes. (topics, locations, etc.)  
**Associate Director**
    - b. Update on Institute & Academy. **Education Director/Institute Director**
    - c. Update on UMCA Education Committee. **Education Director**
  - 11. Review Annual Conference To-Do Lists. **Board**
  - 12. Confirm items needed for Annual Conference.
    - a. September Business Meeting agenda. **President**
    - b. Letter from UMCA President. **President**
    - c. UMCA Annual Pin. **President**
    - d. Annual Conference agenda. **Education Director**

- e. Conference Session Assessments and Flexi Quiz information. **Education Director**
- f. Items for attendee bags: swag, pens, paper, and program including conference information and sponsor logo(s). **Board**
- g. Sponsor acknowledgement handout. **Facilities Director**
- h. Information sheet on activities, attractions, restaurants, and points of interest. **Facilities Director**
- i. Region Presidency List and map. **Membership Director**
- j. March/April Business Meeting Minutes. **Secretary**
- k. Review Conference bags/materials. **Board**
- l. Certificates. (membership, committees, Region Presidents, Annual Conference, and CMC/MMC certification) **Secretary**
- m. Name Tags. (members, Board, sponsors) **Secretary**
- 13. Review items for September Business Meeting. (see September Business Meeting responsibilities below) **Board**
- 14. UMCA Recorder of the Year Committee Report. **Past President**
- 15. Newsletter Items / Publication Date. **Communications Director**
- 16. Other Business. (i.e., handbook updates, appointment of committee members, contract renewals, surveys) **Board**
- 17. Board Member concerns and general information. **Board**
- 18. Next Meeting Date, Time, and Place. **President**
- 19. Adjourn. **Board**

**After Meeting:**

- A. NEW PRESIDENT - Write President's message for the UMCA Newsletter.
- B. Work with incoming Vice President to ensure a smooth transition.
- C. Distribute updated documents to the Board of Directors.

**CONFERENCES**

**UMCA ANNUAL CONFERENCE**

**Before Conference:**

- A. Letter inviting Members to the Conference. (needed for Registration Packet - online)
- B. UMCA Annual Pin. (Design with approval of UMCA Board and order)
- C. Conference Attendee Gift. (Select with approval of UMCA Board and order)
- D. Plan to meet with UMCA Region Presidents at Annual Conference at a luncheon.
- E. Prepare/conduct September Business Meeting. (see sample agenda below)
- F. Preside and Conduct at Annual Conference. (see Conference responsibilities below)

**During Conference:**

**Tuesday**

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

**Wednesday**

- A. Preside over and conduct Annual Conference.
- B. Opening Session.
  - 1. Welcome attendees.
  - 2. Introduce host City Recorder(s)/ Mayor and give gift.

3. Give details of building layout. (restrooms, elevators, breaks, silent auction, sponsors, lunches, including new Clerk/Recorder lunch with Region Presidents, etc.) Remind time of Business Meeting
  4. Review daily agenda, QR Codes, Flexi Quizzes, etc..
  5. Give details of Activities (location, time, etc.)
  6. Thank attendees for silent auction items.
  7. Introduce UMCA Board Members. Introduce Honored Guests.
  8. Ask New Recorders/Clerks to stand
  9. Acknowledge Past President's
  10. Acknowledge Retirees
  11. Introduce sponsors.
  12. Candidates Speech.
- C. Before breaks and lunch.
1. Remind attendees to bid on silent auction items and visit with sponsors.
  2. Announce how long and location of break or lunch and what time the nextclass starts.
  3. Make any new or additional announcements.
- D. After breaks and lunch.
1. Welcome everyone back into seats.
  2. Make any new or additional announcements.
  3. Ask for convener to come and introduce speaker.
- E. After last class of the day.
1. Remind of activity time and place.
  2. Announce next day starting time.

**Thursday:**

- A. Preside over and conduct Annual Conference.
- B. Morning Welcome
1. Welcome attendees.
  2. Remind attendees to bid on silent auction items and visit with sponsors.
  3. Review days agenda (class topics, breaks, Clerk/Recorder of the Year Luncheon details)
- C. Before breaks and lunch.
1. Remind attendees to bid on silent auction items and visit with sponsors.
  2. Announce how long and location of break or lunch and what time the nextclass starts.
  3. Make any new or additional announcements.
- D. After breaks and lunch.
1. Welcome everyone back into seats.
  2. Make any new or additional announcements.
  3. Ask for convener to come and introduce speaker.
- E. Preside over and conduct September Business Meeting. (see September Business Meeting responsibilities below)
- F. After last class of the day.
1. Remind of activity time and place (if there is one).
  2. Announce next day starting time.
  3. Remind attendees to vote in the morning. (one ballot per city)

**Friday:**

- A. Preside over and conduct Annual Conference.
- B. Morning Welcome
  - 1. Welcome attendees.
  - 2. Remind attendees to bid on silent auction items and what time the auction closes.
  - 3. Remind attendees to vote.
  - 4. Review days agenda (class topics, breaks, and brunch)
- C. Before morning break.
  - 1. Remind attendees to bid on silent auction items, the time the auction closes, and when/where they can pay for items.
  - 2. Remind attendees to vote and when polls close.
  - 3. Announce how long and location of break and what time the next class starts.
  - 4. Make any new or additional announcements.
- D. After morning break.
  - 1. Welcome everyone back into seats.
  - 2. Announce time and plans for brunch.
  - 3. Make any new or additional announcements.
  - 4. Ask for convener to come and introduce speaker.
- E. After last class of the day of Conference closing.
  - 1. Thank everyone for coming.
  - 2. Announce deadline for submitting Flexi Quizzes
  - 3. Draw and Announce winner of Crisp \$100 Bill.
  - 4. Draw and Announce winner of Annual Conference Scholarship
  - 5. Remind dates of Institute & Academy.
  - 6. Announce Election Results and swearing in of new Board Members.
  - 7. Outgoing President's Remarks.
  - 8. Recognize outgoing Board Members, present gift(s)
  - 9. Oath of Office for incoming Board Members

**IIMC ANNUAL CONFERENCE**

- A. Attend Annual IIMC Conference
- B. Participate in Flag Ceremony Preparation Meeting and Opening Flag Ceremony
- C. Take Annual UMCA pins to Conference
- D. Prepare and report on the UMCA membership, activities, and achievements for the past year at the Region VIII Meeting.
- E. Attend President's Meeting (invite Vice President)

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

- A. Contact Institute/Academy Director(s) to include the March/April Business Meeting on the agenda.
- B. Preside over March/April Business Meeting, prepare agenda (see March/April Business Meeting responsibilities below), send Board a copy of agenda, and make additional copies for meeting (# to be determined).

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

- A. Welcome. **President**
- B. Approval of Minutes. **President**
- C. Financial Report. **Treasurer**
- D. Education Report. **Education Director**
  - 1. Roving Training Classes. (topics, locations, etc.) **Associate Director**
  - 2. Update on UMCA Education Committee. **Education Director**
- E. Membership Report. **Membership Director**
  - 1. UMCA/IIMC Membership Report.
  - 2. CMC/MMC Certification Report and Recognition.
- F. Communications Report. **Communications Director**
  - 1. Website, newsletter, etc.
- G. UMCA Committee Recognitions. **President**
- H. Retiring Recognitions (if any). **Past President**
- I. Honorary Member Presentation (if any). **President**
- J. Region President's Report. **Membership Director**
- K. Review/Update Bylaws. (By Resolution) **President**
- L. Update/Locations for Future Annual Conferences. **Facilities Director**
- M. Other Business. **President**
- N. March/April Business Meeting Date, Time, and Place. **President**
- O. Adjourn. **President**

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

- A. Welcome. **President**
- B. Approval of Minutes. **President**
- C. Audit Report. **Treasurer**
- D. Education Report. **Education Director**
  - 1. Roving Training Classes. (topics, locations, etc.) **Associate Director**
  - 2. Update on UMCA Education Committee. **Education Director**
- E. Membership Report. **Membership Director**
  - 1. UMCA/IIMC Membership Report.
  - 2. CMC/MMC Certification Report and Recognition.
- F. Communications Report. **Communications Director**
  - 1. Website, newsletter, etc.
- G. Recognize any retiring members – **Past President**
- H. Update/Locations for Future Annual Conferences. **Facilities Director**
- I. Review/Update Bylaws. (By Resolution) **President**
- J. Other Business. **President**
- K. September Business Meeting Date, Time, and Place. **President**
- L. President's Remarks. **President**
  - 1. Introduce Board Members and assignments.
  - 2. Goals and Objectives.
- M. Adjourn. **President**