

UMCA VICE PRESIDENT POSITION DESCRIPTION AND TO-DO LIST

POSITION DESCRIPTION

The Vice President shall (*from Bylaws*):

- A. Perform the duties of the President in his/her absence.
- B. Have primary responsibility for the educational area of the Association and assist in the planning of the Annual Conference and Institute/Academy, working closely with the Education Director, Associate Director, and Institute/Academy Director(s) to ensure proper certification opportunities exist for members.
- C. Attend the Utah League of Cities and Towns Board Meeting as needed.
- D. Responsible for the development and on-going maintenance of the Utah Municipal Clerk's Handbook.
- E. Attend the IIMC Annual Conference.
- F. Work with and coordinate the efforts of the Education Director and Associate Director mentoring, promoting certification, maintaining a list of speakers, and any other programs deemed appropriate to improve the quality of education for the members of the Association.

TO-DO LIST

GENERAL

- A. Attend the following meetings:
 1. Attend Utah League of Cities and Towns (ULCT) Board Meetings and Business Meetings as needed.
 2. IIMC Annual Conference (attend colloquium/report at Education Committee session).
 3. Annual IIMC Region VIII West Conference (may attend).
- B. Attend the Annual Conference (see Conference responsibilities below).
- C. Oversee UMCA Education Committee and attend meetings. Chaired/organized by Education Director.
- D. Ensure that the Association Bylaws on the website are current if changed.
- E. Organize the UMCA Handbook Committee. Ensure that the Association Handbook on the website is current if changed.
- F. Organize and Chair the UMCA Legislative Committee and inform general membership of legislative changes.
- G. Attend Institute/Academy (see Institute/Academy responsibilities below).
- H. Oversee the Roving Training Classes. Organized by Associate Director.
- I. Attend CMC/MMC presentations at Recorder/Clerk's City/Town when possible.
- J. Oversee/assist Education Director as needed.
- K. Oversee/assist Directors as needed.
- L. Coordinate the Keynote Speaker(s) for the annual conference with the Education and Associate Director.

BOARD MEETINGS

OCTOBER BOARD MEETING - STRATEGIC PLANNING SESSION:

Before Meeting:

- A. Prepare a review of the Annual Conference including what worked well, what did not, and areas for improvement (work with the Education Director and Associate Director).
- B. Review responsibilities of the Education Director.
- C. Review responsibilities of the Associate Director.
- D. Organize/Work with Education Director and Associate Director to arrange for Roving Training Classes
- E. Determine topics, speakers, locations, and costs associated with speaker(s) before January Board Meeting. **Education Director**

During Meeting:

- A. Attend October Board Meeting and report on the following:
 1. Annual Conference Report.
 - a. Review Annual Conference including what went well, what did not and areas for improvement. (see Conference responsibilities below) **Vice President, Education Director, and Associate Director**
 2. Report on IIMC Annual Conference.
 - a. Education Committee Session.
 3. Review/Update Bylaws.
 4. Review items for March/April Business Meeting. (see March/April Business Meeting responsibilities below) **Board**
 5. Review/Update Position Descriptions/To-Do Lists. **Board**
 6. Other Business. (i.e., handbook updates, appointment of committee members). **Board**

After Meeting:

- A. Attend UMCA Education Committee Meeting (organized by Education Director).
- B. Attend/tour facility for next year's Annual Conference with President (responsible), Education Director, and Facilities Director and Past President.

JANUARY BOARD MEETING:**Before Meeting:**

- A. Review responsibilities of the Education Director.
- B. Review responsibilities of the Associate Director.

During Meeting:

- A. Attend January Board Meeting and report on the following:
 - 1. Update on Institute/Academy.
 - a. Agenda. **Education Director/ Institute/Academy Director(s)**
 - b. Gift for the Institute/Academy Director(s) and others. **President / Vice President**
 - c. Arrange for hotels, sponsors, activities. **Facilities Director**
 - d. Invite IIMC and/or Region VIII Representative to attend. **Education Director**
 - 2. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - 3. Board Member concerns and general information. **Board**

After Meeting:

- A. Attend UMCA Education Committee Meeting (organized by Education Director).

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

- A. Review responsibilities of the Education Director.
- B. Review responsibilities of the Associate Director.

During Meeting:

- A. Attend March/April Board Meeting and report on the following:
 - 1. Gift for Institute/Academy Director(s). **President / Vice President**
 - 2. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - 3. Board Member concerns and general information. **Board**

After Meeting:

- A. Attend UMCA Education Committee Meeting (organized by Education Director), to determine the Annual Conference classes, speakers, and agenda.
- B. Update on next Annual Conference:
 - 1. Work closely with Host City Recorder(s) for the Annual Conference and/or Conference/Hotel staff, (facilities, sponsors, hotels, food, activities, etc.)

JUNE BOARD MEETING:**Before Meeting:**

- A. Review responsibilities of the Education Director.
- B. Review responsibilities of the Associate Director.

During Meeting:

- A. Attend June Board Meeting and report on the following:
 - 1. Annual Conference Update.
 - a. Evaluate costs and set registration fee. **Board**
 - b. Registration form. **Treasurer**
 - c. UMCA Board Elections. **Vice President**
 - 1. Update on Election Committee.
 - 2. Current Board Members interested in running office.
 - 2. Other Business (i.e., handbook updates, appointment of committee members). **Board**
 - 3. Board Member concerns and general information. **Board**

After Meeting:

- A. Prepare any articles for the quarterly newsletter regarding the Annual Conference.
- B. Attend UMCA Education Committee Meeting (organized by Education Director), to determine the Annual Conference classes, speakers, and agenda.
- C. Send the final Annual Conference Registration form to all Clerks/Recorders in the State of Utah Via the UMCA Communications Director. (registration opens July 1) **Treasurer**
- D. Prepare information on UMCA Election (offices up for election, absentee ballots and voting)

AUGUST BOARD MEETING:**Before Meeting:**

- A. Review responsibilities of the Education Director.
- B. Review responsibilities of the Associate Director.

During Meeting:

- A. Attend August Board Meeting and report on the following:
 - 1. Annual Conference Update.
 - a. Review the Annual Conference To-Do Lists. **Board**
 - b. Review Annual Conference registration form. **Treasurer**
 - c. Review Items for September Business Meeting Agenda. (see Business Meeting responsibilities below) **Board**
 - d. Review Items for Conference bags/materials. **Board**
 - 2. Review items/copies needed for the Annual Conference (determine number 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. Attend UMCA Education Committee Meeting (organized by Education Director).
- B. Confirm number of speakers and purchase gifts as needed. **Vice President and Education Director**

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

- A. Review responsibilities of the Education Director.
- B. Review responsibilities of the Associate Director.

During Meeting:

- A. Attend September Board Meeting and report on the following:
 - 1. Review the Annual Conference To-Do Lists. **Board**
 - 2. Review September Business Meeting To-Do Lists. **Board**
 - 3. Other Business. (i.e., handbook updates, appointment of committee members). **Board**
 - 4. Board Member concerns and general information. **Board**

After Meeting:

- A. Help assemble the Annual Conference bags/materials. **Board**

After Annual Conference (as new President):

- A. Prepare President's goals and Annual Conference theme for the coming year as incoming President
- B. Prepare Board Member Assignments.
- C. Work with new Vice President and Past President to ensure a smooth transition.

CONFERENCES**UMCA ANNUAL CONFERENCE****Before Conference:**

- A. Attend UMCA Education Committee Meeting (organized by Education Director) to determine the Annual Conference classes, speakers, and agenda.
- B. Oversee speakers and needs at the Annual Conference. (see conference responsibilities below)
- C. Oversee the Annual Conference Agenda. (Draft needed for June Board Meeting and Final needed for August Board Meeting) **Education Director**
- D. Prepare/Compile/Distribute Annual Conference materials. (Final approval at August Board Meeting)
 - 1. Letter from President. **President**
 - 2. Agenda. **Education Director**
 - 3. Registration form (online). **Treasurer**
 - 4. Request for Silent Auction items. **Membership Director**
 - 5. Article for election of Board Positions. **Vice President**
 - 6. Declaration of Candidacy form, if needed. **Vice President**
 - 7. Scholarship application and Information, if needed. **Treasurer**
 - 8. Information on activities. **Facilities Director**
 - 9. Article on a special speaker, if any. **Education Director**
 - 10. Hotel and room information. **Facilities Director**
 - 11. Map of conference location. **Facilities Director**

- E. Make/bring copies of Conference Agenda. (# to be determined) Assign a board member to create program booklet
- F. Send final Annual Conference Attendee list to the Secretary to prepare name badges.
Treasurer
- G. Assign Board Members to be session hosts (control heat/air conditioning, distribute information from the speakers, and get any last minute items the speakers may need) (August Board Meeting) **Education & Facilities Directors**
- H. Review responsibilities of the Education Director.
- I. Review responsibilities of the Associate Director.
- J. Select and purchase gift for speakers. **Vice President and Education Director**

During Conference:

Monday/Tuesday

- A. Attend September Board Meeting and report. (see September Board Meeting responsibilities above)
- B. Help assemble conference bags/materials and setup.

Wednesday

- A. Be available to assist conference attendees with IIMC and State Certification questions. Conduct update on Institute/Academy Session. **Education Director/ Institute/Academy Director(s)**
 - 1. Introduce UMCA Education Committee members. **President**
 - 2. Introduce Institute/Academy Director(s). **President**
- B. Before each session.
 - 1. Verify speaker has arrived for session.
 - 2. Verify speaker convener is in attendance.

Thursday:

- A. Before each session.
 - 1. Verify speaker has arrived for session.
 - 2. Verify speaker convener is in attendance.
- B. Attend Business Meeting and report. (see September Business Meeting responsibilities below)
- C. Assist Election Committee with polling location, ballots, ballot box and other supplies needed to conduct the election on Friday.

Friday:

- A. Before each session.
 - 1. Assist Election Committee as needed.
 - 2. Verify speaker has arrived.
 - 3. Verify speaker convener is in attendance.
- B. Swearing in of New Board Members. **Past President**

After Conference:

- A. Assist Communications Director inviting people who attended the conference to write articles about some of the Conference sessions for the upcoming newsletter.

IIMC ANNUAL CONFERENCE

- A. Attend Annual IIMC Conference.
 - 1. Attend colloquium/report at Education Committee session.
 - 2. Attend President's Meeting with President.

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

- A. Attend Institute/Academy.
- B. Oversee and work closely with the Institute/Academy Director(s) and Education Director.
- C. Attend Business Meeting. (see March/April Business Meeting responsibilities below)
- D. Assist Communications Director inviting people who attended Institute/Academy to write articles about some of the sessions for the upcoming newsletter.

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

- A. Review responsibilities of the Education Director.
- B. Review responsibilities of the Associate Director.

During Meeting:

- A. Attend September Business Meeting and report on the following:
 1. Review/Update Bylaws.
 2. Special Committee Members Recognition. **Board Members**

After Meeting:

- A. As new President prepare binder or information packet for each member of the Board of Directors.
 1. Meeting Schedule for coming year.
 2. Board Members.
 3. Vision Statement, UMCA Mission Statement, and Code of Ethics.
 4. Constitution and By-laws.
 5. Position Descriptions/To-Do Lists.
 6. Membership list including CMC and MMC.
 7. Agenda and Minutes.
 8. Forms.
 9. Miscellaneous.

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

- A. Review responsibilities of the Education Director.
- B. Review responsibilities of the Associate Director.

During Meeting:

- A. Attend March/April Business Meeting.

ROVING TRAINING CLASSES

- A. Oversee Roving Training Classes.
- B. Review responsibilities of the Associate Director.