

## 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, communication, facilities, and membership, 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.
- (2) **Training.** One Director shall be designated by the President to act as the Training Director and work closely with the Vice President and Education Director with the mentoring program, roving training, promoting certification, assisting with maintaining a list of qualified speakers Bureau, and any other programs deemed appropriate to help further the quality of education for the members of the Association.
- (3) **Communication.** One Director shall be designated by the President as the Communication Director to serve in the communication/membership programs of the Association and shall work closely with the President and shall have the primary responsibility for 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 work closely with the Vice President 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 as the Facilities Director 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, and hotels.

### TO-DO LIST

#### GENERAL

- A. Assist **Vice President** with the Annual Conference responsibilities.
- B. Attend the Annual Conference. (see Conference responsibilities below)
- C. Prepare/report on UMCA/IIMC Membership Report. (include in Newsletters)
- D. Prepare/report on CMC/MMC Certification Report. (include in Newsletters)
- E. Prepare CMC/MMC presentations.
  1. Receive advancements from IIMC.
  2. Send congratulations letter to clerk/recorder with a copy to mayor/city manager.

3. Set up presentation with city.
  4. Invite Board of Directors to attend.
  5. Notify Region President.
  6. Purchase flowers/plant as gift.
  7. Attend and make presentation if **President, Vice President, or Past President** is absent.
- F. Find ways to encourage increased and continued membership.
- G. Maintain a list of Region Presidencies and map.
- H. Send a welcome letter to new members, notify of UMCA Web site, and where UMCA Bylaws are found.
- I. Work to find ways to encourage increased and continued membership.
- J. Attend Annual IIMC Conference, if possible.

## BOARD MEETINGS

### OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION:

#### **Before Meeting:**

- A. Update/prepare UMCA/IIMC Membership Report including new members, recorders, clerks, and deputies. (**Treasurer** has Master List)
- B. Update/prepare CMC/MMC Certification Report.
- C. Dress for Board of Directors picture.

#### **During Meeting:**

- A. Attend October Board Meeting and report on the following:
  1. Membership Report.
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  2. Review/Update Position Descriptions/To-Do Lists. **Board**
  3. Other Business. (i.e. handbook updates, appointment of committee members). **Board**
  4. Board Member Concerns and General Information. **Board**
  5. Adjourn. **Board**
- B. Board Pictures.

#### **After Meeting:**

- A. Send **Treasurer** any IIMC membership information received each month for the Master List.

### JANUARY BOARD MEETING:

#### **Before Meeting:**

- A. Update/prepare UMCA/IIMC Membership Report including new members, recorders, clerks, and deputies. (**Treasurer** has Master List)
- B. Update/prepare CMC/MMC Certification Report.

#### **During Meeting:**

- A. Attend January Board Meeting and report on the following:
  1. Membership Report.

- a. UMCA/IIMC Membership Report.
- b. CMC/MMC Certification Report.
2. Evaluate costs and set registration fee. **Board**
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:**

Send **Treasurer** any IIMC membership information received each month for the Master List.

**MARCH BOARD MEETING:**

**Before Meeting:**

- A. Update/prepare UMCA/IIMC Membership Report including new members, recorders, clerks, and deputies. (**Treasurer** has Master List)
- B. Update/prepare CMC/MMC Certification Report.

**During Meeting:**

- A. Attend March Board Meeting and report on the following:
  1. Membership Report.
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  2. Review/Update Position Descriptions/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:**

Send **Treasurer** any IIMC membership information received each month for the Master List.

**JUNE BOARD MEETING:**

**Before Meeting:**

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

**During Meeting:**

- A. Attend June Board Meeting and report on the following:
  1. Membership Report.
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  2. Evaluate costs and set registration fee. **Board**
  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:**

Send **Treasurer** any IIMC membership information received each month for the Master List.

**AUGUST BOARD MEETING:**

**Before Meeting:**

- A. Update/prepare UMCA/IIMC Membership Report including new members, recorders, clerks, and deputies. (**Treasurer** has Master List)
- B. Update/prepare CMC/MMC Certification Report.
- C. Prepare Region Presidency List and Map. (needed for Conference Packet)

**During Meeting:**

- A. Attend August Board Meeting and report on the following:
  1. Membership Report.
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  2. Review items/copies needed for the Annual Conference (determine # needed). **Board**
  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. Send **Treasurer** any IIMC membership information received each month for the Master List.
- B. Coordinate with **Web Master** to email a notice to members requesting silent auction items.
- C. Find Volunteer(s) to sit at the silent auction.

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

**Before Meeting:**

- A. Update/prepare UMCA/IIMC Membership Report including new members, recorders, clerks, and deputies. (**Treasurer** has Master List)
- B. Update/prepare CMC/MMC Certification Report.
- C. Items for the Annual Conference packets/binders/bags.
  1. Update/bring copies of list of Region Presidencies and map. (# to be determined)
  2. Invite Region Presidents to present Region reports at September Business Meeting.
  3. Prepare/bring copies of CMC/MMC certifications since last Annual Conference. (# to be determined)
- D. Prepare/bring 75 copies of silent auction forms.
- E. Purchase gift for silent auction volunteers.
- F. Bring New Member Pins.

**During Meeting:**

- A. Attend September Board Meeting and report on the following.
  - 1. Membership Report.
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  - 2. Review 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**
  - 6. Board Pictures at October Board Meeting. (Identify clothing to wear) **Board**

**After Meeting:**

- A. Help assemble Annual Conference packets/binders/bags. **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 Master List.

## CONFERENCES

### UMCA ANNUAL CONFERENCE

**Before Conference:**

- A. Silent Auction.
  - 1. Prepare an article to remind members to bring silent auction items. (needed for Registration Packet)
  - 2. Create forms for each item. (needed at September Board Meeting)
  - 3. Arrange for a volunteer(s) to sit at the silent auction.
  - 4. Coordinate with **Web Master** to email a notice to members requesting silent auction items. Remind members to differentiate between silent auction items and door prizes.
- B. Items for the Annual Conference packets/binders/bags. (needed for September Board Meeting)
  - 1. Update/prepare list of Region Presidencies and map.
  - 2. Prepare list of CMC/MMC certifications since last Annual Conference.
- C. Purchase Gift for silent auction volunteer(s).
- D. Bring New Member Pins.

**During Conference:**

**Tuesday**

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

**Wednesday**

- A. Assist **Vice President** as needed.
- B. Help with CMC/MMC Applications before Conference starts.

- C. Hand out membership certificates at registration table from Secretary.
- D. Help distribute door prizes.
- E. Oversee Silent Auction.
- F. Staff registration desk.

**Thursday**

- A. Assist **Vice President** as needed.
- B. Oversee Silent Auction.
- C. Help distribute door prizes.
- D. Attend Business Meeting and report. (see September Business Meeting responsibilities)

**Friday**

- A. Assist Vice **President** as needed.
- B. Oversee Silent Auction including closing and collecting money.
- C. Help distribute door prizes.
- D. Announce Silent Auction winners.

**IIMC ANNUAL CONFERENCE**

Attend IIMC Annual Conference, if possible.

**IIMC INSTITUTE/ACADEMY (BUSINESS MEETING - MARCH)**

- A. Attend Institute/Academy.
- B. Attend Business Meeting. (see March Business Meeting responsibilities below)

**BUSINESS MEETINGS**

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

- A. Attend September Business Meeting and report.
  - 1. Membership Report.
    - a. UMCA/IIMC
    - b. CMC/MMC Certification Report.

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

- A. Attend March Business Meeting and report.
  - 1. Membership Report.
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.