

UMCA PAST PRESIDENT
POSITION DESCRIPTION AND TO-DO LIST

POSITION DESCRIPTION

The Past President shall (*from Bylaws*):

- A. Be an advisor to the Board of Directors.
- B. Act as liaison between the Board of Directors and the Recorder 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. Prepare minutes and recording for the Utah League of Cities and Towns (ULCT) Board Meetings on a rotating schedule with Past President and Vice President 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. Forward completed minutes and recording to ULCT.
- B. Recorder of the Year (see June Board Meeting, August Board Meeting, and the Annual Conference responsibilities below):
- 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:

Before Meeting:

- A. Dress for Board of Directors picture.
- B. Review responsibilities of **Facilities Director**.

During Meeting:

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

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 BOARD MEETING:

Before Meeting:

- A. Review responsibilities of **Facilities Director**.

After Meeting:

- A. Assist **Facilities Director** as needed.

JUNE BOARD MEETING:

Before Meeting:

- A. Organize the UMCA Recorder of the Year Committee.
- B. 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 of the Year Committee Report.

After Meeting:

- A. Recorder of the Year:
 - 1. Mail nomination letter and questionnaire to Mayor and/or City Manager regarding Recorder of the Year.
 - 2. Select Chair and members for Recorder of the Year. (Members must be prior recipients of the Recorder of the Year Award.) Set a date, time, and place for the Committee to meet in August prior to the August Board Meeting.
 - 3. Act as a liaison to the Recorder of the Year Committee.
- B. Assist **Facilities Director** as needed.

AUGUST BOARD MEETING:

Before Meeting:

- A. Recorder of the Year:
 - 1. Attend the Recorder of the Year Committee Meeting where the Committee will determine the Recorder of the Year recipient.
 - 2. Once the Committee selects the Recorder of the Year recipient:
 - a. Contact the family and city official(s) and inform them of the decision by September.
 - b. Mail an invitation to the family and city official(s).
 - c. Inform family and city official(s) of the banquet and get a count on who will attend. (UMCA will pay for up to 10 dinners.)

- d. Ask city official(s) and family to bring flowers or a small gift and be prepared with a three to five minute speech to be given at the banquet after the recipient has been announced. Let the family and city official(s) know that UMCA will provide a plaque and gift (up to \$200).
- 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 banquet. (This place needs to be hidden from the view of others, and they should arrive early so they are not seen).
- h. Order Recorder of the Year plaque and purchase gift.
- i. Inform the **President** of the decision.
- j. Purchase a small gift for applicants that were not selected. (\$25 gift card).

B. Review responsibilities of the **Facilities Director**.

During Meeting:

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

After Meeting:

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

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

Before Meeting:

- A. Prepare update on Recorder 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 of the Year Committee Report.

After Meeting:

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

CONFERENCES

UMCA ANNUAL CONFERENCE

Before Conference:

- A. Finalize necessary arrangements for Recorder of the Year (see responsibilities above and below).
- B. Review responsibilities of **Facilities Director**.

During Conference:

Tuesday

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

Wednesday

- A. Help the **Facilities Director** as needed.
- B. Help distribute door prizes.

Thursday

- A. Help the **Facilities Director** as needed.
- B. Help distribute door prizes.
- C. Attend September Business Meeting.

Before the Banquet Starts

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

After the Banquet

- A. Discretely give nominees their nomination letter and gift card.

Friday:

- A. Help the **Facilities Director** as needed.
- B. Help distribute door prizes.

IIMC ANNUAL CONFERENCE

Attend IIMC Annual Conference, if possible.

IIMC INSTITUTE/ACADEMY (BUSINESS MEETING - MARCH)

- A. Attend Institute/Academy.
- B. Attend March Business Meeting.

BUSINESS MEETINGS

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

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