

## UMCA COMMUNICATION 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 who will work closely Vice President and Education Director with the mentoring program, roving training, promoting certification, assisting with maintaining a list of qualified speakers 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 to act as the Communications Director 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. 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 shall 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 to act 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 **President** with the Annual Conference responsibilities.
- B. Assist the **Membership Director** as needed.
- C. Attend the Annual Conference. (see Conference responsibilities below)
- D. UMCA Newsletter.
  1. Prepare/distribute quarterly newsletter.
  2. Gather information from Region Presidencies.
  3. Contact **President** for President's message.
  4. Gather quarterly newsletter article from the **Vice President**.

5. Gather information regarding Recorder of the Year from **Past President** and include a picture. (October newsletter)
  6. Gather articles/information from **Education Director** for the Annual Conference (July newsletter) and following the Annual Conference (October newsletter, IIMC Annual Conference (July newsletter), and for Institute/Academy (January newsletter) and following Institute/Academy (April newsletter).
  7. Include articles on membership, certification, roving training, CMC/MMC presentations, upcoming Annual Conference, upcoming Institute/Academy, retirements, new recorders/clerks/deputies, etc.
- E. UMCA Historian
1. Take pictures at the Annual Conference, Institute/Academy, and throughout the year and create a scrapbook.
  2. Take pictures of the Recorder of the Year and update photo book.
  3. Take picture of President and update photo book.
  4. Arrange to have a booth at the Utah League of Cities and Towns annual conference in September with UMCA's display board or where needed. (work with Secretary for proper information for the board).
- F. Attend CMC/MMC presentations at Recorder/Clerk's City/Town when possible.
- G. Responsible for keeping the website updated.
- H. Send out mass emails to the membership that has been approved by the President.

## BOARD MEETINGS

### **OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION:**

#### **Before Meeting:**

- A. Request/gather articles including the Annual Conference and prepare a draft of the October newsletter.
- B. Dress for Board of Directors picture

#### **During Meeting:**

- A. Attend October Board Meeting and report on the following:
  1. Newsletter Items / Publication Date for October newsletter.
  2. Review/Update Position Descriptions/To-Do Lists. **Board**
  3. Other Business. (i.e. handbook updates, appointments of committee members)
  4. Board Member Concerns and General Information. **Board**
  5. Adjourn. **Board**
- B. Board Pictures.

#### **After Meeting:**

Follow up on any newsletter items, finalize October newsletter, and distribute to members. (**Treasurer** has Master List)

**JANUARY BOARD MEETING:**

**During Meeting:**

- A. Attend January Board Meeting and report on the following:
  - 1. Evaluate costs and set registration fee. **Board**
  - 2. Newsletter Items / Publication Date for July newsletter.
  - 3. Review/Update Position Descriptions/To-Do Lists. **Board**
  - 4. Other Business. (i.e. handbook updates)
  - 5. Board Member Concerns and General Information. **Board**

**After Meeting:**

- A. Follow up on any newsletter items, finalize January newsletter, and distribute to members. (**Treasurer** has Master List)

**MARCH BOARD MEETING:**

**Before Meeting:**

- A. Request/gather articles including Institute/Academy and prepare a draft of the April newsletter.

**During Meeting:**

- A. Attend March Board Meeting and report on the following:
  - 1. Newsletter Items / Publication Date for April newsletter.
  - 2. Review/Update Position Descriptions/To-Do Lists. **Board**
  - 3. Other Business. (i.e. handbook updates, appointments of committee members)
  - 4. Board Member Concerns and General Information. **Board**

**After Meeting:**

Follow up on any newsletter items, finalize April newsletter, and distribute to members. (**Treasurer** has Master List)

**JUNE BOARD MEETING:**

**Before Meeting:**

- A. Request/gather articles including the IIMC Annual Conference (Board Members who attended) and prepare a draft of the July newsletter.
- B. Prepare article requesting door prizes. (needed for July Newsletter and Conference Registration Packet)

**During Meeting:**

- A. Attend June Board Meeting and report on the following:
  - 1. Newsletter Items / Publication Date for July newsletter.
  - 2. Evaluate costs and set registration fee. **Board**
  - 3. Review/Update Position Descriptions/To-Do Lists. **Board**
  - 4. Other Business. (i.e. handbook updates, updates of committee members)
  - 5. Board Member Concerns and General Information. **Board**

**After Meeting:**

- A. Follow up on any newsletter items, finalize July newsletter, and distribute to members. (**Treasurer** has Master List)
- B. Assist **President** with arrangements for the Annual Conference, if needed.

### **AUGUST BOARD MEETING:**

#### **Before Meeting:**

- A. Prepare an Ice Breaker for the Annual Conference.
- B. Assist **President** with arrangements for the Annual Conference, if needed.

#### **During Meeting:**

- A. Attend August Board Meeting and report on the following:
  - 1. Annual Conference Update including Ice Breaker. (see Conference responsibilities below) **Facilities Director** and **Communication Director**
  - 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, appointments of committee members)
  - 5. Board Member Concerns and General Information. **Board**

#### **After Meeting:**

- A. Email a notice to members requesting door prizes.

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

#### **During Meeting:**

- A. Attend September Board Meeting and report on the following.
  - 1. Review Annual Conference To-Do Lists. **Board**
  - 2. Review September Business Meeting To-Do Lists. **Board**
  - 3. Other Business. (i.e. handbook updates, appointments of committee members)
  - 4. Board Member Concerns and General Information. **Board**
  - 5. Board Pictures at October Board Meeting. (Identify clothing to wear) **Board**

#### **After Meeting:**

- A. Finalize Ice Breaker activity for the Annual Conference.
- B. Assist Board Members with any items that need to be accomplished for the Annual Conference.
- C. Help assemble the Annual Conference packets/binders/bags. **Board Members**

## **CONFERENCES**

### **UMCA ANNUAL CONFERENCE**

#### **Before Conference:**

- A. Door Prizes.
  - 1. Prepare an article to remind members to bring door prizes. (needed for Registration Packet)

2. Collect and organize door prizes.
  3. Email a notice to members requesting door prizes and to differentiate between silent auction items and door prizes.
- B. Ice Breaker.
- C. Bring photo/scrapbooks to the Annual Conference.

**During Conference:**

**Tuesday**

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

**Wednesday**

- A. Assist **President** and **Membership Director** as needed.
- B. Conduct the **Ice Breaker** activity.
- C. Help with CMC/MMC Applications before Conference starts.
- D. Oversee and distribute door prizes.
- E. Staff registration desk.

**Thursday**

- A. Assist **President** and **Membership Director** as needed.
- B. Oversee and help distribute door prizes.
- C. Attend Business Meeting and report. (see September Business Meeting responsibilities)

**Friday**

- A. Assist **President** and **Membership Director** as needed.
- B. Oversee and help distribute door prizes.
- C. Invite conference attendees to write an article about the conference sessions and include in the upcoming newsletter. *TRAINING DIRECTOR ASSIST*

**After Conference:**

Contact **Education Director** for articles about the Annual Conference sessions for the October newsletter.

**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)
- C. Contact **Education Director** for articles about Institute/Academy for the April newsletter.

## **BUSINESS MEETINGS**

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

- A. Attend September Business Meeting and report.

1. Membership Report.
  - a. UMCA/IIMC Membership Report.
  - 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.