

UMCA EDUCATION 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. Attend annual IIMC Conference
- (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 serve 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, 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 shall work closely with the 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 **Vice President** with the Annual Conference.
- B. Attend the Annual Conference. (see Conference responsibilities below).
- C. Attend Institute/Academy. (see Institute/Academy responsibilities below)
- D. Chair the UMCA Education Committee, schedule meetings, prepare agendas, and make recommendations for appointments on the Committee.

- E. Maintain a binder of conference speakers including name, contact information, topic, bio, and if approved by IIMC.
- F. Attend Annual IIMC Conference, (attend colloquium/report at Education Committee session).
- G. Attend CMC/MMC presentations at Recorder/Clerk's City/Town when possible.

BOARD MEETINGS

OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION:

Before Meeting:

- A. Contact IIMC Institute/Academy Director(s) for an update on Institute/Academy.
- B. Prepare a review of the Annual Conference including what worked well, what didn't and areas for improvement. (work with the **Education Director** and **Training Director**) **Vice President**
- C. Organize/Work with **Vice President** and **Education Director** to arrange for Roving Training Classes. **Training Director**
 - a. Determine topics, speakers, locations, and costs associated with speaker(s) before January Board Meeting. **Training Director**
- D. Dress for Board of Directors picture.

During Meeting:

- A. Attend October Board Meeting and report on the following:
 - 1. Education Report.
 - a. Update on Institute/Academy.
 - (1) Agenda
 - (2) Invite IIMC and/or Region VIII Representative to attend.
 - b. Update on UMCA Education Committee.
 - 2. Annual Conference Report.
 - a. Review the Annual Conference including the good, the bad, and the ugly. (see Conference responsibilities below) **Vice President, Education Director, and Training Director**
 - 3. Review/Update Position Descriptions/To-Do Lists. **Board**
 - 4. Other Business. (i.e. handbook updates, appointment of committee members,) **Board**
 - 10. Board Member Concerns and General Information. **Board**
 - 11. Adjourn. **Board**
- B. Board Pictures.

After Meeting:

- A. Attend/tour facility for next year's Annual Conference with **President** (responsible), **Vice President**, and **Facilities Director**.

JANUARY BOARD MEETING:

Before Meeting:

- A. Contact Institute/Academy Director(s) for an update on Institute/Academy.
- B. Organize and attend UMCA Education Committee, if needed.
 - 1. Prepare and distribute Committee agenda.

2. Review previous Annual Conference and Institute/Academy evaluation forms.
- C. Work with **Training Director** (responsible) and **Vice President** to arrange for Roving Training Classes. Determine dates, time, place, and cost associated with classes.

During Meeting:

- A. Attend January Board Meeting and report on the following:
 1. Education Report.
 - a. Update on Institute/Academy.
 - (1) Agenda
 - (2) Invite IIMC and/or Region VIII Representative to attend.
 - b. Update on UMCA Education Committee.
 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**

MARCH BOARD MEETING:

Before Meeting:

- A. Meet/work with Institute/Academy Director(s) to review evaluation forms and make arrangements for Institute/Academy Director(s) to attend March Board Meeting.
- B. Organize and attend UMCA Education Committee Meeting to determine the
- C. Organize/Work with **Vice President** and **Education Director** to arrange for Roving Training Classes. **Training Director**
 - A. Determine topics, speakers, locations, and costs associated with speaker(s) before January Board Meeting. **Training Director**
- D. Annual Conference classes, speakers, and agenda.
 1. Prepare and distribute Committee agenda.
 2. Review previous Annual Conference and Institute/Academy evaluation forms.

During Meeting:

- A. Attend March Board Meeting and report on the following:
 1. Education Report.
 - a. Update on Annual Conference.
 - b. Update on UMCA Education Committee.
 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**

JUNE BOARD MEETING:

Before Meeting:

- E. Organize and attend UMCA Education Committee Meeting to determine the Annual Conference classes, speakers, and agenda.
 1. Prepare and distribute Committee agenda.

2. Review previous Annual Conference and Institute/Academy evaluation forms.
- F. Prepare a rough draft of the Annual Conference agenda. (see Conference responsibilities below)
- G. Arrange for the Annual Conference speakers/needs. (see Conference responsibilities below).
- H. Meet/work with **Vice President** and **Training Director** to arrange for Roving Training Classes. Determine topics, speakers, and costs associated with classes. (organized by **Training Director**)

During Meeting:

- A. Attend June Board Meeting and report on the following:
 1. Education Report.
 - a. Update on Annual Conference.
 - b. Update on UMCA Education Committee.
 2. Review Evaluations on Institute/Academy. **Education Director** and **Institute/Academy Director(s)**
 3. Annual Conference Update.
 - a. Agenda (draft), classes, speakers, etc.
 - b. Article on a Special Speaker, if any.
 - c. Evaluate costs and set registration fee. **Board**
 - d. Receive approval from the Board for all speaker expenses.
 4. Review/Update Position Descriptions/To-Do Lists. **Board**
 5. Other Business. (i.e. handbook updates, appointment of committee members) **Board**
 6. Board Member Concerns and General Information. **Board**

After Meeting:

1. Contact and finalize speakers and needs. (see Conference responsibilities below)
2. Contact and finalize facility needs with Facilities Director

AUGUST BOARD MEETING:

Before Meeting:

Finalize the Annual Conference arrangements, needs, and costs with speakers. Submit/work with IIMC to determine how many Annual Conference classes meet certification requirements.

During Meeting:

- A. Attend August Board Meeting and report on the following:
 1. Education Report.
 - a. Update on Annual Conference.
 - b. Update on UMCA Education Committee.
 2. Annual Conference Update. (see Conference responsibilities below)
 - a. Agenda (final), Classes, Speakers, Etc.
 - b. Review the Annual Conference To-Do Lists. **Board**
 - c. Review Items for September Business Meeting Agenda. **Board**
 - d. Review Items for Conference packets/binders/bags. **Board**

3. Review items/copies needed for the Annual Conference (determine # needed). **Board**
4. Review/Update Position Descriptions/To-Do Lists. **Board**
5. Other Business (i.e. handbook updates, appointment of committee members). **Board**
6. Board Member Concerns and General Information. **Board**

After Meeting:

- A. Contact/remind speakers of class, date, and time.
- B. Gather speaker bios, which should be only one or two paragraphs. Edit if necessary.
- C. Confirm number of speakers with Vice President.

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

Before Meeting:

- A. Items for the Annual Conference packets/binders/bags.
 1. Bring copies of Annual Conference agenda. (# to be determined)

During Meeting:

- A. Attend September Board Meeting and report on the following:
 1. Education Report.
 - a. Update on Institute/Academy.
 - b. Update on UMCA Education Committee.
 2. Review the 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 the Annual Conference packets/binders/bags. **Board**
- B. Verify speaker equipment with Facilities Director.
- C. Turn in speaker costs, equipment's costs, etc. to **Treasurer** for payment.

CONFERENCES

UMCA ANNUAL CONFERENCE

Before Conference:

- A. Organize and attend UMCA Education Committee, when needed.
 1. Prepare and distribute Committee agenda.
 2. Review previous Annual Conference and Institute/Academy evaluation forms.
 3. Keep the Vice President informed of committee discussions.
- B. Prepare the Annual Conference Agenda. (Draft needed for June Board Meeting and Final needed for August Board Meeting)

1. Select classes.
 2. Designate amount of time for each class.
 3. Identify speakers.
 4. Schedule annual sessions: Opening Comments, Welcome, Institute/Academy Update, Business Meeting, and Conference Closing.
 5. Include an early morning session for new clerks/recorders.
 6. Include luncheon for President with Region Presidents and new attendees.
- C. Prepare items for the Annual Conference Packet. (Final approval at July Board Meeting)
1. Agenda.
 2. Article on a Special Speaker, if any.
- D. Submit Annual Conference classes to IIMC for education credit.
- E. Speakers and needs at the Annual Conference.
1. Arrange for speakers and receive approval from the Board for all speaker expenses.
 2. Equipment needs. (sound system, overhead projector, white board or flip charts, copy machine, projector)(let Facilities Director know of your needs)
 3. Speaker gifts.
 4. Gather speaker bios, which should be only one or two paragraphs. Edit if necessary.
 5. Arrange for speaker conveners.
 6. Arrange for payment for speakers for travel, rooms, speaking, etc.
 7. Verify at Annual Conference all necessary speaker equipment/needs.

During Conference:

Tuesday

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

Wednesday

- A. Help with CMC/MMC Applications before Conference starts.
- B. Assist **Vice President** as needed.
- C. Help distribute door prizes.
- D. Staff registration desk.

Thursday:

- A. Assist **Vice President** as needed.
- B. Attend Business Meeting and report. (see September Business Meeting responsibilities below)
- C. Help distribute door prizes.
- D. Staff registration desk.

Friday:

- A. Assist **Vice President** as needed.
- B. Collect KTAPs at the end of the conference.
- C. Help distribute door prizes.
- D. Staff registration desk.
- E. Swearing in of New Board Members.

After Conference:

- A. Invite people who attended the Conference to write articles about some of the Conference sessions for the upcoming newsletter. Ask **Vice President** and **Training Director** to assist.
- B. Prepare a review of the Annual Conference including the good, the bad, and the ugly.

IIMC ANNUAL CONFERENCE

Attend IIMC Annual Conference, if possible.

IIMC INSTITUTE/ACADEMY (BUSINESS MEETING – MARCH)

- A. Attend Institute/Academy.
- B. Work closely with the Institute/Academy Director(s).
- C. Prepare Institute/Academy Agenda, if needed.
- D. Arrange for hotels.
- E. 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 on the following:
 - 1. Education Report.
 - a. Update on UMCA Education Committee.
 - 2. Special Committee Members Recognition. **Board**

MARCH BUSINESS MEETING: (Held at Institute/Academy)

- A. Attend March Business Meeting and report on the following:
 - 1. Education Report.
 - a. Update on UMCA Education Committee.

ROVING TRAINING CLASSES

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