

## **UMCA FACILITIES 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 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. The Communication Director shall have the primary responsibility for the UMCA website and the 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 as the Facilities Director and 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/training layout, sponsors, and hotels.

### **TO-DO LIST**

#### **GENERAL**

- A. Attend the Annual Conference. (see Conference responsibilities below)
- B. Oversee site and hotel selection for future Annual Conferences.
- D. Attend CMC/MMC presentations at Recorder/Clerk's City/Town when possible.
- E. Attend Annual IIMC Conference, if possible.

## BOARD MEETINGS

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

#### **Before Meeting:**

- A. Prepare a review of the Annual Conference facilities including the good, the bad, and the ugly.
- B. Research at least two locations for future Annual Conferences.
- C. Work with **Past President** to insure a smooth transition for the next Annual Conference.
- D. Make any hotel arrangements for Institute/Academy.
- E. Dress for Board of Directors picture.

#### **During Meeting:**

- A. Attend October Board Meeting and report on the following:
  - 1. Update on Institute/Academy.
    - a. Arrange for hotels.
  - 2. Annual Conference Report.
    - a. Review the Annual Conference facilities including the good, the bad, and the ugly. (see Conference responsibilities below)
    - b. Review recommendations and identify locations for future Annual Conferences.
  - 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**
  - 6. Adjourn. **Board**
- B. Board Pictures.

#### **After Meeting:**

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

### **JANUARY BOARD MEETING:**

#### **Before Meeting:**

- A. Finalize any hotel arrangements for Institute/Academy.

#### **During Meeting:**

- A. Attend January Board Meeting and report on the following:
  - 1. Education Report.
    - a. Arrange for hotels.
  - 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**

**MARCH BOARD MEETING:**

**Before Meeting:**

- A. Prepare update on next Annual Conference. Work closely with Host City Recorder(s) and/or conference Hotel staff. (See conference responsibilities below)

**During Meeting:**

- A. Attend March Board Meeting and report on the following:
- B. Update on next Annual Conference:
  - 1. Facilities, sponsors, hotels, food, activities, banquet, entertainment, etc.
- C. Review/Update Position Descriptions/To-Do Lists. **Board**
- D. Other Business. (i.e. handbook updates, appointment of committee members). **Board**
- E. Board Member Concerns and General Information. **Board**

**After Meeting:**

- A. Reserve block of rooms at hotels and costs for Annual Conference.
- B. Prepare/mail an invitation letter to sponsors including levels.

**JUNE BOARD MEETING:**

**Before Meeting:**

- A. Prepare update on next Annual Conference. Work closely with Host City Recorder(s) and/or conference Hotel staff. (See conference responsibilities below) and **finalize** the following:
  - 1. Breakfast, lunch, break menus, and costs.
  - 2. Banquet menu, location, entertainment, and costs. (entertainment needed for Registration Packet and July newsletter)
  - 3. Conference activity and cost. (needed for Registration Packet)
  - 4. Conference facilities, meeting room arrangements, and costs.
  - 5. Hotels, room information, and costs. (needed for Registration Packet and July newsletter)
  - 6. Map to Conference facilities. (needed for Registration Packet)
- B. Follow up on sponsors.
- C. Hotel room reservations for IIMC and/or Region VIII Representative and speakers (get count from **Vice President**).

**During Meeting:**

- A. Attend June Board Meeting and report on the following:
  - 1. Annual Conference Update. (see Conference responsibilities below)
    - a. Breakfast, lunch, break menus, and costs.
    - b. Banquet menu, location, entertainment, and costs. (entertainment needed for Registration Packet and July newsletter)
    - c. Conference activity and cost. (needed for Registration Packet)
    - d. Conference facilities, meeting room arrangements, and costs.
    - e. Hotels, room information, and costs. (needed for Registration Packet and July newsletter)
    - f. Map to Conference facilities. (needed for Registration Packet)

- g. Sponsors.
- h. Remind Education Chair to add 15 minutes to Conference Agenda for Vendor Presentations (only platinum and gold)
- 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**

### **AUGUST BOARD MEETING:**

#### **Before Meeting:**

- A. Prepare update on next Annual Conference. Work closely with Host City Recorder(s) and/or conference Hotel staff. (See conference responsibilities below) and **finalize** the following:
  - 1. Breakfast, lunch, break menus, and costs.
  - 2. Banquet menu, location, entertainment, and costs.
  - 3. Conference activity and cost.
  - 4. Conference facilities, meeting room arrangements, and costs.
  - 5. Hotels, room information, and costs.
  - 6. Map to Conference facilities.
  - 7. Prepare sponsor acknowledgement handout.
  - 8. Prepare information sheet on activities, attractions, restaurants, and points of interest.
- B. Follow up on sponsors.

#### **During Meeting:**

- A. Attend August Board Meeting and report on the following:
  - 1. Annual Conference Update including ice breaker. (see Conference responsibilities below) **Communication Director**
    - a. Breakfast, lunch, break menus, and costs.
    - b. Banquet menu, location, entertainment, and costs. (entertainment needed for Registration Packet and July newsletter)
    - c. Conference activity and cost. (needed for Registration Packet)
    - d. Conference facilities, meeting room arrangements, and costs.
    - e. Hotels, room information, and costs. (needed for Registration Packet and July newsletter)
    - f. Map to Conference facilities. (needed for Registration Packet)
    - g. Information sheet on activities, attractions, restaurants, and points of interest. (needed for Conference Packet)
    - h. Sponsors, including acknowledgement handout. (needed for Conference Packet)
  - 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**

6. Verify number of rooms needed for speakers with Education Chair; follow-up with names.

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

**Before Meeting:**

- A. Reserve tables for special guests of Recorder of Year; get attendance number from **Past President**.
- B. Items for the Annual Conference packets/folders/bags.
  1. Prepare/bring copies of information sheet on activities, attractions, restaurants, and points of interest. (# to be determined)
  2. Prepare/bring copies of sponsor recognition and sponsor list. (# to be determined)
  3. Prepare/bring copies of map of conference area. (# to be determined)
  4. Prepare vendor Bingo Form for all attendees.
- C. Board Pictures at October Board Meeting. (Identify clothing to wear) **Board**

**During Meeting:**

- A. Attend September Board Meeting and report on the following.
  1. Last minute changes/details for the Annual Conference. (see Conference responsibilities below)
  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/folders/bags. **Board**
- B. Verify facility arrangements and set up areas if needed. (see Conference responsibilities below)
- C. Turn in any costs to **Treasurer** for payment.

## CONFERENCES

**UMCA ANNUAL CONFERENCE**

**Before Conference:**

- A. Facilities.
  1. Classroom location with oblong tables and chairs.
  2. Silent Auction area with tables and two chairs.
  3. Sponsor area with tables and chairs.
  4. Board Member tables and chairs.
  5. Registration table location.
  6. Breakfast area, if necessary.
  7. Break area.

8. Lunch area.
9. Banquet room including entertainment area. (needed for Registration Packet)
10. Map to Conference facilities. (needed for Registration Packet)
- B. Sponsors.
  1. Prepare/mail an invitation letter to sponsors including levels by **June** Board Meeting and follow up with a post card and/or telephone calls.
  2. Prepare acknowledgement handout for Conference. (needed at September Board Meeting)
  3. Sponsor Levels.
    - a. Platinum = \$2,000 (one)
    - b. Gold = \$1,000 (up to three)
    - c. Silver = \$650 (up to five)
    - d. Bronze = \$450
    - e. Non-Sponsor Exhibitor = \$300
- C. Arrange/review menus for breakfast, lunch, breaks, and banquet including costs.
- D. Activities.
  1. Plan a conference activity for the entire membership. (needed for the Registration Packet)
  2. Prepare an information sheet including activities, attractions, restaurants, and points of interest. (needed for September Board Meeting)
  3. Prepare a map of Conference area. (needed for September Board Meeting)
- E. Reserve banquet tables for special guests of Recorder of Year; get attendance number from **Past President** by September Board Meeting.
- F. Items for the Annual Conference packets/folders/bags. (needed for September Board Meeting)
  1. Prepare information sheet on activities, attractions, restaurants, and points of interest.
  2. Prepare sponsor recognition and sponsor list.
  3. Prepare map of conference area.
- G. Purchase Gift for Host City Recorder(s).
- H. Reserve block of rooms at hotels and acquire costs.
- I. Hotel room reservations for IIMC and/or Region VIII Representative and speakers (get count from **Vice President**).
- J. Help Distribute Door Prizes.

**During Conference:**

**Tuesday**

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

**Wednesday**

- A. Show sponsors their area.
- B. Check on breakfast, breaks, and lunches 15 minutes before scheduled time.
- C. Help with door prizes.
- D. Clean up tables at the end of the day.

**Thursday**

- A. Check on breakfast, breaks, and lunches 15 minutes before scheduled time.
- B. Help with door prizes.
- C. Attend Business Meeting and report. (see September Business Meeting responsibilities)
- D. Clean up tables at the end of the day.
- E. Verify banquet tables are reserved for Recorder of the Year.

**Friday**

- A. Check on breakfast, breaks, and lunches 15 minutes before scheduled time.
- B. Help with door prizes.
- C. Clean up tables at the end of the day.
- D. Keep the association's projectors and microphones in your possession.

**After Conference:**

- A. Prepare a review of the Annual Conference facilities 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. 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. Update/Locations for Future Annual Conferences.

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

- A. Attend March Business Meeting and report.
  - 1. Locations for future Annual Conferences.