

## **2020 UMCA PRESIDENT**

### *POSITION DESCRIPTION AND TO-DO LIST*

### **POSITION DESCRIPTION**

The President shall (*from Bylaws*):

- A. Preside at all meetings of the Association.
- B. Serve as Chair of the Board of Directors.
- C. Attend the following meetings.
  - 1. 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.
  - 2. IIMC Annual Conference (see Conference responsibilities below).
  - 3. IIMC Annual Region VIII Conference (may attend).
- D. Meet with each member of the Board to review duties.
- E. Work closely with the **Treasurer** and become knowledgeable of the financial affairs of the Association and review all financial transactions with the **Treasurer** prior to payment of all bills and reimbursements.
- F. Work closely with the **Membership Director** and **Communication Director** to provide membership and communication needs to the Association.

### **TO-DO LIST**

#### **GENERAL**

- A. Preside at all meetings of the UMCA and serve as Chair of the Board of Directors.
- B. Attend and present CMC/MMC Awards at Recorder/Clerk's City/Town.
- C. Work with **Vice President** to inform membership of legislative issues.
- D. Inform IIMC of UMCA events and issues.
- E. Appoint Committee Chairs and works closely with the Board to select members to serve on committees.
- F. Inform UMCA members of IIMC and Region VIII events and issues.
- G. Work with IIMC Region Presidents and UMCA Region Presidents.
- H. Prepare official correspondence for UMCA.
- I. Attend the following meetings:
  - 1. 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.
  - 2. Annual IIMC Conference (see Conference responsibilities below).
  - 3. Annual IIMC Region VIII Conference (may attend).

- J. Write **President's** message quarterly for the UMCA Newsletter.
- K. Maintain an updated UMCA Board of Directors contact list. (Due at October Board meeting)
- L. Update Position Descriptions and To-Do Lists with Past President and Vice President
- M. Oversee UMCA Election Committee and appoint a Chair.
- N. Attend the Annual Conference (see Conference responsibilities below).
- O. Attend Institute/Academy (see Institute/Academy responsibilities below).
- P. Provide written authorization to the **Treasurer** for payment of all bills and reimbursements.
- Q. Oversee/Assist **Membership Director** and **Communication Director**.

## BOARD MEETINGS

### **After Annual Conference (as new President):**

- A. Prepare Board Member Assignments.
- B. Distribute Binders and/or updated duties to the Board of Directors as needed.
- C. Work with new **Vice President** and **Past President** to ensure a smooth transition.

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

#### **Before Meeting:**

- A. Confirm meeting place and time.
- B. Prepare/distribute agenda and materials to Board.
- C. Dress for Board of Directors picture.
- D. Verify with **Secretary** that Board Plaques and Name Badges have been updated, created and will bring to meeting.
- E. Prepare position duties and materials for each Board Members

#### **During Meeting:**

- A. Attend/conduct October Board Meeting and report on the following:
  - 1. Call Meeting to Order. **President**
  - 2. Approval of Minutes. **President**
  - 3. Financial Report. **Treasurer**
  - 4. Membership Report. **Membership Director**
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  - 5. Education Report – **Vice President**
    - a. Roving Training Classes. (topics, locations, etc.) **Training Director**
    - b. Update on Institute/Academy.
      - (1) Agenda.
      - (2) Invite IIMC and/or Region VIII Representative to attend. **Education Director**
      - (3) Arrange for hotels. **Facilities Director**
    - c. Update on UMCA Education Committee. **Education Director**
  - 6. Annual Conference Report.
    - a. Review Annual Conference including what worked well, what didn't, and areas for improvement. **Board**

- b. Attendance Report. **Treasurer**
  - c. Review Annual Conference evaluation report. **Training Director**
  - d. Review recommendations and identify locations for future Annual Conferences. **Facilities Director**
- 7. Review/Update Bylaws. **Vice President**
- 8. Review Outgoing President's Goals. **Past President**
- 9. Current President's Goals. **President**
  - a. Board Assignments.
  - b. Give each member a written copy of their duties.
  - c. Goals and Objectives for the coming year.
  - d. Schedule Board Meeting Dates and Locations.
- 10. Review items for March Business Meeting. (see March Business Meeting responsibilities below) **Board**
- 11. Newsletter Items / Publication Date for October newsletter. **Communication Director**
- 12. Review/Update Position Descriptions/To-Do Lists. **Board**
- 13. Board Registration Requests for IIMC Conference (given to **Treasurer**). **Board (One request per fiscal Year)**
- 14. Other Business. (i.e. handbook updates, appointment of committee members, contract renewals, surveys) **Board**
- 15. Board Member Concerns and General Information. **Board**
- 16. Strategic Planning Breakout Session/UMCA Goals and Objectives for coming year. **Board**
  - a. **Vice President** and **Education and Training Directors**
  - b. **President** and **Membership and Communication Directors, Secretary, and Treasurer**
  - c. **Past President** and **Facilities Director**
- 17. Next Meeting Date, Time, and Place. **President**
- 18. Adjourn. **Board**
- B. Board Pictures.

**After Meeting:**

- A. Write **President's** message for the UMCA Newsletter.
- B. Schedule date and time to tour facility for next year's Annual Conference with **Past President, Vice President, and Facilities Director**.

**JANUARY BOARD MEETING:**

**Before Meeting:**

- A. Confirm meeting place and time.
- B. Prepare/distribute agenda and materials to Board.
- C. Review Institute/Academy responsibilities below. (Business meeting)
- D. Board Pictures (If needed)

**During Meeting:**

- A. Attend/conduct January Board Meeting and report on the following:
  - 1. Call Meeting to Order. **President**
  - 2. Approval of Minutes. **President**
  - 3. Financial Report. **Treasurer**

4. Scholarships for Institute/Academy. **Treasurer**
5. Membership Report. **Membership Director**
  - a. UMCA/IIMC Membership Report.
  - b. CMC/MMC Certification Report.
  - c. New Presidency Region Report.
6. Education Report. **Vice President**
  - a. Roving Training Classes. (topics, locations, etc.) **Training Director**
  - b. Update on Institute/Academy.
    - (1) Agenda. **Education Director**
    - (2) Gift for the Institute/Academy Director(s) and others. **Vice President**
    - (3) Arrange for hotels. **Facilities Director**
  - c. Update on UMCA Education Committee. **Education Director**
7. Newsletter Items / Publication Date for January newsletter. **Communication Director**
8. Review President's Goals. **President**
9. Board Registration Requests for IIMC Annual Conference. **President**
10. Review/Update Position Descriptions/To-Do Lists. **Board**
11. Other Business. (i.e. handbook updates, appointment of committee members, contract renewals, surveys) **Board**
12. Board Member Concerns and General Information. **Board**
13. Next Meeting Date, Time, and Place. **President**
14. Adjourn. **Board**

**After Meeting:**

Write **President's** message for the UMCA Newsletter.

**MARCH BOARD MEETING:**

**Before Meeting:**

- A. Confirm meeting place and time.
- B. Prepare/distribute agenda and materials to Board.
- C. Review Institute/Academy responsibilities below.

**During Meeting:**

- A. Attend/conduct March Board Meeting and report on the following:
  1. Call Meeting to Order. **President**
  2. Approval of Minutes. **President**
  3. Financial Report. **Treasurer**
  4. Nominate a qualified auditor to perform an audit of the Association's financial affairs. **Treasurer**
  5. Membership Report. **Membership Director**
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  6. Education Report. **Vice President**
    - a. Roving Training Classes. (topics, locations, etc.) **Training Director**
    - b. Update on Institute/Academy. **Education Director**
    - c. Update on UMCA Education Committee. **Education Director**

7. Review Evaluations on Institute/Academy. **Education Director** and **Institute/Academy Director(s)**
8. Update on next Annual Conference. **Facilities Director**
  - a. Work closely with Host City Recorder(s) for the Annual Conference and/or Conference/Hotel staff.
  - b. Facilities, sponsors, hotels, food, activities, banquet, entertainment, etc.
9. Review/Update Bylaws. **Vice President**
10. Newsletter Items / Publication Date for April newsletter. **Communication Director**
11. Review President's Goals. **President**
12. Review/Update Position Descriptions/To-Do Lists. **Board**
13. Other Business. (i.e. handbook updates, appointment of committee members, contract renewals, surveys) **Board**
14. Board Member Concerns and General Information. **Board**
15. Next Meeting Date, Time, and Place. **President**
16. Adjourn. **Board**

**After Meeting:**

Write **President's** message for the UMCA Newsletter.

- B. Update on next Annual Conference:
  1. Work closely with Host City Recorder(s) for the Annual Conference and/or Conference/Hotel staff, (facilities, sponsors, hotels, food, activities, banquet, entertainment,) etc.

**JUNE BOARD MEETING:**

**Before Meeting:**

- A. Confirm meeting place and time.
- B. Prepare/distribute agenda and materials to Board.
- C. Review Annual Conference responsibilities below.

**During Meeting:**

- A. Attend/conduct June Board Meeting and report on the following:
  1. Call Meeting to Order. **President**
  2. Approval of Minutes. **President**
  3. Financial Report. **Treasurer**
  4. Consideration and approval of Annual Budget. **Treasurer**
  5. Membership Report. **Membership Director**
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  6. Education Report. **Vice President**
    - a. Roving Training Classes. (topics, locations, etc.) **Training Director**
    - b. Update on Institute/Academy. **Education Director**
    - c. Update on UMCA Education Committee. **Education Director**
  7. Annual Conference Update. **Board**

- a. Facilities, sponsors, hotels, food, activities, banquet, etc. **Facilities Director**
- b. Agenda (draft), classes, speakers, etc. **Education Director**
- c. Ideas and selection of Conference Attendee Gift. **President**
- d. Designs and selection of UMCA Annual Pin. **President**
- e. Evaluate costs and set registration fee. **Board**
- f. Registration Packet. **Vice President**
  - (1) Cover Page. (Title, Dates, Location) **Vice President**
  - (2) Letter from President. **President**
  - (3) Agenda. **Education Director**
  - (4) Registration Form. **Vice President**
  - (5) Board of Directors Information. (Title, Name, City, Telephone) **President**
  - (6) Request for Silent Auction Items. **Membership Director**
  - (7) Request for Door Prizes. **Communication Director**
  - (8) Article for Board Positions. **Vice President**
  - (9) Declaration of Candidacy form. **Vice President**
  - (10) Scholarship Application and Information. **Treasurer**
  - (11) Information on Activity, Banquet, and Banquet Entertainment. **Facilities Director**
  - (12) Article on a Special Speaker, if any. **Education Director**
  - (13) Hotel and Room Information. **Facilities Director**
  - (14) Map of Conference location. **Facilities Director**
8. UMCA Recorder of the Year Committee Report. **Past President**
9. Report on IIMC Annual Conference.
  - a. Education Committee Session. **Vice President**
  - b. President's Meeting. **President**
10. Review President's Goals. **President**
11. UMCA Board Elections. **Vice President**
  - a. Appoint UMCA Election Committee.
  - b. Current Board Members' Interest in Running for Office.
12. Newsletter Items / Publication Date for July newsletter. **Communication Director**
13. Review/Update Position Descriptions/To-Do Lists. **Board**
14. Other Business. (i.e. handbook updates, appointment of committee members, contract renewals, surveys) **Board**
15. Board Member Concerns and General Information. **Board**
16. Next Meeting Date, Time, and Place. **President**
17. Adjourn. **Board**

**After Meeting:**

Write **President's** message for the UMCA Newsletter.

**AUGUST BOARD MEETING: (early in August)**

**Before Meeting:**

- A. Confirm meeting place and time.
- B. Prepare/distribute agenda and materials to Board.
- C. Review Annual Conference responsibilities below.

**During Meeting:**

- A. Attend/conduct August Board Meeting and report on the following:
  1. Call Meeting to Order. **President**
  2. Approval of Minutes. **President**
  3. Financial Report. **Treasurer**
  4. Membership Report. **Membership Director**
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  5. Education Report. **Vice President**
    - a. Roving Training Classes. (topics, locations, etc.) **Training Director**
    - b. Update on Institute/Academy. **Education Director**
    - c. Update on UMCA Education Committee. **Education Director**
  6. Annual Conference Update. **Board**
    - a. Facilities, sponsors, hotels, food, activities, banquet, etc. **Facilities Director**
    - b. Agenda (final), classes, speakers, etc. **Education Director**
    - c. Update on Conference Attendee Gift. **President**
    - d. Update on UMCA Annual Pin. **President**
    - e. Update on Annual Conference Registration Packet. **Vice President**
    - f. Review Annual Conference To-Do Lists. **Board**
    - g. Items/copies needed for Annual Conference (determine # needed).
      - (1) September Business Meeting Agenda. **President**
      - (2) Letter from UMCA President. **President**
      - (3) UMCA Annual Pin. **President**
      - (4) Annual Conference Agenda. **Education Director**
      - (5) Speaker Conference Evaluation forms and overall Conference Evaluation form. **Training Director**
      - (6) Binders, pens, paper, and insert for binder covers including Conference information and sponsor logo(s). **Training Director**
      - (7) Sponsor Acknowledgement Handout. **Facilities Director**
      - (8) Information sheet on activities, attractions, restaurants, and points of interest. **Facilities Director**
      - (9) UMCA Master List including notation if attending Annual Conference. **Treasurer**
      - (10) UMCA Board Member Contact List. **President**
      - (11) Region Presidency List and Map. **Membership Director**
      - (12) March Business Meeting Minutes. **Secretary**
      - (13) Review Conference packets/binders/bags. **Board**
      - (14) Certificates. (membership, committees, Region Presidents, Annual Conference, and CMC/MMC certification) **Secretary**
      - (15) Name Tags. (members, Board, sponsors) **Secretary**
  7. Consideration of award for Scholarships to Annual Conference and Institute/Academy. **Treasurer**
  8. Review items for September Business Meeting. (see September Business Meeting responsibilities below). **Board**
  9. UMCA Recorder of the Year Committee Report. **Past President**

10. Review President's Goals. **President**
11. UMCA Board Elections. **Vice President**
  - a. UMCA Election Committee Members.
  - b. Current Board Members' Interest in Running for Office.
12. Approval of Board Registration Requests for IIMC Annual Conference. **President**
13. Review/Update Position Descriptions/To-Do Lists. **Board**
14. Other Business. (i.e. handbook updates, appointment of committee members, contract renewals, surveys) **Board**
15. Board Member Concerns and General Information. **Board**
16. Next Meeting Date, Time, and Place. **President**
17. Adjourn. **Board**

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

**Before Meeting:**

- A. Confirm meeting place and time.
- B. Prepare/distribute agenda and materials to Board.
- C. Verify with **Secretary** that Gavel Plaque has been created and will bring to meeting.
- D. Remind Board Members to bring Conference copies/items.
- E. Review Annual Conference responsibilities below.

**During Meeting:**

- B. Attend/conduct September Board Meeting and report on the following:
  1. Call Meeting to Order. **President**
  2. Approval of Minutes. **President**
  3. Financial Report. **Treasurer**
  4. Audit Report. **Treasurer**
  5. Preliminary Annual Budget for upcoming year. **Treasurer**
  6. Annual Conference Registrations. **Treasurer**
  7. Scholarship Recipients. **Treasurer**
  8. Upcoming Training. **Training Director**
  9. Facilities Report. **Facilities Director**
  10. Ice Breaker, newsletter articles. **Communication Director**
  11. Committees Report. **Vice President**
  12. Membership Report. **Membership Director**
    - a. UMCA/IIMC Membership Report.
    - b. CMC/MMC Certification Report.
  13. Education Report. **Vice President**
    - a. Roving Training Classes. (topics, locations, etc.) **Training Director**
    - b. Update on Institute/Academy. **Education Director**
    - c. Update on UMCA Education Committee. **Education Director**
  14. Review Annual Conference To-Do Lists. **Board**
  15. Confirm items needed for Annual Conference.
    - a. September Business Meeting Agenda. **President**
    - b. Letter from UMCA President. **President**
    - c. UMCA Annual Pin. **President**
    - d. Annual Conference Agenda. **Education Director**



- e. Speaker Conference Evaluation forms and overall Conference Evaluation form. **Training Director**
- f. Folders, pens, paper, and inserts including Conference information and sponsor logo(s). **Training Director**
- g. KTAP forms. **Training Director**
- h. Sponsor Acknowledgement Handout. **Facilities Director**
- i. Information sheet on activities, attractions, restaurants, and points of interest. **Facilities Director**
- j. UMCA Master List including notation if attending Annual Conference. (online copy) **Treasurer**
- k. UMCA Board Member Contact List. **President**
- l. Region Presidency List and Map. **Membership Director**
- m. March Business Meeting Minutes. **Secretary**
- n. Review Conference folders/bags. **Board**
- o. Certificates. (membership, committees, Region Presidents, Annual Conference, and CMC/MMC certification) **Secretary**
- p. Name Tags. (members, Board, sponsors) **Secretary**
- q. Names and containers for door prize drawings. **Secretary**
- r. All blank documents to the Secretary. **Board**
- 16. Review items for September Business Meeting. (see September Business Meeting responsibilities below) **Board**
- 17. UMCA Recorder of the Year Committee Report. **Past President**
- 18. Newsletter Items / Publication Date. **Communication Director**
- 19. Other Business. (i.e. handbook updates, appointment of committee members, contract renewals, surveys) **Board**
- 20. Board Member Concerns and General Information. **Board**
- 21. Board Pictures at October Board Meeting. (Identify clothing to wear) **Board**
- 22. Next Meeting Date, Time, and Place. **President**
- 23. Adjourn. **Board**

**After Meeting:**

- A. NEW PRESIDENT - Write **President's** message for the UMCA Newsletter.
- B. Work with **incoming Vice President** to ensure a smooth transition.
- C. Distribute updated documents to the Board of Directors.

## CONFERENCES

### UMCA ANNUAL CONFERENCE

**Before Conference:**

- A. Letter inviting Members to the Conference. (needed for Registration Packet)
- B. UMCA Annual Pin. (Design with approval of UMCA Board and Order)
- C. Conference Attendee Gift. (Select with approval of UMCA Board and Order)
- D. Plan to meet with UMCA Region Presidents at Annual Conference at a luncheon.
- E. Prepare/conduct September Business Meeting. (see sample agenda below)
- F. Preside and Conduct at Annual Conference. (see Conference responsibilities below)

- G. Draw names for door prizes throughout Conference.
- H. Bring copies of UMCA Board Member Information. (# to be determined)
- I. Bring UMCA Membership Pins.

**During Conference:**

**Tuesday**

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

**Wednesday**

- A. Preside over and conduct Annual Conference.
- B. Opening Session.
  - 1. Welcome attendees.
  - 2. Introduce host City Recorder(s) and give gift.
  - 3. Give details of building layout. (restrooms, elevators, breaks, silent auction, sponsors, lunches, etc.)
  - 4. Give details of Activity and Banquet. (location, time, etc.)
  - 5. Thank attendees for silent auction items and door prizes.
  - 6. Introduce UMCA Board Members.
  - 7. Introduce New Recorders/Clerks and give UMCA Membership Pin. (Welcome Bag)
  - 8. Introduce Attendees. (Ice Breaker by **Communication Director**)
  - 9. Introduce sponsors.
  - 10. Candidates Speech.
- C. Before breaks and lunch.
  - 1. Remind attendees to bid on silent auction items and visit with sponsors.
  - 2. Announce how long and location of break or lunch and what time the next class starts.
  - 3. Make any new or additional announcements.
- D. After breaks and lunch.
  - 1. Welcome everyone back into seats.
  - 2. Give some door prizes.
  - 3. Make any new or additional announcements.
  - 4. Ask for convener to come and introduce speaker.
- E. After last class of the day.
  - 1. Give some door prizes.
  - 2. Remind of activity time and place.
  - 3. Announce next day starting time.

**Thursday:**

- A. Preside over and conduct Annual Conference.
- B. Morning Welcome
  - 1. Welcome attendees.
  - 2. Remind attendees to bid on silent auction items and visit with sponsors.
  - 3. Give details of building layout. (restrooms, elevators, breaks, silent auction, sponsors, lunches, etc.)
  - 4. Review days agenda (class topics, breaks, lunch, and activity/or banquet details)

- C. Before breaks and lunch.
  - 1. Remind attendees to bid on silent auction items and visit with sponsors.
  - 2. Announce how long and location of break or lunch and what time the next class starts.
  - 3. Make any new or additional announcements.
- D. After breaks and lunch.
  - 1. Welcome everyone back into seats.
  - 2. Give some door prizes.
  - 3. Make any new or additional announcements.
  - 4. Ask for convener to come and introduce speaker.
- E. Preside over and conduct September Business Meeting. (see September Business Meeting responsibilities below)
- F. After last class of the day.
  - 1. Give some door prizes.
  - 2. Remind banquet time and place.
  - 3. Announce next day starting time.
  - 4. Remind attendees to vote in the morning. (one ballot per city)

**Annual Conference Banquet:**

- A. Welcome. **President**
- B. Introduce UMCA Recorder of the Year Committee. Read nomination letter and present Recorder of the Year Award/Plaque. Introduce family and guests and allow city official to speak. (Nominees are discretely given their letter and a gift after the banquet) **Past President**
- C. Dinner.
- D. Entertainment. **Facilities Director**

**Friday:**

- A. Preside over and conduct Annual Conference.
- B. Morning Welcome
  - 1. Welcome attendees.
  - 2. Remind attendees to bid on silent auction items and what time the auction closes.
  - 3. Remind attendees to vote.
  - 4. Review days agenda (class topics, breaks, and lunch)
- C. Before morning break.
  - 1. Remind attendees to bid on silent auction items, the time the auction closes, and when/where they can pay for items.
  - 2. Remind attendees to vote and when polls close.
  - 3. Announce how long and location of break and what time the next class starts.
  - 4. Make any new or additional announcements.
- D. After morning break.
  - 1. Welcome everyone back into seats.
  - 2. Give remaining door prizes.
  - 3. Announce time and plans for lunch.
  - 4. Make any new or additional announcements.
  - 5. Ask for convener to come and introduce speaker.

- E. After last class of the day of Conference closing.
  - 1. Thank everyone for coming.
  - 2. Draw and Announce winner of Crisp \$100 Bill.
  - 3. Draw and Announce winner of Annual Conference Scholarship
  - 4. Remind dates of Institute/Academy.
  - 5. Announce Election Results and swearing in of new Board Members.

### **IIMC ANNUAL CONFERENCE**

- A. Attend Annual IIMC Conference
- B. Participate in Flag Ceremony Preparation Meeting and Opening Flag Ceremony
- C. Take Annual UMCA pins to Conference
- D. Prepare and report on the UMCA membership, activities, and achievements for the past year at the Region VIII Meeting.
- E. Attend President's Meeting (invite **Vice President**)

### **INSTITUTE/ACADEMY (BUSINESS MEETING – MARCH)**

- A. Contact Institute/Academy Director(s) to include the March Business Meeting on the agenda.
- B. Preside over March Business Meeting, prepare agenda (see March Business Meeting responsibilities below), send Board a copy of agenda, and make additional copies for meeting (# to be determined).

## **BUSINESS MEETINGS**

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

- A. Welcome. **President**
- B. Approval of Minutes. **President**
- C. Financial Report. **Treasurer**
- D. Education Report. **Vice President**
  - 1. Roving Training Classes. (topics, locations, etc.) **Training Director**
  - 2. Update on UMCA Education Committee. **Education Director**
- E. Membership Report. **Membership Director**
  - 1. UMCA/IIMC Membership Report.
  - 2. CMC/MMC Certification Report and Recognition.
- F. UMCA Committee Recognitions. **President**
- G. Retiring Recognitions. **Past President**
- H. Honorary Member Presentation (if any). **President**
- I. Region President's Report. **Membership Director**
- J. Review/Update Bylaws. (By Resolution) **Vice President**
- K. Update/Locations for Future Annual Conferences. **Facilities Director**
- L. Other Business. **President**
- M. March Business Meeting Date, Time, and Place. **President**
- N. Outgoing President's Remarks. **President**
  - 1. Introduce outgoing Board Members, present gift(s) Review goals and other comments.
- O. Adjourn. **President**

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

- A. Welcome. **President**
- B. Approval of Minutes. **President**
- C. Audit Report. **Treasurer**
- D. Education Report. **Vice President**
  - 1. Roving Training Classes. (topics, locations, etc.) **Training Director**
  - 2. Update on UMCA Education Committee. **Education Director**
- E. Membership Report. **Membership Director**
  - 1. UMCA/IIMC Membership Report.
  - 2. CMC/MMC Certification Report and Recognition.
- F. Update/Locations for Future Annual Conferences. **Facilities Director**
- G. Other Business. **President**
- H. September Business Meeting Date, Time, and Place. **President**
- I. President's Remarks. **President**
  - 1. Introduce Board Members and assignments.
  - 2. Goals and Objectives.
- J. Adjourn. **President**