

UMCA SECRETARY

POSITION DESCRIPTION AND TO-DO LIST

POSITION DESCRIPTION

The Secretary shall (*from Bylaws*):

- A. Keep an accurate record of all regular and special meetings of the Association and the Board of Directors.
- B. Distribute notices to all Board of Directors.
- C. Preserve in a permanent file all records and letters of continuing value to the Association and its officers, to be transferred to his/her successor at the end of his/her term.

TO-DO LIST

GENERAL

- A. Take and prepare minutes for all Board Meetings and distribute to all Board of Directors.
- B. Take and prepare minutes for all Business Meetings and make copies for distribution at the next Business Meeting.
- C. Keeps letterhead and envelopes.
- D. Keep and update records of Recorder of the Year recipients, Honorary Members, Past Presidents, and past and present conference locations.
- E. Attend the Annual Conference (see Conference responsibilities below)
- F. Prepare certificates for membership, committees, Region Presidents, Annual Conference, and CMC/MMC certification.
- G. Update and order Board plaques and name badges.
- H. Keep and maintain all original contracts and agreements.
- I. Attend the IIMC Annual Conference, if possible.
- J. Attend CMC/MMC presentations at Recorder/Clerk's City/Town when possible.

BOARD MEETINGS

OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION:

Before Meeting:

- A. Update/create Board Plaques and Name Badges and bring to meeting.
- B. Dress for Board of Directors picture.

During Meeting:

- A. Attend October Board Meeting, take minutes, and report on the following:
 - 1. Approval of Minutes.
 - 2. Attendance at the Annual Conference.
 - 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. **Board**

After Meeting:

- A. Prepare approved minutes for **President's** signature.
- B. Prepare and distribute October Board Meeting minutes.

JANUARY BOARD MEETING:

During Meeting:

- A. Attend January Board Meeting, take minutes, and report on the following:
 - 1. Approval of Minutes.
 - 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**

After Meeting:

- A. Prepare approved minutes for **President's** signature.
- B. Prepare and distribute January Board Meeting minutes.

MARCH BOARD MEETING:

During Meeting:

- A. Attend March Board Meeting, take minutes, and report on the following:
 - 1. Approval of Minutes.
 - 2. Attendance at Institute/Academy.
 - 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**

After Meeting:

- A. Prepare approved minutes for **President's** signature.
- B. Prepare and distribute March Board Meeting minutes.
- C. Prepare March Business Meeting minutes (held during Institute/Academy) and distribute to Board and meeting attendees.

JUNE BOARD MEETING:

During Meeting:

- A. Attend June Board Meeting, take minutes, and report on the following:
 - 1. Approval of Minutes.
 - 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**

After Meeting:

- A. Prepare approved minutes for **President's** signature.
- B. Prepare and distribute June Board Meeting minutes.

AUGUST BOARD MEETING:

During Meeting:

- A. Attend August Board Meeting, take minutes, and report on the following:
 - 1. Approval of Minutes.
 - 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**

After Meeting:

- A. Prepare approved minutes for **President's** signature.
- B. Prepare and distribute August Board Meeting minutes.
- C. Prepare gavel plaque for the incoming President for the swearing-in ceremony. (Includes name, "President", and year of service)

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

Before Meeting:

- A. Bring March Business Meeting Minutes (# to be determined).
- B. Prepare Certificates (membership, committee, region presidents, annual conference, and CMC/MMC certification).
- C. Prepare name tags (members, board, sponsors).

During Meeting:

- A. Attend September Board Meeting, take minutes, and report on the following:
 - 1. Approval of Minutes.
 - 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.
- B. Prepare approved minutes for **President's** signature.
- D. Prepare September Business Meeting minutes (held during Annual Conference) and distribute to Board.
- E. Update and order Board plaques and name badges.

CONFERENCES

UMCA ANNUAL CONFERENCE

Before Conference:

- A. Prepare Conference Items after receiving Master List from **Treasurer**.
 - 1. Member nametags. (ribbons for past presidents and first-time attendees)
 - 2. Board nametags with ribbons.
 - 3. Sponsor nametags with ribbons.
 - 4. CMC/MMC Certification certificates (list provided by **Communication Director**)
 - 5. Membership Certificates.
 - 6. Committee Certificates. (Education, Election, Legislative, Bylaws, Mentoring, Recorder of the Year)
 - 7. Region President Certificates.
 - 8. Class Attendance Rolls.
 - 9. Attendee names for door prize drawings. (large font)
- B. Make copies of March Business Meeting minutes for Conference packet/binders/bags. (# to be determined)
- C. Bring Computer and Printer.

During Conference:

Tuesday

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

Wednesday

- A. Help with CMC/MMC Applications before Conference starts.
- B. Help handout membership certificates at registration table.
- C. Help staff the registration desk.
- D. Assist **President** as needed.
- E. Help distribute door prizes.

Thursday:

- A. Help staff the registration desk.
- B. Assist **President** as needed.
- C. Help distribute door prizes.
- D. Attend Business Meeting. (see September Business Meeting responsibilities)

Friday:

- A. Prepare Conference certificates.
- B. Help staff the registration desk.
- C. Assist **President** as needed.
- D. Help distribute door prizes.
- E. Track winners of the free conference registrations.

After Conference:

- A. Prepare September Business Meeting minutes.
- B. Prepare attendance report. (needed for March Board Meeting)

IIMC ANNUAL CONFERENCE

Attend IIMC Annual Conference, if possible.

IIMC INSTITUTE/ACADEMY (BUSINESS MEETING - MARCH)

- A. Attend Institute/Academy.
- B. Attend March Business Meeting and take minutes. (see March Business Meeting responsibilities)
- C. Prepare attendance report.

BUSINESS MEETINGS

SEPTEMBER BUSINESS MEETING: (Held at the Annual Conference)

Before Meeting:

Make copies of March Business Meeting minutes. (# to be determined)

During Meeting:

- A. Attend September Business Meeting and take minutes.
- B. Present March Business Meeting minutes for approval.

After Meeting:

- A. Prepare September Business Meeting minutes.
- B. Prepare attendance report.

March BUSINESS MEETING: (Held at Institute/Academy)

Before Meeting:

- A. Make copies of September Business Meeting minutes. (# to be determined)
- B. Prepare Handbook Committee Certificates.

During Meeting:

- A. Attend March Business Meeting and take minutes.
- B. Present September Business Meeting minutes for approval.

After Business Meeting:

- A. Prepare March Business Meeting minutes.
- B. Prepare attendance report.