

## **UMCA TRAINING 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 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 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 and work closely with the Past President and shall have the primary responsibility over facilities for the Annual Conference and Institute focusing on the conference layout/training, sponsors, and hotels.

### **TO-DO LIST**

#### **GENERAL**

- A. Assist **President** with the Annual Conference.
- B. Attend the Annual Conference. (see Conference responsibilities below).
- C. Attend Institute/Academy. (see Institute/Academy responsibilities below)
- D. Attend UMCA Education Committee Meetings.
- E. Schedule Roving Training Classes.

- F. Attend Annual IIMC Conference, if possible.
- G. Attend CMC/MMC presentations at Recorder/Clerk's City/Town when possible.

## BOARD MEETINGS

### OCTOBER BOARD MEETING – STRATEGIC PLANNING SESSION:

#### **Before Meeting:**

- A. Prepare a review of the Annual Conference including what went well, what didn't, and area for improvement. (work with the **Education Director, Training Director, and Vice President**)
- B. Compile evaluation report from the Annual Conference evaluation forms. Mail a copy of the Annual Conference evaluation report (speaker specific) to each speaker.
- 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. Roving Training Classes. (topics, locations, etc.)
  - 2. Annual Conference Report.
    - a. Review Annual Conference including the good, the bad, and the ugly. (see Conference responsibilities below) **Vice President, Education Director, and Training Director**
    - b. Review the Annual Conference evaluation report.
  - 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.

### JANUARY BOARD MEETING:

#### **Before Meeting:**

- A. Attend UMCA Education Committee Meeting (organized by **Education Director**), if needed.
- B. Organize Roving Training Classes with the assistance of the **Vice President** and **Education Director**. 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. Roving Training Classes. (topics, locations, etc.)
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:**

Create/distribute Roving Training Class registration forms to members and the **Web Master** including topic, speaker, date, time, place, and cost.

**MARCH BOARD MEETING:**

**During Meeting:**

- A. Attend March Board Meeting and report on the following:
  1. Education Report.
    - a. Roving Training Classes. (topics, locations, etc.)
  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:**

- A. Attend UMCA Education Committee Meeting (organized by **Education Director**) to determine the Annual Conference classes, speakers, and agenda.
- B. Organize Roving Training Classes with the assistance of the **Vice President** and **Education Director**. Determine topics, speakers, and costs associated with classes.

**During Meeting:**

- A. Attend June Board Meeting and report on the following:
  1. Education Report.
    - a. Roving Training Classes. (topics, locations, etc.)
  2. Annual Conference Update.
    - a. 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**

**During Meeting:**

- A. Attend August Board Meeting and report on the following:
  1. Education Report.
    - a. Roving Training Classes. (topics, locations, etc.)
  2. Annual Conference Update. (see Conference responsibilities below)
    - a. Review the Annual Conference To-Do Lists. **Board**

- b. Review Items for September Business Meeting Agenda. **Board**
- c. 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**

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

**Before Meeting:**

- A. Items for the Annual Conference packets/binders/bags.
  - 1. Prepare/bring copies of color coded Speaker Conference Evaluation forms and overall Conference Evaluation form. (# to be determined)
  - 2. Prepare/bring copies of KTAP forms. (# to be determined)
  - 3. Purchase binders, pens, and paper and prepare insert for binder cover. (# to be determined)

**During Meeting:**

- A. Attend September Board Meeting and report on the following:
  - 1. Education Report.
    - a. Roving Training Classes. (topics, locations, etc.)
  - 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 August Board Meeting. (Identify clothing to wear) **Board**

**After Meeting:**

Help assemble the Annual Conference packets/binders/bags. **Board**

## CONFERENCES

**UMCA ANNUAL CONFERENCE**

**Before Conference:**

- A. Speakers and needs at the Annual Conference.
  - 1. Prepare color coded Speaker Evaluation Forms.
  - 2. Compile evaluation report for speakers.
- B. Prepare KTAP forms for attendees.
- C. Purchase binders(or something to put documents in), pens, and paper and prepare insert for binder covers including Conference information and sponsors logo(s).

**D. During Conference:**

**Tuesday**

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

**Wednesday**

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

**Thursday:**

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

**After Conference:**

- A. Assist **Communication Director** inviting people who attended the conference to write articles about some of the Conference sessions for the upcoming newsletter.
- B. Compile/tally the Annual Conference evaluation forms into a report. Edit as needed (comments like "He is hot"). Mail each speaker a copy of their specific evaluation results. Send a copy of the report to the Board of Directors.

**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.

## **BUSINESS MEETINGS**

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

- A. Attend September Business Meeting and report on the following:
  - 1. Education Report.

- a. Roving Training Classes with the assistance of the **Vice President** and **Education Director**. Determine topics, speakers, and costs associated with classes.
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. Roving Training Classes. (topics, locations, etc.)