

UMCA VICE PRESIDENT

POSITION DESCRIPTION AND TO-DO LIST

POSITION DESCRIPTION

The Vice President shall (*from Bylaws*):

- A. Perform the duties of the **President** in his/her absence.
- B. Have primary responsibility for the educational area of the Association and assist in the planning of the Annual Conference and Institute/Academy, working closely with the **Education Director, Training Director, and Institute/Academy Director(s)** to ensure proper certification opportunities exist for members.
- C. Responsible for the development and on-going maintenance of the Utah Municipal Clerk's Handbook.
- D. Attend the IIMC
- E. Serve as Chair of the UMCA Legislative Committee.

Annual Conference.

- F. Work with and coordinate the efforts of the **Education Director and Training Director** mentoring, promoting certification, maintaining a list of speakers, and any other programs deemed appropriate to improve the quality of education for the members of the Association.
- G. 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.

TO-DO LIST

GENERAL

- A. Attend the following meetings:
 - 1. Utah League of Cities and Towns (ULCT) Board Meetings and Business Meetings on a rotating schedule with Past President and Vice President and take minutes along with a recording of the meeting.
 - 2. IIMC Annual Conference. (attend colloquium/report at Education Committee session)
 - 3. Annual IIMC Region VIII Conference (may attend).
- B. Attend the Annual Conference (see Conference responsibilities below)
- C. Oversee UMCA Education Committee and attend meetings.
Chaired/organized by **Education Director**.
- D. Organize and Chair (may appoint a Chair) the UMCA Bylaws Committee.
Ensure that the Association Bylaws on the website are current if changed.
- E. Organize and Chair (may appoint a Chair) the UMCA Handbook Committee.

- F. Organize and Chair (may appoint a Chair) the UMCA Legislative Committee and inform general membership of legislative changes.
- G. Attend Institute/Academy. (see Institute/Academy responsibilities below)
- H. Oversee the Roving Training Classes. Organized by **Training Director**.
- I. Attend CMC/MMC presentations at Recorder/Clerk's City/Town when possible.
- J. Oversee/assist **Education Director** as needed.
- K. Oversee/assist **Training Director** as needed.
- L. Coordinate the Keynote Speaker for the annual conference with the Education and Training Director and bring to the board for approval.

BOARD MEETINGS

OCTOBER BOARD MEETING - STRATEGIC PLANNING SESSION:

Before Meeting:

- A. Prepare a review of the Annual Conference including the good, the bad, and the ugly. (work with the **Education Director** and **Training Director**)
- B. Review responsibilities of the **Education Director**.
- C. Review responsibilities of the **Training Director**.
- E. Organize/Work with **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**

- F. Dress for Board of Directors picture.

During Meeting:

- A. Attend October Board Meeting and report on the following:
 - 1. Annual Conference Report.
 - a. Review Annual Conference including what went well, what didn't and areas for improvement. (see Conference responsibilities below) **Vice President, Education Director, and Training Director**
 - 2. Report on IIMC Annual Conference.
 - a. Education Committee Session.
 - 3. Review/Update Bylaws.
 - 4. Review items for March Business Meeting. (see March Business Meeting responsibilities below) **Board**
 - 5. Review/Update Position Descriptions/To-Do Lists. **Board**
 - 6. Other Business. (i.e. handbook updates, appointment of committee members). **Board**
 - 7. Adjourn. **Board**
- B. Board Pictures.

After Meeting:

- A. Attend UMCA Education Committee Meeting (organized by **Education Director**) if needed.

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

JANUARY BOARD MEETING:

Before Meeting:

- A. Review responsibilities of the **Education Director**.
- B. Review responsibilities of the **Training Director**.

During Meeting:

- A. Attend January Board Meeting and report on the following:
 - 1. Update on Institute/Academy.
 - a. Gift for the Institute/Academy Director(s) and others.
 - 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. Attend UMCA Education Committee Meeting (organized by **Education Director**), if needed.

MARCH BOARD MEETING:

Before Meeting:

- A. Review responsibilities of the **Education Director**.
- B. Review responsibilities of the **Training Director**.

During Meeting:

- A. Attend March Board Meeting and report on the following:
 - 1. Gift for Institute/Academy Director(s).
 - 2. Review/Update Bylaws.
 - 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. Attend UMCA Education Committee Meeting (organized by **Education Director**), to determine the Annual Conference classes, speakers, and agenda.

JUNE BOARD MEETING:

Before Meeting:

- A. Prepare a rough draft of the Annual Conference Registration Packet. (see Conference responsibilities below)
- B. Review responsibilities of the **Education Director**.
- C. Review responsibilities of the **Training Director**.

During Meeting:

- A. Attend June Board Meeting and report on the following:

1. Annual Conference Update.
 - a. Evaluate costs and set registration fee. **Board**
 - b. Registration Packet. (see Conference responsibilities below)
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 any articles for the July newsletter regarding the Annual Conference.
- B. Attend UMCA Education Committee Meeting (organized by **Education Director**), to determine the Annual Conference classes, speakers, and agenda.

AUGUST BOARD MEETING:

Before Meeting:

- A. Prepare final Annual Conference Registration Packet. (see Conference responsibilities below)
- B. Review responsibilities of the **Education Director**.
- C. Review responsibilities of the **Training Director**.

During Meeting:

- A. Attend August Board Meeting and report on the following:
 1. Annual Conference Update.
 - a. Review the Annual Conference To-Do Lists. **Board**
 - b. Review Annual Conference Registration Packet.
 - c. Review Items for September Business Meeting Agenda. (see Business Meeting responsibilities below) **Board**
 - d. Review Items for Conference packets/binders/bags. **Board**
 2. Review items/copies needed for the Annual Conference (determine number needed). **Board**
 3. Review/Update Position Descriptions/To-Do Lists. **Board**
 4. Other Business (i.e. handbook updates, appointment of committee members). **Board**
 6. Board Member Concerns and General Information. **Board**

After Meeting:

- A. Make corrections to the Annual Conference Registration Packet.
- B. Send the final Annual Conference Registration Packet to all Clerks/Recorders in the State of Utah Via the UMCA **Communications Director**.
- C. Attend UMCA Education Committee Meeting (organized by **Education Director**) if needed.
- D. Confirm number of speakers and purchase gifts as needed.

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

Before Meeting:

- A. Review responsibilities of the **Education Director**.
- B. Review responsibilities of the **Training Director**.
- C. Prepare President's Goals for the coming year as Incoming President

During Meeting:

- A. Attend September Board Meeting and report on the following:
 - 1. Review the Annual Conference To-Do Lists. **Board**
 - 2. 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**

After Annual Conference (as new President):

- A. Prepare Board Member Assignments.
- B. Work with new **Vice President** and **Past President** to ensure a smooth transition.

CONFERENCES

UMCA ANNUAL CONFERENCE

Before Conference:

- A. Attend UMCA Education Committee Meeting (organized by **Education Director**) to determine the Annual Conference classes, speakers, and agenda.
- B. Oversee speakers and needs at the Annual Conference. (see conference responsibilities below)
- C. Oversee the Annual Conference Agenda. (Draft needed for June Board Meeting and Final needed for August Board Meeting) **Education Director**
- D. Prepare/Compile/Distribute Annual Conference Packet including Communications Director. (Final approval at August Board Meeting)
 - 1. Letter from President. **President**
 - 2. Agenda. **Education Director**
 - 3. Registration Form. **Vice President**
 - 4. Board of Directors Information. (Title, Name, City, Telephone) **President**
 - 5. Request for Silent Auction Items. **Membership Director**
 - 6. Request for Door Prizes. **Communication Director**
 - 7. Article for Board Positions. **Vice President**
 - 8. Declaration of Candidacy form. **Vice President**
 - 9. Scholarship Application and Information. **Treasurer**
 - 10. Information on Activity, Banquet, and Banquet Entertainment. **Facilities Director**
 - 11. Article on a Special Speaker, if any. **Education Director**
 - 12. Hotel and Room Information. **Facilities Director**
 - 13. Map of Conference location. **Facilities Director**
- E. Make/bring copies of Conference Agenda. (# to be determined)
- F. Send final Annual Conference Agenda to the **Secretary** to prepare name badges.

- G. Assign Board Members to be session hosts (control heat/air conditioning, distribute information from the speakers, and get any last minute items the speakers may need) (August Board Meeting) Education & Facilities Directors
- H. Review responsibilities of the **Education Director**.
- I. Review responsibilities of the **Training Director**.
- J. Select and purchase gift for speakers.

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. Conduct update on Institute/Academy Session.
 - 1. Introduce UMCA Education Committee Members.
 - 2. Introduce Institute/Academy Director(s).
- C. Before each session.
 - 1. Verify speaker has arrived for session.
 - 2. Verify speaker convener is in attendance.
- D. Help distribute door prizes.

Thursday:

- A. Before each session.
 - 1. Verify speaker has arrived for session.
 - 2. Verify speaker convener is in attendance.
- B. Attend Business Meeting and report. (see September Business Meeting responsibilities below)
- C. Help distribute door prizes.

Friday:

- A. Before each session.
 - 1. Verify speaker has arrived for session.
 - 2. Verify speaker convener is in attendance.
- B. Help distribute door prizes.
- C. 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.

IIMC ANNUAL CONFERENCE

- A. Attend Annual IIMC Conference.
 - 1. Attend colloquium/report at Education Committee session.
 - 2. Attend President's Meeting with **President**.

IIMC INSTITUTE/ACADEMY (BUSINESS MEETING - MARCH)

- A. Attend Institute/Academy.

- B. Oversee and work closely with the Institute/Academy Director(s) and **Education Director**.
- C. Attend Business Meeting. (see March Business Meeting responsibilities below)
- D. Assist **Communication Director** inviting people who attended Institute/Academy to write articles about some of the sessions for the upcoming newsletter.

BUSINESS MEETINGS

SEPTEMBER BUSINESS MEETING: (Held at the Annual Conference)

Before Meeting:

- A. Review responsibilities of the **Education Director**.
- B. Review responsibilities of the **Training Director**.

During Meeting:

- A. Attend September Business Meeting and report on the following:
 - 1. Review/Update Bylaws.
 - 2. Special Committee Members Recognition. **Board Members**

After Meeting:

- A. Prepare binder for each member of the Board of Directors. **as new President move to October**
 - 1. Meeting Schedule for coming year.
 - 2. Board Members.
 - 3. Vision Statement, UMCA Mission Statement, and Code of Ethics.
 - 4. Constitution and By-laws.
 - 5. Position Descriptions/To-Do Lists.
 - 6. Membership List including CMC and MMC.
 - 7. Agenda and Minutes.
 - 8. Forms.
 - 9. Miscellaneous.

MARCH BUSINESS MEETING: (Held at Institute/Academy)

Before Meeting:

- A. Review responsibilities of the **Education Director**.
- B. Review responsibilities of the **Training Director**.

During Meeting:

- A. Attend March Business Meeting.

ROVING TRAINING CLASSES

- A. Oversee Roving Training Classes.
- B. Review responsibilities of the **Training Director**.