

## 2024 UMANT Officer and Committee Responsibilities

2024 UMANT Officers		
<b>President</b>	Jared DeVries	The President presides over organization meetings, coordinates the activities of the organization, serves as the chief representative of UMANT, and presents the plan of activities to the membership.
<b>Vice President</b>	Elizabeth Johnson	The Vice President serves as Acting President when required, assists the President in developing special programs to further the purposes of the organization, and publishing the budget to the website following adoption. The Vice President also serves as chair of the William J. Pitstick Scholarship Review Committee.
<b>Treasurer</b>	Aya Kouaho	<p>The Treasurer monitors the financial transactions of the organization, develops and maintains the UMANT budget, distributes financial reports to the membership, and ensures all tax reports are filed in an accurate and timely manner.</p> <ul style="list-style-type: none"> <li>• Maintain pre and post event worksheets</li> <li>• Provide monthly financial report to Executive Committee</li> </ul>
<b>Secretary</b>	Maya Williams	The Secretary maintains all UMANT records and official correspondence, keeps the minutes of all Executive Committee meetings, and serves as the UMANT Historian and Parliamentarian and records manager.
<b>*Immediate Past President</b>	Imelda Speck	The Immediate Past President assists with continuity between outgoing and incoming Officers. Provides support for organizational programming and events.

\*Creation of office pending vote on by-law amendment

## 2024 UMANT Committee Responsibilities and Goals

Committee	Responsibilities	2024 Goals
<b>Communications</b>  Chair: Milenka Lopez  Members: Denise Lewis	<p>The Communications Committee articulates the value of UMANT both internally and externally. This committee markets UMANT to prospective members, markets all UMANT events, and ensures that our messaging is consistent, clear, timely, on-point, and reaches our intended audience.</p> <p>Provide monthly status report to <b>Jared DeVries</b></p>	<ul style="list-style-type: none"> <li>• Explore possibility of partnership with Tripepi Smith.</li> <li>• Create quarterly newsletter promoting upcoming events and recapping previous events with assistance from applicable committees.</li> <li>• Increase engagement on our website and social media pages.</li> <li>• Maintain and ensure up-to-date website and social media pages.</li> </ul>
<b>Membership &amp; Partnerships</b>  Chair: Haley Alsabrook  Members: Valencia Garcia, Charlie Dankert	<p>The Memberships &amp; Partnerships Committee is focused exclusively on UMANT's memberships and partnerships. <i>Partners with Special Events to assist in sponsorship responsibilities.</i></p> <ul style="list-style-type: none"> <li>• Growing UMANT membership</li> <li>• Communicating value to membership</li> <li>• Cultivating outreach to area universities</li> <li>• Building relationships with municipalities</li> </ul> <p>Provide monthly status report to <b>Jared DeVries</b></p>	<ul style="list-style-type: none"> <li>• Develop and implement "new member" welcome outreach and invitation to upcoming events.</li> <li>• Develop strategies to cultivate relationships/members from cities who have not traditionally been involved with UMANT. Outreach to other professional development organizations, inviting them to attend our events and promote theirs with <b>Communications</b>.</li> <li>• Draft and submit Monthly Member highlights for <b>Communications</b>.</li> </ul>
<b>Special Events</b>  Co-Chairs: Winema Martinez, Ismail Ahmed  Members: Grace Currie, Nick Domovich, Brittani Schultz	<p>The Special Events Committee plans, develops, and executes UMANT's two marquee events: Wine and Dine and the One-Day Conference. These events are both fundraisers for the William J. Pitstick Memorial Scholarship. <i>Partners with M&amp;P with sponsorship responsibilities.</i></p> <p>Provide monthly status report to <b>Elizabeth Johnson</b></p>	<ul style="list-style-type: none"> <li>• Plan and execute the Wine and Dine and the One Day Conference.</li> <li>• Reviews Wine and Dine and One Day Conference location, format, and attendees to ensure highest engagement.</li> </ul>
<b>Networking &amp; Mentorship</b>  Chair: Caleb Casteel  Members: Dipal Chaudhary, Enrique Alvarez, Colin Ashby, Stephen Cottingham	<p>The Networking &amp; Mentorship Committee drives UMANT's efforts to cultivate professional relationships and peer-to-peer support. Whether formal, informal, online, in-person, planned, or spur of the moment, this committee creates occasions for members to network and connect. This Committee is also responsible for the UMANT Mentorship Program.</p> <p>Provide monthly status report to <b>Aya Kouaho</b></p>	<ul style="list-style-type: none"> <li>• Plan and execute Exec Connect event.</li> <li>• Follow up with Mentees/Mentors regarding Mentorship program.</li> <li>• Coordinate outreach to University MPA orientations.</li> <li>• Plan "Kick-Off event", and Happy Hours for networking and connections.</li> </ul>
<b>Professional Development</b>  Chair: Misty Nelson  Members: Andrew Cheramie, Channler Hill, Ayoub Kaondogoro, Guadalupe Orozco	<p>The Professional Development Committee builds the professional skillset of the membership. The Committee organizes opportunities for learning, training and development.</p> <p>Provide monthly status report to <b>Maya Williams</b></p>	<ul style="list-style-type: none"> <li>• Plan and execute at least 3 Professional Development events, which are content-focused (ex. Planning, budgeting, HR etc.)</li> <li>• Plan and execute a Trends and Tours event, highlighting a new or significant municipal development.</li> </ul>