TENNESSEE CHAPTER

MPI

MEETING PROFESSIONALS INTERNATIONAL

SUCCESSION MANUAL
FOR CHAPTER LEADERS
2014-2015

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Meeting Professionals International

Vision
Build a rich global meeting industry community

Mission
Make our members successful by building human connections to:

Knowledge/Ideas
Relationships
Marketplaces

Strategic Imperatives
The Vision is activated by four strategies:

EVOLVE to a global community
RE-IMAGINE our business relationship with chapters
ELEVATE the member conversation and experience
BUILD a great organization

The Legacy of Your Leadership

Leadership is understanding people and involving them to help you do a job. That takes all of the good characteristics, like integrity, dedication of purpose, selflessness, knowledge, skill, implacability, as well as determination not to accept failure.

Admiral Arleigh A. Burke

Where do we find good leaders for our chapter? Should we cross our fingers and hope that the slate which our nominations committee has put forward will be the best for the future? Should we assume that those whom we have voted to move up in board and committee leadership positions are prepared with the necessary skills to be strong leaders and effective managers?

The purpose of this manual is to provide you with tools and processes to support accountability within the leadership structure. By creating a structured timeline of "turnover" or transition meetings with incoming leaders you will not only be serving as a teacher, trainer, mentor and coach; you will also have the opportunity to continue to develop your leadership skills. The goal being that by implementing effective transition processes, our chapter will have the opportunity to create a strong foundation upon which to build a lasting succession plan.

This manual reflects our chapter's unique composition and includes transition documents based on MPI:TN's specific board and committee positions. It ties business objectives with actions that are supported through executive, director and committee initiatives.

While Chapter Structure job descriptions are referenced within our executive committee composition, we encourage you to make this manual your own by including other chapter-specific information, processes and guidelines to create the most effective transition process possible for your leadership.

An empowered organization is one in which individuals have the knowledge, skill, desire and opportunity to personally succeed in a way that leads to collective organizational success.

Stephen R. Covey, Principle-centered Leadership

MPI Tennessee Board of Directors – 2013-2014

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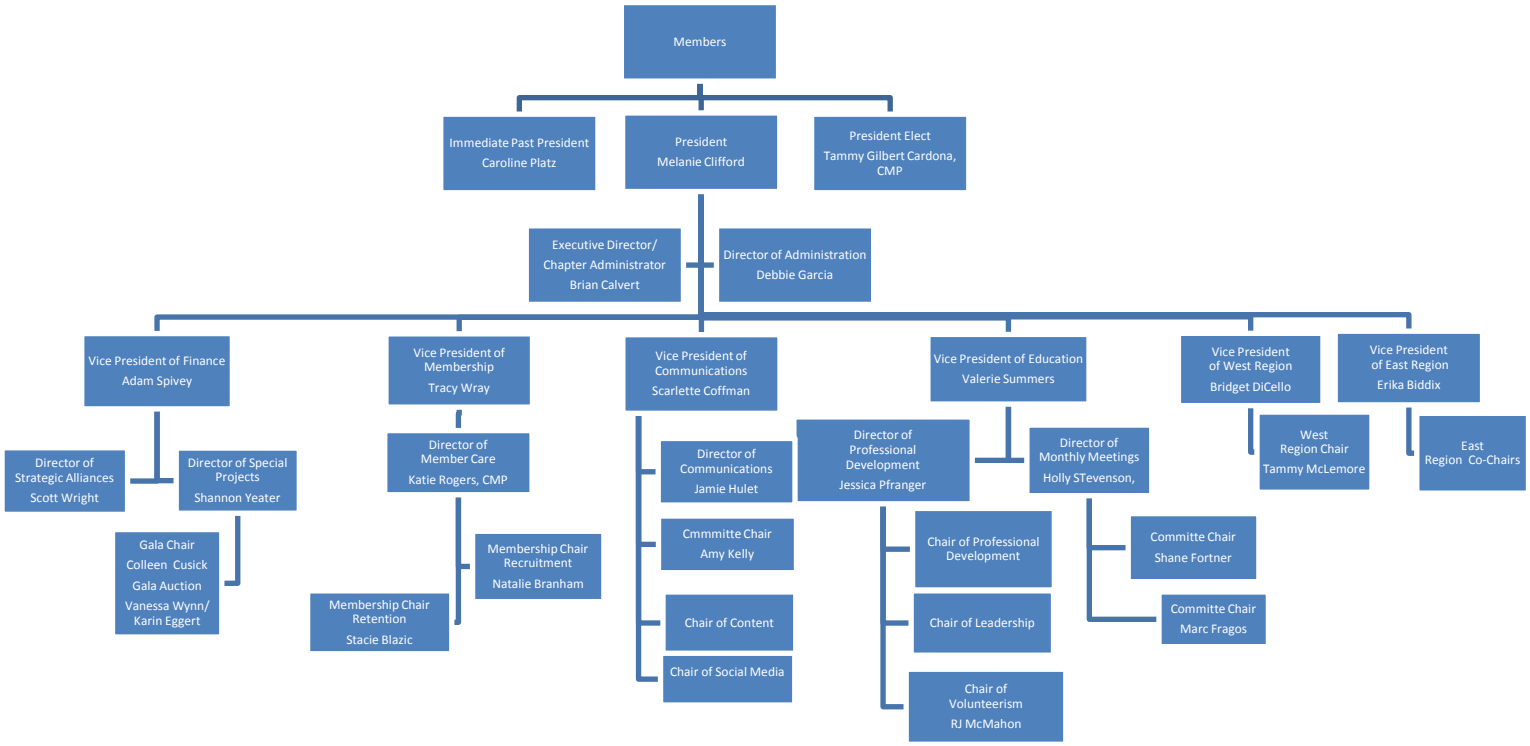
Chapter Board Structure

Effective with the installation of chapter boards for the 2013-14 fiscal year, the following positions constitute the minimum requirement for chapter board structure:

President
President-Elect
Immediate Past President
VP Communications
VP Education
VP Finance
VP Membership

Any additional board (and committee) positions will be at the full discretion of the chapter.



Succession Planning

2014/2015 Board of Directors Recruitment Timeline

October

- Immediate Past President selects Nominating Committee and gets BOD approval.

October

- Nominating Committee begins preparation for the elections or slate selection process.

  Nominating Committee to review:
  - The By-laws affecting this committee and its tasks
  - Documents utilized in previous years for this process
- 1 - Vice Presidents and Directors begin identifying potential leaders who may have an interest in future Board service or other leadership roles.
- 20 – Immediate Past President (Nominations Chair) Write an article for the newsletter about what it takes to become a board member or an officer.
- 31 - Publish the names of the Nominating Committee in the November Newsletter.

November

- 20 – Immediate Past President to disseminate the Board Interest Form, Board Nominee Application, Leadership Commitment Form, Self Assessment Form and Job Description to current board members.
- 20 - Allow board of directors at the nomination committee's request to speak at monthly meeting expressing the importance of becoming a leader.
- 20 – Communications Committee to email the Board Interest form to all Members. Due date: Dec 13
- 20 – Host Elite Fleet expressing the importance of becoming a leader (if event is taking place).

December

- 20 – Call for nominations closes – all Board Interest forms due to the Immediate Past President. Immediate Past President confirms all nominations by December 8 with a personalized letter. Email candidate the Board Interest Form, Board Nominee Application, Leadership Commitment Form and Self Assessment Form. Indicate what position each has been nominated for and insert a full position job description and a note of encouragement from the President-elect.

January

- 17 – Application deadline - returned to Immediate Past President. All nominee names are forwarded to the Director of Leadership & Professional Development to check membership status.
- 31 - Membership status of all applicants reviewed by the Director of Leadership & Professional Development and presented to the Immediate Past President.

February

- 10 - Immediate Past President compiles all forms and submits to the Nominating Committee for review.

February

- 19 – Nominating Committee meets to develop a slate for the Board of Directors and submits to Executive Committee for review.

March

- 1 - Committee submits slate to membership for vote. Voting deadline: March 25.
- 30 – Immediate Past President submits Board slate due to MPI Headquarters.

Nominating Officers/Slate Process

The Immediate Past President will serve as Chair of the Nominations Committee and shall appoint a committee of Chapter members (after receiving board approval of the slate of committee members)to assist in the slating of officers and directors to sit on the incoming Board of Directors for the Chapter. The Committee will operate according to the Bylaws and Policies.

Committee duties include:

- Establish and publish a nomination and election timeline that gives specific dates related to the activities noted below
- Solicit nominees from within the Membership
- Criteria includes the skills and talents each would bring to the Board, involvement with the Chapter, recognition of the time commitment involved in a leadership role and the necessity of the nominee's employer's support

Nominating Committee members will represent all facets of the membership equally, be a member in good standing and someone who is familiar and active with Chapter activities.

The President Elect is an Ex-Officio Member of the committee (they are part of the committee but don't have a vote). Voting members of the committee should be a good mix of planners and suppliers. Always have an odd number of members. The remaining members are comprised of the following: *Member of Past Leadership, Member of Present Board, Member of Present Chairpersons, Member at large (not involved in present leadership), Member at large (or someone leaving the present leadership).*

Terms of office for Officers (President, President-elect, Immediate Past President, VP Finance, required for all chapters) are 1 -year terms. Officers may be elected only once to the position unless authorized by MPI or appointed by the Chapter Board of Directors or chapter nominating committee.

Terms of office for Directors are 2-year terms. Directors may be re-elected for (1) additional term and after (2) successive terms and are not eligible for another term until at least (1) year has elapsed. A Director's term in office is measured by years of service, not the position they held.

Guidelines

a. All discussion in the nominations and elections process is strictly confidential. Committee members are not to relay any information of the proceedings to anyone outside the committee.
b. Once a slate is chosen, the entire committee will support the decision.
c. The chair (immediate past president) will be the person to notify all the candidates of the outcome before the slate is made public.
d. If a leadership position opens, which was not listed on the slate (i.e., a board member resigns) during the committee's year of service, as noted in Article VIII, Section 5 of minimum chapter by-laws, "vacancies in any elective position are to be filled for the balance of the term by a majority vote of the Board of Directors."
e. Each committee may decide upon the procedure that works for them in order to come to a decision. A suggested method would be to discuss and fill the posts from the top down, i.e. from the President Elect, then the Executive Committee positions, and then to the open board positions. For each position, at the end of discussion, a secret vote is taken among the committee members. Should someone on the nominating committee be nominated for a Board Position, this person should remove themselves from the committee and be replaced by the chair with the approval of the Board of Directors.
   At times, a chapter leader who has been slated may resign before they take office. In this case, the nominations and elections committee may suggest another leader to fill the term, which is submitted to the Board. The Board would then vote to accept this person with two-thirds majority vote.

Should a position be **contested**, such that an individual wants to place his/her or another name for nomination in a position already slated by the nominating committee, we recommend handling such similarly to International procedure. MPI International Nominations allow that only an individual nominated for a specific position can contest. For example, if Mr./Ms. XYZ was nominated though not slated by the nominating committee, he/she would be eligible to be placed on the ballot. If Mr./Ms. XYZ was not originally nominated he/she would be ineligible to be placed on the ballot.

The single biggest problem in communication is the illusion that it has taken place.
George Bernard Shaw

Communicating Leadership Expectations

The following guidelines will help you begin the transition process. As you review the scope of responsibilities noted in the transition document with the incoming leader, the questions listed can serve as an assessment tool to determine what knowledge may be lacking or particular leadership and/or management skills that will need further development. These questions can also be used as a focal point for discussion within the nominations committee.

Leadership or "Coaching" Roles

- Guide
- Teacher
- Motivator
- Mentor

Coach as a Guide:

Does the person you are coaching…

- Have a clear understanding of his or her role in the organization?
- Understand what the chapter is trying to accomplish and how their skills and abilities can contribute?
- Have clearly defined tasks and/or responsibilities?
- Articulate the specific tasks and responsibilities that compose his or her role?
- Identify with the achievable, interim steps that when accomplished in sequence will result in successful completion of tasks?

Coach as a Teacher:

Does the person you are coaching…

- Possess the skills to accomplish/fulfill the task/responsibility?
- Have the ability to acquire the needed skills?
- Possess the knowledge necessary to accomplish/fulfill the task/responsibility?
- Know what he or she doesn't know?

Coach as Motivator:

Does the person you are coaching…

- Have a high level of commitment to the task/responsibility?
- Feel a sense of ownership for the completion of the task?
- Have an awareness of positive consequences that will result from success and negative consequences that will result from failure?
- Understand the consequences directly tied to his or her contributions?
- Have a firm belief that he or she can accomplish/handle the task/responsibility?
- Under-confident or over-confident?
- Find the task/responsibility interesting and/or enjoyable?
- Find meaning in his or her role and even have fun with it?
- Have a natural inclination or aversion to the task/responsibility?
- Find the role fits his or her personality? Did the person choose his or her role or did circumstances place him or her there?

Coach as a Mentor:

Does the person you are coaching…

- Have a well-defined career path?
- Know what kind of position he or she would like to have in the future? How does the person's current position advance him or her toward their future leadership goals?

The Sandwich Technique

You have probably found that giving and at times, receiving positive feedback and constructive guidance is critical to professional performance and success. It is understandable and human nature to only want to hear the good things regarding your actions. However, when something must be changed, corrected, improved, strengthened or updated, words of correction, advice and guidance must be provided in order to improve and produce better results.

The key thing to remember about giving effective feedback is that it must be provided in such a way as to promote respect, understanding and action. Therefore, when you find yourself in the position of using your words to influence a change in others, rely upon "the sandwich technique" to help you provide positive feedback and constructive guidance.

The sandwich technique is a simple method for helping you to construct your words in the format of positive compliment, constructive correction and positive compliment. In essence, the format for the sandwich technique allows you to share your corrections amongst your compliments.

Using the format above, imagine your positive feedback and constructive guidance being verbally delivered in the same way in which you make a sandwich. First, you will pull out two slices of bread. These two slices represent the positive compliments you will share with your committee, team or fellow board members - **twice**.

Next, you will fill your two slices of bread (or two compliments) with the constructive correction. Peanut butter and jelly or smoked turkey, lettuce, mayo and tomatoes are options for filling your literal sandwich. Conversely, when it comes to filling the verbal sandwich, the corrections that will promote improvement is what goes on the inside.

When using the sandwich technique to verbally give effective feedback, this is how the format will flow:

Slice of Bread #1: Positive Compliment

Start your conversation with a fact, observation or action that the person has done that has produced a good and positive result. Use a welcoming tone of voice (polite and non-judgmental). Use open body language (arms at side along with gestures with an open hand; avoid folding arms across chest, standing with hands behind your back or pointing your fingers).

EXAMPLE: "Debbie, I have observed during your time working with your committee you have been able to demonstrate a heightened level of professionalism and respect that represents you and our organization well. Even when there were challenges, you managed to keep your cool, tact and professionalism - which have been extremely impressive to me."

Filling in the Middle: Constructive Correction

Provide specific instances, examples, situations or actions that must be changed, improved, strengthened, corrected or updated. Be mindful to only provide a few. Listing no more than 3 constructive corrections will provide enough "filling" for the sandwich without overwhelming and disrespecting your committee, team or fellow board members. Watch the tone of voice and body language you use. Make sure your tone remains welcoming, yet constructive and your body language open, not closed off.

EXAMPLE: "However, a few moments ago, I observed a situation that was out of character for you that could lead to unwanted consequences. I noticed the tone of voice you used with the committee member was condescending and the occasional rolling of your eyes was rude. Although I could tell that the committee member was more over the top than any team member you've dealt with thus far and that your patience appeared to be at its limit, I want you to know that our goal is never to be condescending and rude to any committee member - no matter what. I recommend that if you find yourself facing another situation similar to this in the future that you try one of two things: either excuse yourself so that you can go into a private space in order to calm down and re-focus or excuse yourself to get a board member that can handle the intricacies of such an irate team member."

Slice of Bread #2: Positive Compliment

Conclude your conversation with a reiteration of the fact, observation or action that the person has done that has produced good and positive results. Continue your welcoming tone and open body language.

EXAMPLE: "As I said earlier, I know this was a different type of situation than you've ever dealt with before so I sincerely understand why your behavior was different this time. Since there is the risk of unwanted consequences, I wanted to make sure you had two tools to use that can work to your advantage. Excusing yourself away from the committee member will give you a chance to calm down and re-focus or even to get another board member to take over instead. Most importantly, removing yourself from the situation can help you to continue your great qualities of professionalism and respect - qualities that represent you well."

The next time you find yourself in the position of giving positive feedback and constructive guidance, try the sandwich technique. It is a simple, yet powerful method for giving effective feedback. It will allow you to share details with your committee, team or fellow board members that promote understanding, appreciation and improvement while producing better and more positive results. Most importantly, it will help your committee, team or fellow board members better digest what they do well, what must be improved and how to be better for next time.

MPI Board Positions & Responsibilities

Executive Committee - President

Leadership Expectations

Management	Leadership Skills
• Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Create goals and objectives for the board and committees • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development • Mediate discussions and create consensus within the board • Communicate with members regarding all international initiatives and objectives • Target future leaders within existing board, committees and membership • Transition with President-Elect • Mentor the President-Elect	• Visionary • Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial Responsibility • Motivational • Conflict Resolution • Empowerment • Effective Communication • Execution • Innovation

Job Descriptions

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Diplomacy, Resourceful, Visionary, Delegator, Leadership organization, Communicator (written and oral)

Qualifications:

- Member in good standing with previous service as President-Elect
- Knowledge of the activities/affairs of the Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Previous service (when possible) two (2) of the following positions: Vice President of Membership, Vice President of Finance or Vice President of Education

Specific Responsibilities:

- Directly responsible for communicating with and supervising the Chapter officers and Directors to ensure that all assignments are completed according to the strategic plan, the chapter is financially sound and membership is advised of all progress
- Serve as Chair of all meetings of both the Executive Committee and Board of Directors, serve as a member of the Budget and Finance Committee
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board
- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
- Support and defend policies and programs adopted by the Board of Directors
- Serve as an ex-officio member on all committees except the Nominating Committee
- Vote on issues brought before the Board of Directors only in the event of a tie

- Act as official spokesperson of the Chapter
- Conduct annual Board Orientation and mid-year Board Retreat
- Submit budget needs for the following fiscal year
- Oversee performance of Chapter Administrator, including monthly meetings and a yearly performance review
- Serve as liaison between the Chapter and MPI headquarters
- Serve as a member of the Past Leaders Council or appoint a designee
- Perform any other duties as assigned by the Board of Directors

Reports to: Members

Commitment:

- Regular attendance at monthly meetings, Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Past Leaders Council meetings
- Attendance at Chapter Business Summit

Executive Committee - President-Elect

Leadership Expectations

Management	***Leadership Skills***
• Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development • Mentor the leadership development processes to support succession planning • Target and mentor future leaders • Transition with incoming President-Elect • Schedule one on ones with Vice Presidents to discuss future vision	• Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial Responsibility • Motivational • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Diplomacy, Resourceful, Visionary, Delegator, Leadership organization, Communicator (written and oral).

Qualifications:

- Member in good standing
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Previous service (when possible) two (2) of the following positions: Vice President of Membership, Vice President of Finance or Vice President of Education.

Specific Responsibilities:

- Serve as direct support to the Chapter President
- In the absence of the President, perform the duties of the President with the powers of and subject to all the restrictions upon the President
- Serve as voting member of Board of Directors, Executive Committee and Budget and Finance Committee
- Serve as ex-officio member of the Nominating and Gala Committee
- Ensure the Chapter adheres to minimum Chapter standards as prescribed by MPI
- Develop and implement a leadership succession/mentoring program
- Cultivate volunteer opportunities and encourage participation
    - Work with committees to expand volunteer long-term involvement with Chapter
- Act as coach, advisor and counselor to Board members and committees
- Attend monthly Board meetings, Chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board
- Support and defend policies and programs adopted by the Board of Directors

- Conduct transition meeting with successor
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Perform any other duties as assigned by the President and/or the Board of Directors

Reports to: President

Commitment:

- Regular attendance at monthly meetings, official Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Past Leaders Council meetings
- Attendance at Chapter Business Summit

Executive Committee - Immediate Past President

Leadership Expectations

Management	Leadership Skills
• Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Create goals and objectives for the board and committees • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development Mediate discussions and create consensus within the board • Target future leaders within existing board, committees and membership • Schedule transition time with President-Elect • Mentor the president	• Visionary • Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Empowerment • Effective Communication • Execution • Innovation

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Eligibility:

- Member in good standing
- Completion of previous year's term as President
- Willing to give the time, energy, talents and enthusiasm required of the position

Specific Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process and ensuring compliance with MPI elections calendar requirements
- Support and defend policies and programs adopted by the Board of Directors
- Act as support/mentor to President
- Act as coach, advisor and counselor to Board members and committees
- Attend monthly Board meetings, Chapter events and committee meetings
- Submit agenda items for Board of Directors meetings in advance of meetings
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Chair Chapter's Past Presidents Council to provide for continued involvement of Past Presidents to support the strategic plan of the Chapter
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Reports to: President

Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions

Executive Committee - Vice President of Finance

Leadership Expectations

Management	***Leadership Skills***
• Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development and fiscal planning • Target future leaders within existing board, committees and membership • Transition with incoming Vice President of Finance	• Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Attention to detail, Knowledge of basic financial concepts, Basic knowledge of Excel

Eligibility:

- Member in good standing
- Previous service (when possible) on Board of Directors, preferably in a finance capacity
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Budget & Finance Committee
- Act as coach, advisor and counselor to assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board

Specific Responsibilities

- Manage and supervise Chapter financial efforts, including:
  - Fundraising - fundraising events, auction
  - Special Events - trade shows, special networking events, etc.
  - Strategic Alliances - Sponsorships, Partnership Marketing
  - Investments & Reserves - CDs, mutual funds, prudent reserve
- Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records and paying all authorized invoices
- Ensure safekeeping of Chapter funds in such banks, trust companies and/or investments as approved by the Board of Directors

- Renew all permits and authorized post office boxes
- Prepare annual operating budget and ensure compliance once approved by the Board
- Ensure Chapter is incorporated according to Chapter minimum bylaws
- Comply with all governmental tax regulations and file Chapter tax reports as required
- Present up-to-date financial statements at each Board of Directors meeting
- Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to Board of Directors
- Make each Director and Executive Committee aware when chapter is close to budgetary limits

Reports to: President

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Potential attendance at Chapter Business Summit, as directed by President

Executive Committee - Vice President of Membership

Leadership Expectations

Management	***Leadership Skills***
• Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Advise, support and develop board of directors and direct committee reports in executing initiatives • Assist in chapter budget development • Target future leaders within existing board, committees and membership • Transition with incoming Vice President of Membership	• Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Delegation organization, Marketing Skills, Listening Skills

Eligibility:

- Member in good standing
- Previous service on Board of Directors, preferably in a membership capacity
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Provide direction and leadership to maintain and increase MPI membership
- Work with chapter administrator to maintain a current roster of Chapter members
- Act as coach, advisor and counselor to assigned Committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for ensuring the fiscal responsibility of the Committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise Chapter membership efforts, including:
    - Recruitment – member recruitment, new member orientation
    - Member Care – member retention, hospitality
    - Awards & Scholarships – recognition programs, scholarships

- Communicate strategic issues relating to membership to Board of Directors
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Work with Regional Outreach teams as it pertains to communications, education and membership.

Reports to: President

Commitment:

- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Business Summit, as directed by President

Executive Committee - Vice President of Education

Leadership Expectations

Management	***Leadership Skills***
• Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development • Target future leaders within existing board, committees and membership • Schedule transition time with incoming Vice President of Education	• Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Adaptability, Project Management, Communicator (oral and written), Motivator, Conflict Resolution, Trend Watcher (or willing to research), Team Builder

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Previous service on Board of Directors, preferably in a education capacity

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise Chapter educational efforts, including:
    - Monthly Programs - Registration, Site Selection & Logistics
    - Professional Development - Educational Content & Speaker Sourcing
    - Special Educational Projects - Chapter/Regional Education Conference, Leadership Institutes, Women's Leadership Initiative, CMP/CMM, Multi-Cultural Initiatives

- Develop annual education plan in accordance with Chapter strategies and MPI standards
- Communicate strategic issues relating to professional development to Board of Directors
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of assigned committees and forward appropriate paperwork to the Vice President of Finance

Reports to: President

Commitment:

- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Business Summit, as directed by President

Executive Committee - Vice President of Communications

Leadership Expectations

Management	***Leadership Skills***
• Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development • Target future leaders within existing board, committees and membership • Transition with incoming VP of Communications	• Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Delegation, Motivational, Deadline driven, Strong proofreader, General understanding of communications tools technology and social media. (i.e. *Eligibility:*
- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

Overall Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Manage the publications, , advertising, public relations, community outreach and advocacy efforts of the chapter, including:
    - Publications - Information written & produced by the Communication Committee will be given to Chapter Administrator to disseminate this information by Website, Constant Contact or Newsletter
    - Public Relations - Media Relations, Press Releases
    - Community Outreach - Philanthropic Activities
- Ensure Chapter programs, activities and accomplishments are highlighted on an International level by communicating with MPI Public Relations and Marketing Departments

- Communicate strategic issues relating to communications/technology to Board of Directors
- Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Work with the Chapter Administrator on a concise plan for handling updates and logistics for the web site.
- All information is to be gathered, and copy to be written by the appropriate committees, the CA will do Web updates that are strictly text, photo & link placement.
- Approve all bills of the committees within the Communications category and forward appropriate paperwork to the Vice President of Finance

Reports to: President

Commitment:

- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Business Summit, as directed by President

Executive Committee - Vice President, West Region

Leadership Expectations

Management	***Leadership Skills***
● Strategic Planning: work with the board to create and execute a 3- Year Strategic Plan and AnnualBusiness Plan ● Advise, support and develop board of directors in executing initiatives ● Assist in chapter budget development ● Target future leaders within existing board, committees and membership ● Schedule transition time with incoming VP's	● Facilitation ● Collaboration ● Delegation ● Mentoring ● Coaching ● Teaching ● Financial ● Motivational ● Conflict/Resolution ● Execution

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Job Description

Eligibility:
- Member in good standing
- Previous service (when possible) on Board of Directors or committee chair
- Willing to give the time, energy, talents and enthusiasm required of the position

Overall Responsibilities: (to be based on individual chapter needs)
- Serve as voting member of Board of Directors and Executive Committee
- Member of Executive committee
- Act as coach, advisor and counselor to assigned committees
- Chair region committee
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities: (to be based on individual chapter needs)
- Assist in the development of the annual education plan in accordance with chapter strategies and MPI standards
- Manage and supervise regional educational efforts, including:
    - Program Management – registration, site selection & logistics
    - Professional Development – educational content & speaker sourcing
    - Special Educational Projects - Chapter/Regional Education Conference, Leadership Institutes, Women's Leadership Initiative, CMP/CMM, Multi-Cultural Initiatives
- Supervise regional chapter membership efforts, including:
- Recruitment – member recruitment, new member orientation
- Member Care – member retention, hospitality

- Awards & Scholarships – recognition programs, scholarships
- Communicate strategic issues relating to membership to Board of Directors
- Manage and supervise regional Chapter financial efforts, including:
    - Fundraising - fundraising events, auction
    - Special Events - trade shows, special networking events, etc.
    - Strategic Alliances - Sponsorships, Partnership Marketing
    - Approve all bills of the committees within your region and forward appropriate paperwork to the VP of Finance.
- Manage the regional communications including:
    - Marketing - Website/technology, Job Bank
    - Publications - Newsletter, Directory
    - Public Relations - Media Relations, Press Releases
    - Advertising - Newsletter Ads, Website Ads
    - Community Outreach - Philanthropic Activities
    - Ensure regional programs, activities and accomplishments are highlighted on a State level by communicating with the Director of Communications.
    - Approve all bills of the committees within the Regional Meetings category and forward appropriate paperwork to the VP of Finance.

Reports to: President

Time Commitment:
- Regular attendance at monthly meetings and chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at all Board meetings and retreats
- Potential attendance at Chapter Leadership Conference, as directed by President

Executive Committee - Vice President, East Region

Leadership Expectations

Management	***Leadership Skills***
● Strategic Planning: work with the board to create and execute a 3- Year Strategic Plan and AnnualBusiness Plan ● Advise, support and develop board of directors in executing initiatives ● Assist in chapter budget development ● Target future leaders within existing board, committees and membership ● Schedule transition time with incoming VP's	● Facilitation ● Collaboration ● Delegation ● Mentoring ● Coaching ● Teaching ● Financial ● Motivational ● Conflict/Resolution ● Execution

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Job Description

Eligibility:
- Member in good standing
- Previous service (when possible) on Board of Directors or committee chair
- Willing to give the time, energy, talents and enthusiasm required of the position

Overall Responsibilities: (to be based on individual chapter needs)
- Serve as voting member of Board of Directors and Executive Committee
- Member of Executive committee
- Act as coach, advisor and counselor to assigned committees
- Chair region committee
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities: (to be based on individual chapter needs)
- Assist in the development of the annual education plan in accordance with chapter strategies and MPI standards
- Manage and supervise regional educational efforts, including:
    - Program Management – registration, site selection & logistics
    - Professional Development – educational content & speaker sourcing
    - Special Educational Projects - Chapter/Regional Education Conference, Leadership Institutes, Women's Leadership Initiative, CMP/CMM, Multi-Cultural Initiatives
- Supervise regional chapter membership efforts, including:
- Recruitment – member recruitment, new member orientation
- Member Care – member retention, hospitality
- Awards & Scholarships – recognition programs, scholarships

- Communicate strategic issues relating to membership to Board of Directors
- Manage and supervise regional Chapter financial efforts, including:
    - Fundraising - fundraising events, auction
    - Special Events - trade shows, special networking events, etc.
    - Strategic Alliances - Sponsorships, Partnership Marketing
    - Approve all bills of the committees within your region and forward appropriate paperwork to the VP of Finance.
- Manage the regional communications including:
    - Marketing - Website/technology, Job Bank
    - Publications - Newsletter, Directory
    - Public Relations - Media Relations, Press Releases
    - Advertising - Newsletter Ads, Website Ads
    - Community Outreach - Philanthropic Activities
    - Ensure regional programs, activities and accomplishments are highlighted on a State level by communicating with the Director of Communications.
    - Approve all bills of the committees within the Regional Meetings category and forward appropriate paperwork to the VP of Finance.

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings and chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at all Board meetings and retreats
- Potential attendance at Chapter Leadership Conference, as directed by President

Director, Monthly Meetings

Leadership Attributes

Management	***Leadership Skills***
• Create objectives to support the chapter's Business and Strategic plan • Educate committee chairs with processes, procedures and tools to achieve committee objectives • Assist in budget development for all committees reporting to director based on line items in overall chapter budget • Coordination of all logistics of monthly meetings • Identify incoming director from committees who report to you • Transition with incoming Director	• Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train Committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Develop, implement and manage a Request For Proposal (RFP) process for all monthly educational programs
- Perform site selection for all monthly educational programs
- Coordinate all logistics for monthly educational programs, including menu selection, audiovisual needs, room setup requirements, registration and hotel arrangements
- Facilitate a registration process for monthly educational programs with Executive Director.
- Develop, implement and manage a system for providing Continuing Education Units (CEU) at chapter educational programs.
- Assist Communications with promoting CEU opportunities and tracking methods to chapter members
- Responsible for ensuring chapter programming meets the requirements for CEU's
- Assist all committees to facilitate the production of their events

Reports to: Vice President of Education

Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions

Director, Professional Development

Leadership Attributes

Management	***Leadership Skills***
• Create objectives to support the chapter's Business and Strategic plan • Educate committee chairs with processes, procedures and tools to achieve committee objectives • Assist in budget development for all committees reporting to director based on line items in overall chapter budget • Target incoming director from committees who report to you • Chapter leadership and succession planning program • Transition with incoming director	• Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Organization, Trend Watcher (or willing to research), Creativity, Adaptability, Team Builder

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Responsible for the coordination of the Board 101 program, the Leadership Succession program and the Power of Two program.
- Responsible for the coordination of the Belmont MEP Program in conjunction with the Scarlett Leadership Institute.
- Communicate the availability and schedule of the CMP study group to coincide with CMP examination dates
- Submit articles for newsletter and website communicating availability of study groups, deadline dates and exam information

- Ensure promotion of CMP/CMM activities, special educational events (Master Series), the Culture Active Tool and the Multi-Cultural Initiative
- Serve as chapter liaison to the MPI Foundation
- Ensure promotion and implementation of all MPI Foundation initiatives

Reports to: Vice President of Education

Commitment:

- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions

Director, Strategic Alliance

Leadership Attributes

Management	***Leadership Skills***
• Create objectives to support the chapter's Business and Strategic plan • Educate committee chairs with processes, procedures and tools to achieve committee objectives • Assist in budget development for all committees reporting to director based on line items in overall chapter budget • Target incoming director from committees who report to you • Transition with incoming Director	• Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Knowledge of the industry and the people in the industry, organized, GREAT follow-up, comfortable with sales

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Develop strategies to increase revenue and in-kind support for the Chapter
- Monitor association and meetings industry trends to discover best practices in resource development by other organizations
- Develop, implement and manage Chapter fundraising efforts and events
- Ensure promotion of fundraising effort
- Follow through with collection of Strategic Partners funds and deliverables.

Reports to: Vice President of Finance

Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions

Director, Special Projects

Leadership Attributes

Management	***Leadership Skills***
• Create objectives to support the chapter's Business and Strategic plan • Educate committee chairs with processes, procedures and tools to achieve committee objectives • Assist in budget development for all committees reporting to director based on line items in overall chapter budget • Target incoming director from committees who report to you • Transition with incoming Director	• Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Knowledge of the industry and the people in the industry, organized, excellent follow-up, experience with fund raisers

Eligibility:

- Member in good standing and willing to give the time, energy, talents and enthusiasm required of position

General Responsibilities:

- Serve as voting member of BOD
- Attend monthly board meetings, chapter events and committee meetings
- Support and defend policies and programs adopted by the BOD
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or BOD
- Act as coach, advisor and counselor to special projects committees

Specific Responsibilities:

- Develop strategies to increase revenue by developing new fund raisers for the chapter
- Build and coordinate team for Fusion Silent Auction
- Build and coordinate team to develop other fund raising events
- Coordinate and oversee 'After Hours' networking events
- Ensure promotion of fundraising efforts

Reports to: Vice President of Finance

Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions

Director, Communications

Leadership Attributes

Management	***Leadership Skills***
• Create objectives to support the chapter's Business and Strategic plan • Educate committee chairs with processes, procedures and tools to achieve committee objectives • Assist in budget development for all committees reporting to director based on line items in overall chapter budget • Target incoming director from committees who report to you • Transition with incoming Director	• Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Problem Solver, Creativity, Project Management, Base Knowledge of Media (Print, Electronic, Internet), Communicator (oral and written), Motivator

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly Board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Coordinate all details of copy for the monthly newsletter, website, constant contact and any other Chapter publications for membership to the Chapter Administrator.
- Develop and enforce editorial calendar for all publications and solicit submissions
- Facilitate production, writing, proofreading and design of Chapter printed materials to ensure professional appearance and consistent "look" of the Association brand
- Appoint Chapter photographer and coordinate placement of photos into Chapter publications
- Liaise with directors to ensure promotion of Chapter activities
- Provide an open channel of communications between committees to facilitate flow of information to newsletter editor

- Perform annual review of Chapter publications to ensure efficacy as Chapter communications tools

Reports to: Vice President of Communications

Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions

Director, Member Care

Leadership Attributes

Management	***Leadership Skills***
• Create objectives to support the chapter's Business and Strategic plan • Educate committee chairs with processes, procedures and tools to achieve committee objectives • Assist in budget development for all committees reporting to director based on line items in overall chapter budget • Target incoming director from committees who report to you • Transition with incoming Director	• Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Delegation, Motivator, Facilitator, Supportive

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Maintain complete and accurate records of the Chapter's membership and reconcile reports monthly through MPI Association Management Software (AMS)
- Meet or exceed the chapter retention goal for the year, based on the chapter metrix.
- Develop and maintain an active and ongoing campaign to retain members
- Encourage member involvement in committees
- Conduct an annual Chapter needs assessment survey
- Provide hospitality at Chapter functions by welcoming attendees
- Submit articles to newsletter and website in support of member care activities

Reports to: Vice President of Membership

Commitment:

- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions

Director, Administration

Leadership Attributes

Management	***Leadership Skills***
• Create objectives to support the chapter's Business and Strategic plan • Educate committee chairs with processes, procedures and tools to achieve committee objectives • Assist in budget development for all committees reporting to director based on line items in overall chapter budget • Target incoming director from committees who report to you • Transition with incoming Director	• Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Organization, Communicator (mostly written), Administrative skills, Attention to detail

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train Committee Chair for assigned committees
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Prepare Board meeting highlights for newsletter after each Board meeting
- Act as guardian of the Chapter's bylaws, policies and procedures to ensure they are updated as necessary and in compliance with MPI bylaw standards
- Develop and facilitate a mechanism for the historical record of all Chapter activities and Board minutes
- Maintain Chapter operations calendar with event dates, Board/Committee meeting dates, newsletter and event mailing submission deadlines and other industry-related event dates and ensure that reminders are sent to all Board and committee members for chapter deadlines
- Act as a backup for Chapter administrator as needed

Reports to: President

Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions

Committee Chair

Leadership Attributes

Processes	***Leadership Skills***
• Execute strategies to support the chapter's business plan • Contribute to a marketing plan • Set goals and objectives for the team • Develop team budget based on line items in overall chapter budget • Educate team members regarding Committee Chair Responsibilities • Target future leadership within committee • Transition with incoming Committee Chair	• Collaboration • Delegation • Managerial • Financial • Coaching • Teaching • Execution

(Enter specific committee chair responsibilities here)

Volunteer Appointments

CMP Study Group Leader

Leadership Attributes

Management	***Leadership Skills***
• Plan and implement a study group for the Certified Meeting Professional examination. • Secure volunteers to aid in the presentation of the study group sessions • Report student success to the MPI:TN Membership Committee.	• Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching

Job Description

Term: Two years or as determined by the Board of Directors

Eligibility:

- Current Certified Meeting Professional
- Member in good standing of MPI:TN (for a minimum of two years)
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Act as coach, advisor and counselor to CMP study group participants
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Develop and execute two CMP study group series annually to coincide with CMP examination dates as determined by the Convention Industry Council.
- Secure and mentor study group leaders in the two regions in which you do not reside to ensure that comparable programs are presented across the state.
- Assist regional group leaders in developing a study group in their region.
- Ensure that all study group participant information is provided to the Membership committee for recruitment purposes.
- Ensure study group programs, activities and accomplishments are highlighted on a state level by communicating with the director of communications.
- Monitor the CIC Web site following each testing period to determine which MPI:TN members have successfully passed the test. Report results to the Membership Committee for recognition.
- Communicate strategic issues to Board of Directors.

The CMP Study Group Leader will attend one (1) CMP Conclave during their term as directed by the Board of Directors.

Appointment Process
The CMP Study Group Leader will be appointed by the Nominations & Governance Committee upon approval of the Board of Directors.

The position will be filled via resume submissions by eligible candidates. The Nominations & Governance Committee will make a final selection and submit it to the Board of Directors for approval. Candidates for appointed positions are not required to participate in the slating process for the Board of Directors , are not included in the Board slate and do not require membership approval via the voting process.

Nomination Forms

MPI:TN Leadership Commitment Form 2014-2015

Name:

Title:

Company:

Address:

Phone:
Fax:

E-Mail:

This document verifies that I am familiar with the job description and requirements to serve as: _____(please fill in position) of the Tennessee Chapter of Meeting Professionals International.

I have the backing of my organization to serve in this capacity and I am willing to devote the required time and energy to fulfill the terms of my office. I will conduct myself professionally at all times and treat all matters brought before the Board as confidential.

I commit to:

- Attend all board meetings, chapter meetings and board retreats (2 annually).
- Oversee all directors, committee chairs or committee members and ensure all activities operate efficiently and within budgetary parameters.
- Submit reports in a timely manner.
- Play an active role in recruiting members and sponsors for the chapter.
- Treat all other board members and MPI members with respect, putting personal feelings aside while I am in this position of leadership.

_____ _____

Signature **Date**

MPI TENNESSEE CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

MPI:TN Board Interest Form 2014-2015

Executive Committee

- ❑ **President (2 year commitment)** _____
- ❑ **President – Elect (3 year commitment)**_____
- ❑ **Immediate Past President (1 year term)** _____
- ❑ **VP Communications (1 year term)** _____
- ❑ **VP Education (1 year term)** _____
- ❑ **VP Finance (1 year term)** _____
- ❑ **VP Membership (1 year term)** _____
- ❑ **VP of East Region (1 year term)** _____
- ❑ **VP of West Region (1 year term)** _____

Note: We prefer that VP Candidates have served as either a VP or a Director on the current Board.

Board Members: According to the MPI:TN Chapter By Laws ALL DIRECTORS have a 2 year term commitment on the board. However, this does not commit you to the same position for 2 years.

- ❑ **Director of Administration (1 year term)** _____
- ❑ **Director of Communications(1 year term)** _____
- ❑ **Director of Monthly Meetings (1 year term)** _____
- ❑ **Director of Leadership and Professional Development (1 year term)** _____
- ❑ **Director of Retention (1 year term)** _____
- ❑ **Director of Strategic Alliances (1 year term)** _____
- ❑ **Director of Special Events (1 year term)** _____
- ❑ **Director of Member Care (1 year term)** _____

Not sure of where you want to serve next year?
Have someone in a committee you would like to go ahead and nominate as well?
Just write your comments here for any openings:

_____

_____

Your Name:

_____

Current Position:

_____

In order for the Nominations Committee to consider your position on the 2014-2015 Board of Directors we need this form and the Leadership Commitment Form submitted, regardless of which position you are applying for.

Email cplatz@loewshotels.com ALL forms by Friday, December 20, 2013.
Caroline Platz, CHSE - Immediate Past President
Nominations Chair
Email or call with any questions (615-321-1944 or cplatz@loewshotels.com)

MPI TENNESSEE CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

MPI:TN Board Application *2014/2015*

Name: _____

Company: _____

Address: _____

Phone: _____ ***Email:*** _____

Preferred Board/Committee Position:
Please list in order of preference the positions you are interested in. List the title of the position and the strengths, skills and/or experience that you will bring to this role if appointed:

*1: Position Title:*_____
Strengths/Skills/Experience: _____

*2: Position Title:*_____
Strengths/Skills/Experience: _____

*3: Position Title:*_____
Strengths/Skills/Experience: _____

*4: Position Title:*_____
Strengths/Skills/Experience: _____

*5: Position Title:*_____
Strengths/Skills/Experience: _____

List your current and/or past involvement with TN MPI at the Board and/or committee level:

List your current and/or past involvement with other professional organizations, including title & length of involvement:

List any other current and/or past volunteer positions you have held:

What three qualities will you bring to TN MPI Board of Directors?
1.
2.
3.

Why do you want to serve on the TN MPI Board of Directors?

Please list Member Solutions initiatives/features that MPI International has launched in the past 3 years that you have taken advantage of.
1.
2.
3.

Self Assessment Forms

Name _____

Desired Board Position(s) _____

Individual Assessment of Skills and Experience

Leadership
Ability to lead; viewed by others as leader; excellent reputation in the community; self-awareness - the ability to read one's emotions and recognize their impact while using gut feelings to guide decisions; self-management - involves controlling one's emotions and impulses and adapting to changing circumstances.

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:
_____
_____
_____
_____

Strategic Thinking
Strategic approach to finding and developing unique opportunities to drive value
Understanding of fundamental drivers of business and vigorously challenging conventional thinking about them.

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:
_____
_____
_____
_____

Personal Communication Skills
Demonstrated strong verbal and written communication skills; the ability to sense, understand, and react to other's emotions while comprehending social networks. Experience in organization and group dynamics.

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:
_____
_____
_____
_____
_____
_____

Influence

Demonstrated ability to inspire, influence and develop others while managing conflict

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

_____
_____
_____
_____
_____

Loyalty to MPI
Act in the best interests of MPI and its members rather than the personal interest of the individual or other individual(s).

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

_____
_____
_____
_____
_____

Business Acumen
Demonstrated knowledge of sound business practices; ability to make an insightful assessment of the external business landscape with the keen awareness of how success can be achieved — and then monitoring execution of the strategy to deliver the desired results.

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

_____
_____
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_____
_____
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Fiduciary Responsibility
Duties of due care, loyalty, and acting in good faith

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

_____
_____
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_____
_____
_____

Chapter/Community Experience

Volunteer activity at either the chapter or other community levels

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

_____
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_____

Diversity
Reflective of the membership/industry

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

_____
_____
_____
_____
_____
_____

Functional Experience
Reflective of vertical Industry segments

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

_____
_____
_____
_____
_____

Global Mindset/Emerging Markets Expertise
Mindset and approach which is open to universal concepts and implications of decisions worldwide.

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

_____
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_____

Financial Expertise
Demonstrated skill in financial principles and analysis

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

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Global Operational Experience—Non-Profit or Corporate
Work experience with a global enterprise

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

_____
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_____
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_____

Governance
Knowledge of the principles of good governance; successful experience on corporate and/or nonprofit boards so that best practices can be shared

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

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Strategic Planning
Evidence of knowledge of a board's role in strategic planning; experience in approving strategic direction consistent with the mission and vision of an organization and ensuring accountability that the plan is executed well as defined by pre-determined measures of success.

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

_____
_____
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_____
_____

Industry Experience

Experience in one or more aspects of the global meetings industry

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

_____
_____
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Marketing

Evidence of knowledge and application of marketing principles

Individual Assessment Rating (1 – 10) _____
Experience Rating: 1 – 3 None to Some | 4 – 6 Some to Moderate | 7 – 10 Moderate to Expert

Examples or Definition of basis for Individual Assessment from your Professional and/or Personal as well as MPI Chapter Experiences:

_____
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All Board Nomination forms must be submitted by January 12, 2012. To be considered for the 2013-2014 Board of Directors, you must complete and submit this form, the Leadership Commitment Form and the Role Questionnaire.

Code of Ethics

As a leader within our chapter, I have agreed to take on certain voluntary, but nevertheless formal responsibilities. The role I play has an impact on the overall success of our Chapter and ultimately on the value of membership. By accepting this position, I am committing to fulfill its responsibilities or to seek assistance when I am unable to do so.

The success of our Chapter depends on each person's integrity to fulfill their commitment. By signing this promise, I acknowledge my role and responsibility as a chapter leader.

I commit:

1. To attend all Chapter and Board related meetings. If this is not possible, I will notify the chair of the meeting of my absence, to learn the outcome of the meeting and any responsibilities I have as a result.
2. To carry out all designated duties with professionalism and within the deadlines set
3. To follow the chain of reporting and informing the appropriate person when I cannot fulfill an obligation I have committed to
4. Abide fully by Board decisions
5. Inform the Board of any potential or actual conflict of interest
6. Inform the Board if for any reason I am unable to perform my duties
7. To respect the personal and professional demands on my fellow volunteers
8. To offer a solution to any problem about which I express a concern
9. To ask for guidance, assistance and/or clarity if needed on any task I am assigned
10. To read and follow policies and procedures and the by-laws of our chapter and arrive fully briefed and ready to discuss agenda items
11. To not take on more than I am able to
12. To be honest and ethical in all my capacities as a chapter leader
13. To keep my word – to do what I say I will do
14. To participate 100% in whatever assignment I undertake
15. To be in full, open and honest communication and to do so in a responsible way
16. To acknowledge and respect the contributions, talents, efforts and dignity of every single Chapter member

_____

Position

_____

Signature Date

MPI Board Transition Documents

Executive Committee

Position:

Incoming:
Phone/Email:

Outgoing:
Phone/Email:

Review of role, responsibilities and leadership attributes:

Challenges:

Successful processes which should be continued:

Ideas to improve current processes/procedures:

Action items/pending issues:

Recommendations of ways to support or streamline current challenges and pending issues:

Areas of concern regarding board structure and directors:

Areas of concern regarding committee structure and chairs:

What strategic direction have you implemented that should be continued/changed?

Thinking back, what would you do differently?

Board of Directors

Position:

Outgoing Director:
Phone/Email:

Incoming Director:
Phone/Email:

Outgoing Division Vice President:
Phone/Email:

Review of role, responsibilities and leadership attributes:

Challenges:

Successful processes which should be continued:

Ideas to improve current processes/procedures:

Action items/pending issues:

Recommendations of ways to support or streamline current challenges and pending issues:

Areas of concern regarding board structure and directors:

Areas of concern regarding committee structure and chairs:

What strategic direction have you implemented that should be continued/changed?

Thinking back, what would you do differently?

Chair Members

Committee:

Outgoing Chair:
Phone/Email:

Incoming Chair:
Phone/Email:

Outgoing Division Vice President:
Phone/Email:

Outgoing Director:
Phone/Email:

Review of role, responsibilities and leadership attributes:

Challenges:

Successful processes which should be continued:

Ideas to improve current processes/procedures:

Action items/pending issues:

Recommendations of ways to support or streamline current challenges and pending issues:

Areas of concern regarding board structure and directors:

Areas of concern regarding committee structure and chairs:

What strategic direction have you implemented that should be continued/changed?

Thinking back, what would you do differently?

Committee Members

Outgoing Committee Member:
Phone/Email:

Incoming Committee Member:
Phone/Email:

Outgoing Vice President:
Phone/Email:

Outgoing Director:
Phone/Email:

Review of role, responsibilities and leadership attributes:

Challenges:

Successful processes which should be continued:

Ideas to improve current processes/procedures:

Action items/pending issues:

Recommendations of ways to support or streamline current challenges and pending issues:

Areas of concern regarding board structure and directors:

Areas of concern regarding committee structure and chairs:

What strategic direction have you implemented that should be continued/changed?

Thinking back, what would you do differently?

Conclusion

The quality of leadership more than any other single factor, determines the success or failure of an organization.

Fred Fiedler & Martin Chemers, *Improving Leadership Effectiveness*

Commitment

To build a strong leadership foundation, it is vital that there is a commitment from incoming and outgoing leadership to spend time together to create an effective transition of roles, responsibilities and expectations. We can all create wonderful processes and procedures but if they are not implemented, we will have failed to provide what was determined as most needed by chapters: tools and processes to support leadership development.

We encourage you as an effective leader to take the time to coach, train, guide and mentor volunteers. By doing this you will not only be creating a blueprint for future leaders, you will also experience giving back to the chapter the legacy of your leadership.

Additional Training Resources

Online Leadership Training:
http://www.mpiweb.org/Community/Leadership/Education/LeadershipTraining.aspx

Leadership Webinars:
http://www.mpiweb.org/Libraries/MarketingCollateral/2010_Leadership_Webinars.sflb.ashx

MPI Chapter Leaders Community
http://mpi.memberfuse.com/mpi

MPI Chapter Business Manager:
Holly Dotson, CMP

Publications:
MPI Chapter Leaders Newsletter – published monthly by MPI