## 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

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## 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 |