



## BOARD POSITIONS AND RESPONSIBILITIES

Revised 11.7.16

### PRESIDENT:

#### Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> <li>• Strategic Planning: work with the board to create and execute a strategic and business plan</li> <li>• Create goals and objectives for the board and committees</li> <li>• Advise, support and develop board of directors in executing initiatives</li> <li>• Assist in chapter budget development Mediate discussions and create consensus within the board</li> <li>• Communicate with members regarding all international initiatives and objectives</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with PE</li> </ul>	<ul style="list-style-type: none"> <li>• Visionary</li> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Organization</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial</li> <li>• Motivational</li> <li>• Conflict/Resolution</li> <li>• Empowerment</li> <li>• Effective Communication</li> <li>• Execution</li> <li>• Innovation</li> </ul>

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

*Qualifications:*

- Member in good standing with (when possible) previous service as President Elect
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

*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
- Communicate with chapter officers and directors to ensure that all assignments are completed according to the chapter's strategic plan and goals, and that the membership is advised of all progress
- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
- Support and defend policies and programs adopted by the Board of Directors
- Approve consent agenda for each board meeting
- 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 mid-year Board Retreat
- Submit budget needs for the following fiscal year
- In the event of a Chapter Administrator, oversee performance of Chapter Administrator/Executive Director, including monthly meetings and a yearly performance review.
- Serve as liaison between the chapter and MPI Headquarters
- Serve as a member of the Council of Chapter Presidents or appoint a designee
- Performs any other duties as assigned by the Board of Directors

*Time Commitment:*

- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at WEC, SEC, and Chapter Business Summit
- *Reports to:* Presidential Trio

**PRESIDENT- ELECT:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan</li><li>• Advise, support and develop board of directors in executing initiatives</li><li>• Assist in chapter budget development</li><li>• Develop leadership development processes to support succession planning</li><li>• Target and mentor future leaders</li><li>• Schedule transition time with incoming VP's</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Organization</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* Three year Commitment One year term - or as determined by the Board of Directors and Chapter Bylaws

*Qualifications:*

- Member in good standing with service (when possible) in a Board position
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

*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 on the Nominating Committee to develop a slate of qualified board members for the following year
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI
- 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
- Coordinate and conduct Annual Board Retreat which includes establishing and facilitating an orientation program for the incoming Board of Directors.
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Perform other duties that may be delegated by the President and/or the Board of Directors
- Recommended that the President Elect conduct a minimum of one board meeting with the President and speak at two monthly programs prior to taking office as President

*Reports to:* Presidential Trio

*Time Commitment:*

- Regular attendance at monthly meetings, official chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at WEC, SEC, and Chapter Business Summit

**IMMEDIATE PAST PRESIDENT:**

**Leadership Expectations**

Management	Leadership Skills
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a strategic and business plan</li><li>• Create goals and objectives for the board and committees</li><li>• Advise, support and develop board of directors in executing initiatives</li><li>• Assist in chapter budget development</li><li>• Mediate discussions and create consensus within the board</li><li>• Communicate with members regarding all international initiatives and objectives</li><li>• Target future leaders within existing board, committees and membership</li><li>• Schedule transition time with PE</li></ul>	<ul style="list-style-type: none"><li>• Visionary</li><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Organization</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Empowerment</li><li>• Effective Communication</li><li>• Execution</li><li>• Innovation</li></ul>

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

*Qualifications:*

- Member in good standing with previous service as President
- Knowledgeable of the activities/affairs of the chapter
- 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
- Responsible for ensuring 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
- Oversee iGNITE award Chairperson with the program for Gala in June of each year
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

*Reports to:* Presidential Trio

*Time Commitment:*

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

## VP FINANCE:

### Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan</li><li>• Advise, support and develop board of directors in executing initiatives</li><li>• Assist in chapter budget development and fiscal planning</li><li>• Target future leaders within existing board, committees and membership</li><li>• Schedule transition time with incoming VP</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

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

#### *Eligibility:*

- Member in good standing
- Previous service (when possible) on Board of Directors
- 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
- 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 other duties that may be delegated by the President and/or Board

#### *Specific Responsibilities:*

- Manage and supervise chapter financial efforts, including:
  - Investments & Reserves
- Review all monthly financial transactions and registration reports
- Present updated financial statements at each board meeting
- 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
- 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
- Ensure chapter complies with MPI bonding requirements
- 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
- Assist President/President Elect with logistical planning of the Annual & Mid-Year Retreat – to include working with sponsorship to secure locations and meals and assist with content as needed by President/President Elect

#### *Reports to: President*

#### *Time Commitment:*

- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats

**VP MEMBERSHIP:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan</li><li>• Advise, support and develop board of directors and direct committee reports in executing initiatives</li><li>• Assist in chapter budget development</li><li>• Target future leaders within existing board, committees and membership</li><li>• Schedule transition time with incoming VP's</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

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

*Eligibility:*

- Member in good standing
- Previous service on Board of Directors or Committee chair (when possible) 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 for the chapter's program to maintain and increase MPI membership
- Work with staff 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 (ambassador/table host)
  - 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
- Oversee Orlando Student Chapter Association

*Reports to:* President

*Time Commitment:*

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

**VP EDUCATION:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan</li><li>• Advise, support and develop board of directors in executing initiatives</li><li>• Assist in chapter budget development</li><li>• Target future leaders within existing board, committees and membership</li><li>• Schedule transition time with incoming VP's</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* One years 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
- 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 other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities:*

- Manage and supervise chapter educational efforts, including -
  - Monthly Programs – Education Topic & Logistics and Site Selection
  - Professional Development - Educational Content & Speaker Sourcing
  - Special Education Projects - Chapter/Regional Education
  - Moderate monthly committee meetings
- 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 the committees within the Education category and forward appropriate paperwork to the VP of Finance

*Reports to:* President

*Time Commitment:*

- Regular attendance at monthly meetings, chapter activities and functions
- Attendance at Board meetings and retreats
- Attendance at Chapter Business Summit

**VP Special Projects:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan</li><li>• Advise, support and develop board of directors in executing initiatives</li><li>• Assist in chapter budget development</li><li>• Target future leaders within existing board, committees and membership</li><li>• Schedule transition time with incoming VP's</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*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
- 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 other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities:*

- Provide vision and goals for yearly Special Events:
  - Assist with planning and coordination of these Events with Director of Special Events including MPI After 5, Spring/Fall Event, Hospitality Industry Holiday Luncheon, and the Year End Gala.
  - Maintain Events on Master Calendar – so not to conflict with monthly meetings
  - Continued communication with VP of Professional Development and Director of Sponsorship
  - Oversee Chairman of Community Outreach to develop strategies to link Special Events with specific charities
  - Oversee development of a charity centered event
  - Plan and develop the annual gala with direction from the President and Past President.

*Reports to:* President

*Time Commitment:*

- Regular attendance at monthly meetings, chapter activities and functions
- Attendance at Board meetings and retreats
- Regular attendance at Special Events & Community Outreach committee meetings

**VP MARCOM:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan</li><li>• Advise, support and develop board of directors in executing initiatives</li><li>• Assist in chapter budget development</li><li>• Target future leaders within existing board, committees and membership</li><li>• Schedule transition time with incoming VP's</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*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
- 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 other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities:*

- Direct and oversee the management of the MPI Orlando brand, publications, marketing, advertising, public relations, community outreach, and advocacy efforts of the chapter, including:
  - Marketing – electronic, print and web based.
  - Publications – Electronic and print
  - Public Relations – support media and public relations
  - Advertising – internal and external advertising
- Support 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

*Reports to:* President

*Time Commitment:*

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



**Director, Strategic Partnerships:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Create objectives to support the chapter's Strategic and Business plan</li> <li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li> <li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li> <li>• Target incoming director from committees who report to you</li> <li>• Schedule transition time with incoming Director</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial</li> <li>• Conflict/Resolution</li> <li>• Execution</li> </ul>

*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
- Good organizational skills

*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
- 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:*

- Develop strategies to establish strategic partnerships with chapter members
- Responsible for securing sponsorships for all monthly luncheons and MPI after 5. Work with Special Events to secure sponsorship of holiday luncheon and other special events, and work with President Elect/President to secure sponsorship of both retreats
- Will work with appropriate VP's & Directors to ensure sponsorship locations meet the needs of the specified meeting
- Have a minimum of 6 months of monthly luncheon sponsorships in place
- Monitor association and meetings industry trends to discover best practices in strategic alliances by other organizations
- Develop and Mentor a committee with no less than 3 committee members for succession and to manage sponsorship programs
- Ensure promotion of sponsors and partnerships through sponsor level designations
- Report on sponsorships to the Board of Directors
- Ensure that promised sponsor benefits are received by the sponsor and that the chapter has received the entire sponsor agreed to. To include receiving and maintaining a sponsorship agreement for all sponsorships (this is mandatory before any sponsorship can be utilized)
- Responsible for SEC Auction donation solicitation; Director of Special Events to support.

*Reports to:* VP of Finance

*Time Commitment:*

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Committee activities (8 hr/mo)

## Director, Procurement

### Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> <li>• Create objectives to support the chapter's Strategic and Business plan</li> <li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li> <li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li> <li>• Target incoming director from committees who report to you</li> <li>• Schedule transition time with incoming Director</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial</li> <li>• Conflict/Resolution</li> <li>• Execution</li> </ul>

*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
- Good organizational skills

#### *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
- 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:*

- Lead and facilitate the RFP, site selection process and contracting with event venues as well as all other needs (including but not limited to: AV, décor, entertainment) for all chapter events.
- Responsible for securing venues as well as all other needs for the chapters programs and events with an emphasis on securing complimentary venues for monthly meetings.
- Collaborate with Director of Special Events and VP of Education on potential locations for Special Events (After 5, Auction, Golf), monthly and special programs (monthly meetings), and Board Retreats
- Regularly check and monitor industry calendar to avoid conflicts with other industry events.
- Work with Director of Strategic Partnership to establish potential complimentary venue locations and in-kind value added benefits for members. Partner with local industry organizations when appropriate to maximize ROI and value to members
- Will work with appropriate VP's & Directors to ensure sponsorship locations meet the needs of the specified meeting
- Responsible for managing In-Kind information used to develop Chapter Metrics and Chapter Administrator receiving data
- Collaborate with Education Committee's Event Logistics Chair to ensure a seamless transition from sales to operations
- Conduct monthly conference calls with committee chairs to maintain engagement and enthusiasm
- Lead Chairs and committee members for outreach to secure venues.
- Utilize relationships/contacts from BOD and committee to uncover and develop new opportunities.
- Will work with appropriate VP's & Directors to ensure sponsorship locations meet the needs of the specified meeting
- Update RFP's when necessary with input and final approval from VP of Special Events and/or VP of Education

*Reports to:* VP of Finance

#### *Time Commitment:*

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats

- Attendance at all official chapter activities and functions
- Committee activities (8 hr/mo)

**Director, Special Events:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Create objectives to support the chapter's Strategic and Business plan</li> <li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li> <li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li> <li>• Target incoming director from committees who report to you</li> <li>• Schedule transition time with incoming Director</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial</li> <li>• Conflict/Resolution</li> <li>• Execution</li> </ul>

*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
- Good organizational skills

*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 other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities:*

- Develop strategies to establish special events - Spring event, Fall event, and Holiday Luncheon
- Support Director of Sponsorship for SEC silent auction solicitation
- Develop & Plan Year end Gala with President and Past President
- Plan and execute monthly "After 5" networking events with the assistance of Event Chairs
- Work with Director of Sponsorship for locations and sponsorships on all special events (RFP's should be utilized)
- Ensure that the Director of Sponsorship has received all necessary sponsorship commitment forms before announcing any events to membership and planning begins
- Monitor association and meetings industry trends to discover best practices in special events by other organizations
- Ensure promotion of special event efforts; link with Marketing Liaison and Director of Marketing and Communications
- Delegate special events logistics to committee (no less than 8 committee members) and develop & mentor Special Events committee members for succession
- Report on special event strategies to the Board of Directors

*Reports to:* VP of Special Projects

*Time Commitment:*

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Committee activities (4 hr/mo)

## Director, Marketing

### Leadership Expectations

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Create objectives to support the chapter's Strategic and Business plan</li><li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li><li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li><li>• Target incoming director from committees who report to you</li><li>• Schedule transition time with incoming Director</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*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
- Good organizational skills

#### *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 other duties that may be delegated by the President and/or Board of Directors

#### *Specific Responsibilities:*

##### **Website and Technology**

- Develop and manage operation and implementation of chapter website to ensure timely updates that keep site fresh and informative
- Perform monthly review of chapter website to ensure its efficiency as a primary chapter communications device
- Promote chapter website to members
- Research and offer suggestions on ways that technological advances can assist the chapter
- Assist with social networking
- Facilitate posting of banner ads in cooperative effort with Advertising committee

##### **Chapter Publications**

- Assist with chapter monthly news working with the VP of Communications

##### **Miscellaneous**

- Liaison with VP's & Directors to ensure promotion of chapter activities
- Coordinate and organize monthly/quarterly Liaison (committee) meetings
- Communicate with committee members to ensure tasks are completed

*Reports to:* VP of Communications

#### *Time Commitment:*

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Committee activities (8 hr/mo)

*Committees:* News  
Public Relations/Advertising  
Website

**Director, Communications**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Create objectives to support the chapter's Strategic and Business plan</li> <li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li> <li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li> <li>• Target incoming director from committees who report to you</li> <li>• Schedule transition time with incoming Director</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial</li> <li>• Conflict/Resolution</li> <li>• Execution</li> </ul>

*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
- Good organizational skills

*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 other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities:*

- Manage the Public Relations Strategy and Plan for the Chapter
- Develop Press Releases and Media Alerts to send out to Local, National, and International Media Contacts
- Communicate with the media, MPI members, and the general public to educate and inform them of MPI and Chapter activities
- Work with the Director of Marketing on promoting events as they are received from the Marketing Liaisons
- Manage all social media communications for the chapter
- Produce a Social Media Audit on all Social Media Channels twice a year
- Perform Quarterly Reviews of the Chapter Website to ensure its efficiency as a chapter communications resource
- Develop and manage operation and implementation of the chapter website to ensure timely updates that keep site fresh and informative
- Promote the Chapter Website to Members
- Research and offer suggestions on ways that technology can help improve the flow and efficiency of chapter meetings
- Recruitment and training of necessary direct report committee members

*Reports to:* VP of Marketing & Communications

*Time Commitment:*

- Regular attendance at Board Meetings
- Attendance at Board Retreats
- Attendance at all official chapter activities and functions including Monthly Meetings, After 5 Networking, and Special Events
- Potential attendance at MPI International Meetings per approval by the President
- Committee activities (8 hr/mo)

**Director, Member Care:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Create objectives to support the chapter's Strategic and Business plan</li><li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li><li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li><li>• Target incoming director from committees who report to you</li><li>• Schedule transition time with incoming Director</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*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
- Good organizational skills

*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 other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities:*

- Establish a retention goal for the year, based on the strategic plan
- Develop and maintain an active and ongoing campaign to retain members
- Encourage member involvement in committees
- Perform an annual chapter needs assessment survey in conjunction with Chapter Administrator
- Provide hospitality at chapter functions by welcoming attendees and making them feel welcome. Responsible for scheduling one-two volunteers for the Member Care desk at each meeting.
- Assist VP of Membership in scheduling two volunteers to assist Chapter Administrator during Registration at each meeting and special event where registration is needed.
- Work with committees to expand volunteer long-term involvement with chapter
- Work with Marketing liaison to submit member news for website in support of member care activities

*Reports to:* VP of Membership

*Time Commitment:*

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Committee activities (8 hr/mo)

*Committees :* Membership/Awards/Recognition

**Director, Education:**

**Leadership Attributes**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Create objectives to support the chapter's Strategic and Business plan</li><li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li><li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li><li>• Target incoming director from committees who report to you</li><li>• Schedule transition time with incoming Director</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*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
- Good organizational skills

*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 other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities:*

- Develop annual education plan in accordance with chapter strategies, MPI standards and MPI compliance requirements
- Ensure promotion of annual education plan
- Ensure content of educational programs is considered to be relevant to all members, not solely to planners and not solely to suppliers
- Ensure content of educational programs is considered to achieve maximum attendance at programs/meetings
- Serve as primary point of contact with speakers to provide for their arrangements, including fee negotiation and transportation requirements
- Work with Director of Sponsorship in coordinating locations for monthly programs
- Develop and nurture education committee members into future leaders

*Reports to:* VP of Education

*Time Commitment:*

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Leadership Conference, as directed by President
- Committee activities (8 hr/mo)

*Committees*      Monthly Programs

## Director, Leadership Development:

### Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"><li>• Create objectives to support the chapter's Strategic and Business plan</li><li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li><li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li><li>• Target incoming director from committees who report to you</li><li>• Schedule transition time with incoming Director</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*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
- Good organizational skills

#### *General Responsibilities:*

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- 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:*

- HELP committees Identify, encourage and develop new leaders within the chapter
- Mentor and assist new leaders
- Re-engage former leaders in the chapter
- Prepare and provide any committee needs or announcements for newsletters and website with appropriate VP/Director of Communications
- Coordinate Succession Grid for Board Positions
- Assist VP of Membership with Gala annual awards- IGNITE Awards?
- Responsible for building a committee of no less than two members, mentor and develop for succession
- Maintain and continually develop Succession Grids
- Maintain and continually develop Leadership Guide (and all pertaining documents online)-what is this, do we use it often?
- Facilitate Succession training and transition training at annual and mid-year retreat

#### *Additions:*

- Assisting the student chapter with growth and development through connecting students with professionals
- Supporting new members by helping them find a committee that suits both their interests and the committee's goals
- Promoting non-member conversion through the communication of MPI membership information (committee information, advantages of joining, etc.)
- Assisting committees with growth and development by sending them new members who are interested in joining

*Reports to:* VP of Membership

#### *Time Commitment:*

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



**Director, Chapter Collaboration:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
The Director of Chapter Collaboration is responsible for protecting the Chapter's financial and membership stake in the MPISEC, and any other conferences or offerings hosted by the Joint Venture. He or she serves as one of the two Chapter Representatives on TONS that currently oversees the MPISEC Conference. This is an elected position, and is included on the Board slate sent out to the membership for a vote following the guidelines and procedures set in place by the Chapter.	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*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
- Good organizational skills

*General Responsibilities:*

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- 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:*

- Member must sign a MPISEC Conflict of Interest covenant to serve.
- Attend Monthly Board Meetings, Chapter events and Committee Meetings Submit agenda items and reports for monthly Board Meetings as set by Chapter
- Perform assigned duties as determined by the TONS committee
- Ensure the fiscal responsibility of TONS, the MPISEC and the Joint Venture
- Serve as primary point of contact with Chapter Administrator and Communications team about all conference details
- Spearhead all communications to promote sponsorship and advertising opportunities in the MPISEC and all Joint Venture opportunities to the members
- Spearhead all communications to promote the MPISEC conference and all Joint Venture opportunities to all members
- Support and defend policies and programs adopted by the Chapter Board of Directors and TONS
- Mentor appointed TONS representative for succession
- Conduct transition meeting with successor
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors
- Ensures that an Auction Chair from the Chapter is selected

**TONS Specific Responsibilities:**

- Attend all face-to-face and conference call meetings of TONS (currently two face-to-face meetings and 6 conference calls) If unable to attend, arrange for designated alternate to attend and notify TONS chair of the substitution
- Represent your Chapter and make decisions for the Chapter based on the common good of the Joint Venture and the MPISEC conference
- Perform all TONS assigned responsibilities

*Reports to:* Office of the President

*Time Commitment:*

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