## 

Board of Directors

Role Descriptions

Updated 4/4/2024

Office of the President:

Immediate Past President

President

President-Elect

* VP, Education
  + Director, Education
  + Director, Educational Conference
* VP, Membership
  + Director, Recruitment
  + Director, Retention
  + Director, Leadership and Professional Development
* VP, Communications
  + Director, Communications
* VP, Finance
  + Director, Strategic Alliance
  + Director, Special Projects
  + Director, Operations

## **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, functions, Board meetings and Executive Committee meetings
* Attendance at Board retreats
* Attendance at Past Presidents Council meetings
* Attendance at Chapter Business Summit and/or Chapter Leaders Forum

## **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, chapter activities, functions, Board meetings and Executive Committee meetings
* Attendance at Board retreats
* Attendance at Chapter Business Summit and/or Chapter Leaders Forum

**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, chapter activities, functions, Board meetings and Executive Committee meetings
* Attendance at Board retreats
* Attendance at Past Presidents Council meetings
* Attendance at Chapter Business Summit and/or Chapter Leaders Forum

## **Executive Committee - Vice President 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
* Attend monthly finance calls with chapter Association Management Company

*Specific Responsibilities*

* Manage and supervise Chapter financial efforts, including:
  + Fundraising - fundraising events, auction
  + Special Events – Awards Gala & Board Induction, special networking events, etc.
  + Strategic Alliances – Sponsorships & Partnership Marketing
  + Operations – Venue hosts & In-kind Sponsorships
  + 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 and/or Chapter Leaders Forum

## **Executive Committee - Vice President 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, mentorship program
  + 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, chapter activities, functions, Board meetings and Executive Committee meetings
* Attendance at Board retreats
* Potential attendance at Chapter Business Summit and/or Chapter Leaders Forum

## **Executive Committee - Vice President 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 an education capacity

*General Responsibilities:*

* Serve as voting member of Board of Directors
* Member of Executive Committee
* Contract annual speakers for Education events throughout the year
* 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
* Use project management skills to oversee education components are included in project management tool (Basecamp)
* Oversee completion of event request / registration form to be used to build event registration sites
* 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, chapter activities, functions, Board meetings and Executive Committee meetings
* Attendance at Board retreats
* Potential attendance at Chapter Business Summit and/or Chapter Leaders Forum

## **Executive Committee - Vice President 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
  + Marketing – lead the team responsible for event marketing and content creation
* 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, chapter activities, functions, Board meetings and Executive Committee meetings
* Attendance at Board retreats
* Potential attendance at Chapter Business Summit and/or Chapter Leaders Forum

## 

## **Director of Education**

**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, powerpoint presentation, chapter announcements, and hotel arrangements for speakers
* Facilitate a registration process for monthly educational programs with Communications and Chapter Administrator.
* 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
* Use project management skills to oversee education components are included in project management tool (Basecamp)
* Provide run of show and presentation to VP of Education and OTP 1 week prior to education meeting

*Reports to:* Vice President Education

*Commitment:*

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

## **Director, Leadership & 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 Volunteer Engagement Tracking.
* 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 Membership

*Commitment:*

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

## **Director of 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 Finance

*Commitment:*

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

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## **Director of Special Projects**

**Leadership Attributes**

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| --- | --- |
| ***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 Annual Silent Auction
* Build and coordinate team to develop other fund raising events
* Coordinate and oversee monthly networking events
* Ensure promotion of fundraising efforts
* Develop and lead planning committee for the annual awards gala & board induction ceremony

*Reports to:* Vice President Finance

*Commitment:*

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

## **Director of 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 Communications

*Commitment:*

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

**Director of Member Recruitment**

**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, Storytelling, Selling

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:*

* Assist VP of Membership in the development of the annual Chapter Business Plan
* Assist VP of Membership to form then lead a Membership Recruitment committee
* Submit written Committee Status Reports, in advance, for monthly board meetings
* Work in conjunction with the VP of Membership to maintain event and meeting guest reports and guest conversion report
* Work with membership committee to define prospective members- to include area Essential members, new industry members, new companies and more
* Actively pursue prospective members with information about upcoming MPI Tennessee events and MPI global promotional membership discounts.
* Work with VP of Membership and Office of the President to help monitor and enforce the Non-Member two meeting/ event attendance policy.
* Maintain fiscal responsibility in support of MPI Tennessee members and policies
* Coordinate with VP of Membership and Director of Retention to submit budget needs for the following fiscal year
* Lead Recruitment Event committee on planning one MPI Tennessee Membership Recruitment Event per fiscal year (details can change based on membership business plan objectives)

*Reports to:* Vice President Membership

*Commitment:*

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

**Director of Member Retention**

**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, Storytelling

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:*

* Assist VP of Membership in the development of the annual Chapter Business Plan
* Assist VP of Membership to form then lead a Membership Retention committee
* Submit written Committee Status Reports, in advance, for monthly board meetings
* Work in conjunction with the VP of Membership to monitor Membership reports provided by MPI Global to include: delinquent member reports, renewal reports, cancelation reports, chapter transfers, and more
* Actively engage current members with volunteer opportunities, responding to survey results, personal concerns, and more
* Maintain fiscal responsibility in support of MPI Tennessee members and policies
* Coordinate with VP of Membership and Director of Recruitment to submit budget needs for the following fiscal year
* Oversee the mentorship program to ensure its continuation
* Lead Volunteer Appreciation events committee on planning one MPI Tennessee Volunteer Appreciation Event per fiscal year (details can change based on membership business plan objectives)

*Reports to:* Vice President Membership

*Commitment:*

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

## 

## **Director of Operations**

**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, contract negotiation

*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 members for assigned roles
* 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 in-kind donations, specifically venues and vendors
* Lead committee that follows up with event attendees that express interest with an MPI Tennessee partnership
* Secure chapter event venues for 12-18 months into the future
* Ensure promotion of in-kind donations
* Follow through with collection and implementation of in-kind donations.

*Reports to:* Vice President Finance

*Commitment:*

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

## **Director of Educational Conference**

**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, delegation, project management

*Eligibility:*

* Member in good standing and willing to give the time, energy, talents and enthusiasm required of position
* Approval from leadership at your place of work

*General Responsibilities:*

* Serve as voting member of Board of Directors
* 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 regional activity 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.

*Specific Responsibilities:*

* Coordinate and oversee annual education conference and tradeshow as outlined in approved budget for the year
* Build and coordinate committee to execute event
* Complete Event Request Forms (ERFs) and supply to Director of Operations for venue sourcing and in-kind donations
* Use project management skills to oversee education components are included in project management tool (Basecamp)
* Complete Cvent forms and submit to VP Communications for event marketing

*Reports to:* Vice President Education

*Commitment:*

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