When we *meet*, we change the world.

Succession Planning & Nominations
MPI AND CHAPTERS MISSION & VISION

Our Mission:
MPI will lead and empower an inclusive meeting and event community to change the world.

Our Vision:
Leading and empowering the meeting and event community to change the world.
WHAT WE COVER ON THE PRESENTATION

- CLRP resources (Tactical)
- Volunteers vs. Employees
- Why inclusion matters
- Shift happens
- A chair & a spare
- Conflict resolution
- You’re not alone
- Nominations steps and tips
### Nominations Planning
- Chapter Board Job Descriptions (367 KB)
- Leadership Skills and Experience Matrix Glossary (287 KB)
- MPIF Chapter Liaison Role Description - Updated (46 KB)
- Sample Board Applicant Interview Questions (67 KB)
- Sample Board Applicant Phone Interview Questions (68 KB)
- Sample Board Application Cover Letter (69 KB)
- Sample Chapter Board Application (68 KB)
- Succession Planning (1174 KB)

### Governance
- Explanatory document for Chapter Bylaws and Chapter Policy Manual (684 KB)
- MPI Chapter Bylaws - 2022 (710 KB)
- MPI Chapter Policy Manual - 2022 (720 KB)
VOLUNTEERS ARE NOT EMPLOYEES
WHY IS INCLUSION IMPORTANT?

Your job is to embrace and foster an inclusive business climate of respect for all peoples regardless of national origin, race, religion, sex, marital status, age, sexual orientation, physical or mental impairment.
WHY IS INCLUSION IMPORTANT?
SHIFT HAPPENS IN CRISIS TIME

The Change Process

Old Status Quo

Foreign Element

Resistance

Chaos

Transforming Idea

Integration

New Status Quo

Performance

Time

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NOMINATIONS PROCESS AND TIPS TO FOLLOW
NOMINATIONS PROCESS STEPS

What Leadership Skills and Collective Skills We Need? Clarify Must Have vs. Can’t Have

Application process and procedures - Timelines

Candidate Selection Skills Matrix, Interviews, Voting

Final Selections and Notifications

Submit for Board Review and Membership Approval

Final Announcement to Membership On-Boarding Installation
SKILL MATRIX / COLLECTIVE SKILLS

Collective Skills of the Board

- Functional Experience
- Financial Expertise
- Diversity – Reflective of Membership
- Community Experience
- Marketing Expertise
- Governance Knowledge
- Industry Experience
- Strategic Planning
- Association Experience

Diversity – Reflective of Membership
Committee Guidelines per Bylaws:

- Immediate Past President is Chair
- President Elect serves on committee with no voting rights
- Minimum of 5 committee members including Chair is required
- Committee members may not be applying for the board
- Understand and know guidelines on term limits and re-election
- Should be in place no later Oct 31st

Term Limits:

- All Officers and Directors are one-year terms
- Everyone has to re-apply (Incoming President and Incoming IPP excluded)
- Understand consecutive term policies
- Leadership is not entitlement
Application Process

- Send out “Call for Volunteers” in November to ALL members – application with job descriptions attached
- Review applications
- Plan your interview questions in advance
- Set up interviews
- Explain the process to the prospects
- Make NO commitments
- Use the skills matrix as you speak
Recruitment processes

• Committee meets for selection

• Present to the Board (BOD) for review

• Present to membership (allow 30 days to contest)

• Submit slate to COM by March 1
1. By Mid January: Nomination’s chair presents proposed slate to the Board

2. By January 28th: Board Review

3. By January 29th: Slate is presented to membership for contest (election by acclamation)

4. Allow 30 Days for membership to review

5. By March 1st: Submit slate to MPI Global
Office of the President Includes:
President, President-Elect, Immediate Past President
ALL working together

Departments: VP of Finance
Director of Strategic Alliance (Sponsorships)
Director of Special Events (Venues)

VP of Education
Director of Professional Development (Speakers)

VP of Membership
Director of Member Care (Retention)
Director of Leadership Development (Recruitment)
Director of Awards, Recognition

VP of Communications
Director of Publications
Director of Marketing/Advertising
Reviewing and interviewing candidates:

- Explain the process to your prospects
- Make no commitments
- Compare your prospect to your Criteria
- Don’t lower your expectations
- Plan your interview questions in advance

*Tips: Never ask how much time they have to give!*
State how much time it will take and remember serving is an honor

*Refer to CLRP > OOP > Nominations planning*
• Are you involved with any other boards?
• Have you ever served on a board before?
• Tell us about your volunteer experiences
• What causes are you passionate about?
• What interested you in this opportunity?
• What special skills would you bring to this board?
• How would you add value to our organization?
• Discuss time commitment
After interviewing, assess…

• Where do they lead currently - are they putting themselves out there, learning and growing?

• Do they have a positive attitude or are they telling you they don’t have time?

• Never ask how much time are they willing to give, but state how much time it will take. If they feel honored they will be willing to serve.
Strategy and tools

• Open, Honest, and Candid Communication is imperative 100%

• Plan for departures (Life Happens!)

• Develop leadership checkpoints and structure quarterly assessment of leadership

• Develop training plan to achieve development plans
TRANSITION PROCESS

• March 1 – Mid April - Onboarding at Chapter level (early transition meetings may take place during onboarding)

• March 1 – June 30 - Incoming boards advised to attend board meetings

• April - Chapter Business Summit (CBS)

• Mid April – Mid June – Annual Retreats

• By end of June - 1 – 1 Transition Meetings
The forgotten step:

Consider how your leaders will transition off the Board of Directors:

• Note that all confidential matters remain confidential after departure.
• The Board Member’s fiduciary duty to the Chapter terminates when the term is complete.
• All documentation should be returned to the Chapter or destroyed.
• Provide information for how the chapter member can provide feedback and engage in the future.
• Recognize and thank them for their service.
Thank You