MPI
CHAPTER NOMINATIONS TRAINING

NOVEMBER 15, 2017

PRESENTED BY
HOLLY DOTSON
DIRECTOR CHAPTER PROGRAM DEVELOPMENT
MPI Presentations Objectives

- Succession Planning – Understanding What It Is
- Your Role in Succession
- Necessary Leadership Qualities
- Great Boards, What Do They Look Like?
- What Skills Will Our Board Need?
- Committee & Processes
- Slate Submissions
- Questions
Succession Planning
Why Is This Important To You

Industry challenges change the standard of leadership

Higher expectations hosting organizations

Increased sophistication in the meeting industry

Different skills in the industry should be reflected in leadership

Expectations of leaders are greater than ever
Representative VS. Skills

- Evolution from representative based board
- Skills & experience matrix to evaluate prospective candidates
- Used as a self-assessment tool
Individual Skills

- Leadership
- Strategic Thinking
- Business Acumen
- Personal Communication
- Loyalty to MPI
- Influence
## Sample Skills & Experience Matrix

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Individual Skills</th>
<th>Collective Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Strategic Thinking</td>
<td>Chapter Experience</td>
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<tr>
<td>Susan</td>
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<td>✓</td>
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<tr>
<td>Tom</td>
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<td>✓</td>
</tr>
<tr>
<td>Louise</td>
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Leaders
What Do They Look Like?
## What Do Great Leaders Say & Do?

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Weak Leaders</th>
<th>Ok Leaders</th>
<th>Good Leaders</th>
<th>Great Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>What they say</td>
<td>It’ll look great on my resume!</td>
<td>What do I have to do?</td>
<td>How may I help?</td>
<td>Thanks for the opportunity.</td>
</tr>
<tr>
<td>What they add</td>
<td>Dead weight</td>
<td>Basics</td>
<td>Dedication</td>
<td>Passion</td>
</tr>
<tr>
<td>What they take</td>
<td>Valuable spot</td>
<td>Instructions</td>
<td>Role seriously</td>
<td>Time to care</td>
</tr>
<tr>
<td>How they look</td>
<td>Cool</td>
<td>Regular</td>
<td>Eager</td>
<td>Unassuming</td>
</tr>
<tr>
<td>What they read</td>
<td>TV guide</td>
<td>Time magazine</td>
<td>Books</td>
<td>Business Magazines &amp; Books</td>
</tr>
<tr>
<td>Whom they serve</td>
<td>Themselves</td>
<td>Their obligations</td>
<td>The nonprofit</td>
<td>The community</td>
</tr>
</tbody>
</table>
Great Boards, Are They Out There
What do “GREAT” Boards Possess?

They understand “What Matters Most” for the organization

- **Mission Statement:**
  - Who we are
  - What we value

- **Vision Statement:**
  - What we want to become

- **Strategy:**
  - How we will achieve our vision

- **Goals & Objectives:**
  - How we gauge our degree of success

**Communicating purpose to stakeholders**
What do “GREAT” Boards Possess?
What skills does a board need to be GREAT?
Collective Skills of the Board

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

NEED

MUST HAVE
Would Be Nice To Have...
Not in a Million Years Criteria

CAUTION:
TREES OBSCURING VIEW OF FOREST
NEXT 5 MILES
I'd love to help!
When?
Where?
I'll be there.
Sure, I can!

Volunteer
What is your process?

- 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 Approval & Membership Approval
      - Final Announcement to Membership On-Boarding Installation
Nominations Process

- 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
- Never ask how much time they have to give
- State how much time, remember serving is an honor
Nominating Committee Guidelines

- Committee Guidelines per Bylaws
- Immediate Past President is Chair
- President selects remaining committee members/board approves
- President Elect serves on committee with voting rights
- Minimum of 4 committee members including chair is required
- Committee members may not be applying for the board
Nominating Committee Policies

- **Term Limits**
- Everyone has to re-apply (Incoming President and Incoming IPP excluded)
- Leadership is not entitlement
- Understand and know guidelines on term limits & Re-election
  - Term Limits are one year unless you have an exception in your bylaws (VP & Director)
  - VP’S – No more than 2 consecutive terms in same role
  - Directors – No more than 3 consecutive terms in same role
  - Directors are limited to no more than 6 consecutive years, unless elected to Officer role
Slate Submission & Approval Policies

- Present your recommended slate to the board
  - Board votes on Officers
  - This must happen by mid-January
- Membership votes on Directors
  - This should happen by late January
  - Allow 30 Days for membership to vote
- Submit to MPI no later than March 1, 2017 approved
- On-Boarding, Transitions, Contact info (training provided)
- Board Installation
Resources

- Instructions on CLRP
- Templates Provided
- Membership process templates
- Succession timelines
- Interview question samples
- Application samples
- Skills Matrix
Chapter Leader Resource Page
### Board Structure and Governance

<table>
<thead>
<tr>
<th>Document Title</th>
<th>File Size</th>
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<tbody>
<tr>
<td>2016-2017 Conflict of Interest Disclosure</td>
<td>29 KB</td>
</tr>
<tr>
<td>Board Officer Install Sample</td>
<td>262 KB</td>
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<tr>
<td>Chapter Leader Job Descriptions</td>
<td>103 KB</td>
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<tr>
<td>Chapter Minimum Bylaws</td>
<td>79 KB</td>
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<tr>
<td>Chapter Minimum Policy Manual April 2016</td>
<td>348 KB</td>
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<tr>
<td>Chapter Policy Manual FAQ</td>
<td>322 KB</td>
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<td>Consent Agendas</td>
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### Succession Planning

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<tr>
<td>Board Applicant Phone Interview Questions</td>
<td>28 KB</td>
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<tr>
<td>Board Application</td>
<td>82 KB</td>
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<tr>
<td>Board Application Cover Letter Template</td>
<td>30 KB</td>
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<tr>
<td>Board Candidate Interview Questions</td>
<td>30 KB</td>
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<tr>
<td>Chapter Slate Nomination Instructions</td>
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<tr>
<td>Chapter Slate Template</td>
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<tr>
<td>Chapter Transition Manual</td>
<td>312 KB</td>
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