

## Office of the President – Immediate Past President

### Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Advise, support and direct President and President-Elect in executing initiatives</li> <li>• Assist with chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with outgoing President.</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 Acumen</li> <li>• Motivational</li> <li>• Conflict Resolution</li> <li>• Execution</li> </ul>

### Role Responsibilities

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

Reports to: Chapter President

#### Helpful Skills:

- ✓ Adaptability, Accountability, Confident, Project Management, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

#### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

#### General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Ensure the fiscal responsibility of the Chapter
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with outgoing President (successor)
- Perform any other duties as assigned by the President and/or Board of Directors
- Adhere to the guidelines found in MPI’s Principals of Professionalism

#### Specific Responsibilities:

- Act as support/mentor to the President
- Chair the Nominating Committee
  - Ensure process is in compliance with bylaws and policy, providing an open nominations & elections process, and ensuring compliance with MPI elections calendar requirements
  - Engage chapter members to develop Nominating Committee to include President-Elect and Leadership Development Director/Chair.
  - Committee will vet and conduct candidate interviews to develop slate of leaders for following fiscal year.
- Serve as an active member of the Leadership Development Committee
- Contribute to departmental TSR for Board of Directors meetings.
- Support 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
- Ensure development and facilitation of a long-term strategic plan
- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures & Chapter Leadership Plan
- Assemble materials necessary for RISE Awards application and ensure timely entry of complete application form and support materials
- Chair Chapter's Past Presidents Advisory Council to provide for continued involvement of Past Presidents to support the strategic plan of the chapter.
- Chapter Liaison along with Leadership Development with the MPI Foundation.
- Perform other duties that may be assigned by the President and Board of Directors

#### Direct Reports: Nominations Committee

#### Time Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5 - 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (15 - 20 hrs/mo)

# Office of the President – President

## Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Advise, support and direct Executive Committee in executing initiatives</li> <li>• Lead board in chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with incoming outgoing President.</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 Acumen</li> <li>• Motivational</li> <li>• Conflict Resolution</li> <li>• Execution</li> </ul>

## Role Responsibilities

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

Reports to: All MPI WestField Chapter Members

### Helpful Skills:

- ✓ Adaptability, Accountability, Confident, Project Management, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

### General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Ensure the fiscal responsibility of the Chapter
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of committees to Board of Directors
- Conduct transition meeting with President-Elect (successor)
- Perform any other duties as assigned by the Board of Directors
- Adhere to the guidelines found in MPI’s Principals of Professionalism

Specific Responsibilities:

- Provide direction and leadership for the Chapter to maintain and increase MPI membership
- Directly responsible for communicating to Chapter officers and directors to ensure
  - All assignments are completed according to the Strategic Plan
  - Chapter is financially sound
  - 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 Finance Committee
- Serve as an ex-officio member on all committees
- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures & Chapter Leadership Plan
- 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 Retreat and Mid-year Board Retreat
- Liaise with the VP of Finance to prepare the Annual Report reviewing Chapter activities and finances within 90 days of the end of the fiscal year and present to membership and MPI headquarters
- Act as support/mentor to President Elect
- Submit budget needs for the following fiscal year
- Oversee performance of Chapter Administrator, including annual performance review
- Serve as liaison between the chapter and MPI Headquarters
- Ensure Chapter compliance with MPI Headquarters
- Perform other duties that may be assigned by the Board of Directors and MPI-HQ

Direct Reports: President-Elect, Immediate Past President, Executive Committee and Chapter Administrator

Time Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5 - 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (25 - 35 hrs/mo)

## Office of the President – President-Elect

### Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Advise, support and direct Vice Presidents in executing initiatives</li> <li>• Assist with chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with incoming President-Elect</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 Acumen</li> <li>• Motivational</li> <li>• Conflict Resolution</li> <li>• Execution</li> </ul>

### Role Responsibilities

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

Reports to: President and Immediate Past President

#### Helpful Skills:

- ✓ Adaptability, Accountability, Confident, Project Management, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

#### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

#### General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Ensure the fiscal responsibility of the Chapter
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors
- Adhere to the guidelines found in MPI’s Principals of Professionalism

Specific Responsibilities:

- Serve as direct support to the Chapter President
- Work closely with President, keeping knowledgeable about Chapter activities:
  - Stand In / Represent President in their absence by performing the duties of the President with the powers of and subject to all the restrictions upon the President
  - Facilitate at least one chapter board meeting and lead one chapter program
- Serve on the Nominating Committee to develop a slate of qualified board members for the following year along with IPP, Leadership Development and other nominations committee members
- Manage and supervise Chapter efforts, including:
  - Leadership Development – manage budget and chapter leaders/committee members
  - Work with Membership to engage members as chapter volunteers (i.e. committee fair), building pipeline of future chapter leaders.
- Coordinate departmental TSR for Board of Directors meetings
- Communicate strategic challenges relating to the Chapter to Board of Directors
- Approve all invoices of the committees within the President-Elect category and forward appropriate paperwork to the VP of Finance.

Direct Reports: Leadership Development (Director or Chair(s))

Time Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5 - 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (20-30hrs/mo)

# Office of the President – Leadership Development

## Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Provide direction and leadership for the Chapter's program to expand volunteer</li> <li>• Assist with chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with successor</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 Acumen</li> <li>• Motivational</li> <li>• Conflict Resolution</li> <li>• Execution</li> </ul>

## Role Responsibilities

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

Reports to: President-Elect

### Helpful Skills:

- ✓ Adaptability, Accountability, Confidentiality, Project Management, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

### General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Ensure the fiscal responsibility of the Chapter
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board of Directors
- Adhere to the guidelines found in MPI's Principals of Professionalism

Specific Responsibilities:

- Provide direction and leadership for the Chapter's program to expand volunteer involvement and enhance leadership development opportunities
  - Liaise with all committees to fill open positions
  - Provide guidance and support for succession planning
  - Liaise with Communications to market/promote volunteer opportunities
- Lead committees in maintaining a current roster of Chapter member volunteers.
  - Manage volunteer recruitment process and recordkeeping
  - Offer support to committee members to help accomplish their goals
- Submit information to President Elect for monthly TSR by date noted
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
  - Manage the following budget line items: Leadership Development
- Responsible for ensuring adherence to the Chapter Leadership Plan
- Conduct/facilitate new Board Orientation and Board Transition meetings
- Assist President and President-Elect with facilitator sourcing for Board Retreats
- Manage all invoices for the Leadership Development committee and forward appropriate paperwork to the President-Elect for approval
- Create and submit a succession plan to the Nominations Committee by January 15

Direct Reports: Committee Members

Time Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5 - 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (10 - 15hrs/mo) - assumes engagement of at least 1 to 2 committee members to delegate tasks.



## Executive Committee – Vice President, Membership

### Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Provide direction and leadership for the Chapter's program to expand membership</li> <li>• Assist with chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with successor</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 Acumen</li> <li>• Motivational</li> <li>• Conflict Resolution</li> <li>• Execution</li> </ul>

### Role Responsibilities

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

Reports to: President

#### Helpful Skills:

- ✓ Adaptability, Accountability, Confidentiality, Project Management, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

#### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

#### General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Ensure the fiscal responsibility of the Chapter
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board of Directors
- Adhere to the guidelines found in MPI's Principals of Professionalism

Specific Responsibilities:

- • Manage and supervise Chapter membership efforts, including:
  - o Recruitment – member recruitment, new member orientation
  - o Member Care - member retention, hospitality, recognition, scholarships & awards
  - o Special Membership Projects – align with MPI membership initiatives that may arise throughout the year (i.e. recruitment and renewal incentives)
  - o Conduct monthly team/committee meeting (in person or via teleconference)
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors and how membership will leverage.
- Submit monthly Team Status Report to President by date noted.
- Provide monthly reports to Board of Directors with updated status of membership (new, transfers, affiliates, drops)
- Collaborate in matching members or potential members with available complimentary event registration
- Approve all invoices of the committees within the Membership category and forward appropriate paperwork to the VP of Finance

Direct Reports: Director Recruitment and Director Retention (Member Care); Committee members

Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5- 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (10-15 hrs/mo) - assumes engagement of at least 1 to 2 committee members to delegate tasks.

## Board Member – Director, Member Retention/Member Care

### Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Support the VP in providing direction and leadership for the Chapter's program to expand membership</li> <li>• Assist with chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with successor</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Teaching</li> <li>• Financial Acumen</li> <li>• Motivational</li> <li>• Execution</li> </ul>

### Role Responsibilities

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

Reports to: VP, Membership

### Helpful Skills:

- ✓ Adaptability, Accountability, Confidentiality, Project Management, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

### General Responsibilities:

- Serve as voting member of Board of Directors
- Ensure the fiscal responsibility of the Chapter
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board of Directors
- Adhere to the guidelines found in MPI's Principals of Professionalism

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Specific Responsibilities:

- Manage and supervise Chapter membership retention efforts
  - Member Retention: Establish annual retention goal based on the strategic plan. Develop and maintain ongoing campaign to realize the annual goal.
    - New Member Introduction Events – Hold minimum 2 events (i.e. reception, coffee talk, idea exchange)
    - Recognition & Awards – Develop/Maintain program to recognize members in various categories for professional and/or personal achievement.
    - WestField Cares – Identify assistance for members with financial need (complimentary education program attendance, scholarships)
  - Special Membership Projects – align with MPI membership initiatives that may arise throughout the year (i.e. renewal incentives)
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- Submit agenda items and monthly status to VP Membership for monthly TSR by date noted
- Identify, recruit and train Committee Chair for assigned committees
- Conduct monthly/bi-monthly committee meeting (in person or via teleconference)
- Submit articles to newsletter and website in support of member care activities (ex. Member Spotlights, Scholarship/Award recipients, New Member Receptions/Lists)
- Collaborate in matching members or potential members with available complimentary event registration

Direct Reports: Committee Chairs and Committee Members

Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5- 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (10-15 hrs/mo) - assumes engagement of at least 1 to 2 committee members to delegate tasks.

## Board Member – Director, Member Recruitment

### Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Support the VP in providing direction and leadership for the Chapter's program to expand membership</li> <li>• Assist with chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with successor</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Teaching</li> <li>• Financial Acumen</li> <li>• Motivational</li> <li>• Execution</li> </ul>

### Role Responsibilities

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

Reports to: VP, Membership

### Helpful Skills:

- ✓ Adaptability, Accountability, Confidentiality, Project Management, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

### General Responsibilities:

- Serve as voting member of Board of Directors
- Ensure the fiscal responsibility of the Chapter
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board of Directors
- Adhere to the guidelines found in MPI's Principals of Professionalism

Specific Responsibilities:

- Manage and supervise Chapter membership recruitment efforts
  - Member Recruitment: Establish annual membership goal based on the strategic plan. Develop and maintain ongoing campaign to realize the annual goal.
    - Provide direction and leadership for the Chapter's program to increase student involvement
    - Welcome and orient new members
    - Work closely with MPI to assure the timely and accurate processing of new member applications
  - Special Membership Projects – align with MPI membership initiatives that may arise throughout the year (i.e. new member incentives)
- Submit agenda items and monthly status to VP Membership for monthly TSR by date noted
- Identify, recruit and train Committee Chair for assigned committees
- Conduct monthly/bi-monthly committee meeting (in person or via teleconference)
- Submit articles to newsletter and website in support of member recruitment activities (ex. new member discounts, chapter events, etc.)
- Collaborate in matching members or potential members with available complimentary event registration

Direct Reports: Committee Chairs and Committee Members

Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5- 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (10-15 hrs/mo) - assumes engagement of at least 1 to 2 committee members to delegate tasks.

## Executive Committee – Vice President, Education

### Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Provide direction and leadership for the Chapter's program to provide relevant and timely educational programming</li> <li>• Assist with chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with successor</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 Acumen</li> <li>• Motivational</li> <li>• Conflict Resolution</li> <li>• Execution</li> </ul>

### Role Responsibilities

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

Reports to: President

#### Helpful Skills:

- ✓ Adaptability, Accountability, Project Management, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

#### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

#### General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Ensure the fiscal responsibility of the Chapter
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board of Directors
- Adhere to the guidelines found in MPI's Principals of Professionalism

Specific Responsibilities:

- Provide direction and leadership for the Chapter to provide premier educational opportunities and networking opportunities for our members that meet a variety of member needs
- Manage and supervise Chapter educational efforts, including:
  - Monthly Programs - Site Selection, Logistics and Registration
  - Professional Development - Educational Content & Speaker Sourcing, Learner Outcomes
  - Special Educational Projects - Signature Annual Education Conference, other special projects that may be developed
  - Conduct monthly team/committee meeting (in person or via teleconference)
- Assist Directors in selecting and maintaining a current roster of committee members
- Lead Education Team in developing annual educational plan in accordance with Chapter strategies and MPI standards (75% of FY20/21 topics to be finalized by June 15, 2020)
- Submit monthly Team Status Report to President by date noted.
- Communicate strategic items 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 invoices of assigned committees and forward appropriate paperwork to the Vice President of Finance

Direct Reports: Director, Professional Development, Director, Logistics and Committee Chairs

Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5- 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (10-15 hrs/mo) - assumes engagement of at least 1 to 2 committee members to delegate tasks.



# Board Member – Director, Professional Development

## Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Support the VP in providing direction and leadership for the Chapter's program deliver relevant education</li> <li>• Assist with chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with successor</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Teaching</li> <li>• Financial Acumen</li> <li>• Motivational</li> <li>• Execution</li> </ul>

## Role Responsibilities

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

Reports to: VP, Education

### Helpful Skills:

- ✓ Adaptability, Accountability, Project Management, Negotiator, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

### General Responsibilities:

- Serve as voting member of Board of Directors
- Ensure the fiscal responsibility of the Chapter
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board of Directors
- Adhere to the guidelines found in MPI's Principals of Professionalism

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### Specific Responsibilities:

- Manage and supervise Chapter education – professional development efforts
  - Develop annual education plan in accordance with Chapter strategies and MPI standards
    - Liaise with MPI Headquarters regarding available opportunities to the Chapter (i.e. MPI Speaker Database)
    - Develop topics and speakers for all chapter education programs
  - Program income and expenses: Operate within the allocated funds allotted for speakers, including travel and expenses
    - Contracts – Negotiate contracts for all speaker fees, travel & expenses.
    - Payment – Confirm and submit all program expenses/payments and accompanying paperwork to VP Education for review and approval.
  - Serve as primary point of contact with Chapter Administrator and Communications Committee to ensure all program details and promotion are finalized and communicated to the membership, within the timelines established in our Chapter Policy & Procedures
    - Complete and submit Marketing Request Form/Promotional Spreadsheet to Marketing & Communications team for program promotion efforts via chapter website, social media outlets, etc.
    - Complete application for Event Industry Council to receive approval of continuing education units (ceu) for programs.
- Submit agenda items and monthly status to VP Membership for monthly TSR by date noted
- Identify, recruit and train Committee Chair for assigned committees
- Collaborate with Chapter Administrator to develop, implement and manage a system of collecting and summarizing attendee evaluations
- Conduct monthly/bi-monthly committee meeting (in person or via teleconference)

### Direct Reports: Committee Chairs and Members

### Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5- 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (10-15 hrs/mo) - assumes engagement of at least 1 to 2 committee members to delegate tasks.

## Board Member – Director, Program Logistics

### Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Support the VP in providing direction and leadership for the Chapter's program deliver relevant education</li> <li>• Assist with chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with successor</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Teaching</li> <li>• Financial Acumen</li> <li>• Motivational</li> <li>• Execution</li> </ul>

### Role Responsibilities

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

Reports to: VP, Education

### Helpful Skills:

- ✓ Adaptability, Accountability, Project Management, Negotiator, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

### General Responsibilities:

- Serve as voting member of Board of Directors
- Ensure the fiscal responsibility of the Chapter
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board of Directors
- Adhere to the guidelines found in MPI's Principals of Professionalism

### Specific Responsibilities:

- Manage and supervise Chapter education program logistic effort:
  - Venue and Sponsor:
    - Work with the Business Development (BD) team to develop, implement and manage an RFP process for location and sponsorships for all monthly educational programs
    - Communicate with BD regarding recommendations/preferences for location and type of venue for each event and approve final site selections
  - Program income and expenses: Operate within the allocated funds allotted for monthly and special education programs while generating income to absorb all expenses.
    - Contracts – Liaise with Business Development to negotiate contracts for all program items (i.e. venue, F&B, A/V, décor, etc.)
    - Payment – Confirm and submit all program expenses/payments and accompanying paperwork to VP Education for review and approval.
  - Logistics
    - Oversee the coordination of all logistics for monthly educational programs, including menu selection, audio visual needs, room set-up requirements, registration requirements and any hotel arrangements required
    - Assign and oversee Monthly Chair for each educational program to facilitate production of their assigned event
  - Serve as primary point of contact with Chapter Administrator and Communications Committee to ensure all meeting plans are communicated to members
- Submit agenda items and monthly status to VP Membership for monthly TSR by date noted
- Identify, recruit and train Committee Chair for assigned committees
- Collaborate with Chapter Administrator to develop, implement and manage a system of collecting and summarizing attendee evaluations
- Conduct monthly/bi-monthly committee meeting (in person or via teleconference)

### Direct Reports: Committee Chairs and Members

### Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5- 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (10-15 hrs/mo) - assumes engagement of at least 1 to 2 committee members to delegate tasks.

## Executive Committee – Vice President, Communications

### Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Provide direction and leadership for the Chapter to raise awareness of MPIWC</li> <li>• Provide relevant and timely communications to chapter members</li> <li>• Assist with chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with successor</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 Acumen</li> <li>• Motivational</li> <li>• Conflict Resolution</li> <li>• Execution</li> </ul>

### Role Responsibilities

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

Reports to: President

#### Helpful Skills:

- ✓ Adaptability, Accountability, Project Management, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

#### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

#### General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Provide direction and leadership for the Chapter to raise awareness of MPIWC
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board of Directors
- Adhere to the guidelines found in MPI’s Principals of Professionalism

Specific Responsibilities:

- Manage and supervise Chapter communications efforts, including:
  - Publications – Newsletter, Weekly Communications, Social Media Marketing - Website
  - Public Relations - Media Relations, Press Releases
  - Conduct monthly team/committee meeting (in person or via teleconference)
- Ensure Chapter programs, activities and accomplishments are highlighted on an international level by communicating with MPI Public Relations and Marketing Departments
- Submit monthly Team Status Report to President by date noted.
- 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, and to VP of Programs for possible educational programming
- Approve all invoices of the committees within the Communications category and forward appropriate paperwork to the VP of Finance
- Ensure adherence to all MPI branding standards
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors and to VP of Programs for possible educational programming
- Approve all invoices of assigned committees and forward appropriate paperwork to the Vice President of Finance

Direct Reports: Director, Director of Marketing/PR and/or committee members

Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5- 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (10-15 hrs/mo) - assumes engagement of at least 1 to 2 committee members to delegate tasks.

## Board Member – Director, Marketing

### Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Support the VP in providing direction and leadership for the Chapter's program to deliver relevant and timely communications</li> <li>• Assist with chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with successor</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Teaching</li> <li>• Financial Acumen</li> <li>• Motivational</li> <li>• Execution</li> </ul>

### Role Responsibilities

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

Reports to: VP, Communications

### Helpful Skills:

- ✓ Adaptability, Accountability, Project Management, Negotiator, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

### General Responsibilities:

- Serve as voting member of Board of Directors
- Ensure the fiscal responsibility of the Chapter
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board of Directors
- Adhere to the guidelines found in MPI's Principals of Professionalism

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Specific Responsibilities:

- • Manage and supervise Chapter communications efforts, including:
  - Chapter Website – liaise with Chapter Administrator:
    - Website Domain Renewal
    - Website Software & Licensing
    - Necessary updates per Marketing/Communications form submissions to ensure timely updates that keep site fresh and informative
  - Public Relations - Media Relations, Social Media, Press Releases
    - Promote Chapter website to members
    - Ensure Chapter programs, activities and accomplishments are highlighted on an international level by communicating with MPI Public Relations and Marketing Departments
    - Liaise with Directors in other departments/functional areas to ensure promotion of Chapter activities
    - Manage the development of Chapter banner ads and graphics
  - Publications – Newsletter, Weekly Communications
- Submit agenda items and monthly status to VP Communications for monthly TSR by date noted
- Identify, recruit and train Committee Chair for assigned committees
- Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Ensure adherence to all MPI branding standards
  - Conduct monthly team/committee meeting (in person or via teleconference)
- Approve all invoices of the committees within the Communications category and forward appropriate paperwork to the VP of Finance

Direct Reports: Chairs and committee members

Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5 - 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (10-15 hrs/mo) - assumes engagement of at least 1 to 2 committee members to delegate tasks.



## Executive Committee – Vice President, Finance

### Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Provide direction and leadership for the stewardship of Chapter's income and expenses</li> <li>• Lead chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with successor</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 Acumen</li> <li>• Motivational</li> <li>• Conflict Resolution</li> <li>• Execution</li> </ul>

### Role Responsibilities

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

Reports to: President

#### Helpful Skills:

- ✓ Adaptability, Accountability, Budgeting, MS Excel, Project Management, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

#### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

#### General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Ensure the fiscal responsibility of the Chapter
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board of Directors
- Adhere to the guidelines found in MPI's Principals of Professionalism

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Specific Responsibilities:

- Manage and supervise Chapter Finance efforts, including:
  - Investments & Reserves -CDs, Mutual funds, Prudent reserve
    - Ensure safekeeping of Chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors
    - Research current funding, partnership and investment trends and topics pertinent to the Chapter and report findings to Board of Directors
  - Business Development (Strategic Alliance Program)
  - Special Events & Fundraising
- Prepare annual operating budget with input from relevant departments and ensure compliance once approved by the Board
- Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and approving all authorized invoices and check requests
- Review Chapter tax reports as required and ensure compliance with all governmental tax regulations and file (in conjunction with Chapter Administrator)
- Review Budget monthly for updates and approve for submission with TSR to President by date noted.
- Communicate strategic issues relating to financial status to Board of Directors
- Review and sign all contracts for the Chapter (with pre-review of contract by specific Director)
- Sign check requests and send approval to Chapter Administrator
- Ensure Chapter is incorporated according to Chapter minimum bylaws

Direct Reports: Director, Special Events and Director, Business Development

Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5- 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (10-15 hrs/mo) - assumes engagement of at least 1 to 2 committee members to delegate tasks.

# Board Member – Director, Business Development

## Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Support the VP in providing direction and leadership for the Chapter's program to provide revenue to support chapter operations</li> <li>• Assist with chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with successor</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Teaching</li> <li>• Financial Acumen</li> <li>• Motivational</li> <li>• Execution</li> </ul>

## Role Responsibilities

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

Reports to: VP, Finance

### Helpful Skills:

- ✓ Adaptability, Accountability, Project Management, Negotiator, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

### General Responsibilities:

- Serve as voting member of Board of Directors
- Ensure the fiscal responsibility of the Chapter
- Strengthen relationships with current Strategic Alliance Partners and develop new partners to provide steady cash revenue and in-kind donations in support of chapter operations.
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board of Directors
- Adhere to the guidelines found in MPI's Principals of Professionalism

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### Specific Responsibilities:

- **Oversee Strategic Alliance Program**
  - Strengthen and expand on sponsorship, advertising and In-Kind opportunities with local, national and global community to provide income for the chapter and create networking and business exchange opportunities for current members and potential members.
    - Obtain In-Kind donations to reduce operational expenses by providing necessary services and resources for all chapter programs, creating business exchange opportunities for current members and potential members.
    - Collaborate with Special Event and Programs Logistics Directors to source appropriate venues, production and all other program needs (i.e. catering, décor) according to information provided.
- **Monitor all SAP income and donations to ensure deliverables are fulfilled in a timely manner.**
  - Maintain and update the SAP spreadsheet on a monthly basis and submit with TSR
  - Monitor *Connections* Campaign to track MPI to MPI member exchange value.
- **Identify, recruit and train Committee Chair for assigned committees**
- **Research association and meetings industry trends to discover best practices in Strategic Alliances by other organization**
- **Liaise with Communications to ensure promotion of Strategic Alliance efforts within Chapter and outside community**
- **Communicate strategic challenges relating to SAP status to Board of Directors**
- **Submit agenda items to VP, Finance for monthly TSR by date noted**

### Direct Report: Committee Chairs and Members

### Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5- 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (10-15 hrs/mo) - assumes engagement of at least 1 to 2 committee members to delegate tasks.

# Board Member – Director, Special Events

## Leadership Expectations

<b>Management Skills</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: Work with the board to create and execute a Strategic and Annual Business Plan</li> <li>• Provide direction and leadership for the Chapter's fundraising efforts through special events.</li> <li>• Assist with chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with successor</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Teaching</li> <li>• Financial Acumen</li> <li>• Motivational</li> <li>• Execution</li> </ul>

## Role Responsibilities

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

Reports to: VP, Finance

### Helpful Skills:

- ✓ Adaptability, Accountability, Project Management, Fundraising, Communicator (oral and written), Motivator, Trend Watcher (or willing to research), Team Builder

### Eligibility:

- ✓ Member in good standing with 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
- ✓ Good organizational skills

### General Responsibilities:

- Serve as voting member of Board of Directors
- Ensure the fiscal responsibility of the Chapter
- Develop programs to support fundraising efforts (approximately 4)
- Support and defend policies and programs adopted by the Board of Directors
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board of Directors
- Adhere to the guidelines found in MPI's Principals of Professionalism

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Specific Responsibilities:

- Manage and supervise Chapter Special Event efforts, including:
  - President's/Presidential Reception (July/August) – Liaise with OOP
  - Winter Holiday Event and Fundraiser (Nov/Dec)
  - Spring Annual Fundraising Event (April/May)
  - Chapter Awards (June/July) – Liaise with Membership
- Manage and supervise Chapter Fundraising efforts, including:
  - 50/50 Raffle: Conduct at Education programs and Special Events as warranted
  - Raffle/Auction: Utilize online auction service and/or raffle of items at live event
    - All Board Members assist with securing donations
- Liaise with BD to secure sponsorships for venue and other program resources
- Liaise with Communications to ensure promotion of Special Events both within Chapter and outside community
- Identify, recruit and train Committee Chair for assigned committees
- Research association and meetings industry trends to discover best practices in Fundraising and Event Planning.
- Communicate strategic challenges relating to Special Events and Fundraising status to Board of Directors
- Submit agenda items to VP, Finance for monthly TSR by date noted

Direct Report: Committee Chairs and Members

Commitment:

- Attendance at 75% of scheduled Board meetings and retreats (in person or via conference call).
- Attendance at four (4) official chapter activities and functions per year.
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meeting(s)
- Attendance at 2 Board retreats — 1.5- 2.5 days each, per year (no cost to attend)
- Potential attendance at the Chapter Business Summit, as directed by President, per year (no cost to attend)
- Committee activities (10-15 hrs/mo) - assumes engagement of at least 1 to 2 committee members to delegate tasks.