

Job Description - Vice President of Education Events

- **Term:** One year or as determined by the Board of Directors
- **Eligibility:** Member in good standing / Willing to dedicate the time, energy, talents, and enthusiasm required for the position
- **Reports to:** President

General Responsibilities:

- Serve as a voting member of the Board of Directors.
- Member of Executive Committee.
- Act as a coach, advisor, and counselor to assigned committees.
- Report on the strategies, successes, and challenges of assigned committees to the Board of Directors.
- Ensure fiscal responsibility of the committee(s) to which the position is assigned.
- Support and defend policies and programs adopted by the Board of Directors.
- Conduct transition meetings with the successor.
- Perform other duties delegated by the President and/or Board of Directors.
- Collaborate with VP of Professional Development to submit for continuing education credits through the Events Industry Council (EIC).
- Apply for all grants available through MPI Global for educational content.
- Stay informed on initiatives and educational programs with MPI Global and share relevant information with the membership (WEC, Webinars, CMP, CMM, etc.).
- Work directly with the VP of Finance and Strategic Partnerships to assist with the overall budget and forecast of each educational event.
- Receive a minimum of 4 on the education satisfaction chapter survey for incentive points.

Specific Responsibilities:

- Secure topics/speakers for educational programs with a focus on higher-level, meeting planner education.
- Ensure income and expense budgets are met for each event.
- Research current education trends and topics relevant to the meetings industry, obtaining feedback from members to determine educational topics.
- Work with the VP of Finance & Strategic Partnerships to obtain 3-4 education sponsors.
- Develop, in conjunction with the VP of Marketing & Communications, creative marketing/themes for educational events. Ensure event build forms are submitted and information for events is communicated to membership in timely manner.
- Ensure post-event surveys are deployed timely.

Time Commitment:

- Regular attendance at monthly meetings, chapter activities, and functions.
- Complete Board trainings through MPI Global.
- Attendance at Board meetings and retreats.
- Attendance at the Chapter Leadership Summit.
- Attend VP of Education Global Calls.
- Attend All Hands Global Calls.