

Job Description - Vice President of Networking 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 the 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.

Specific Responsibilities:

- Secure venues and F&B providers for networking events.
- Work with the VP of Finance & Strategic Partnerships to obtain 3-4 networking sponsors including but not limited to venues, F&B,
- Work with the VP of Finance & Strategic Partnership to ensure the partners and sponsors receive appropriate deliverables for their in-kind or monetary partnership.
- Ensure income and expense budgets are met for each event.
- Work directly with the VP of Finance and Strategic Partnerships to assist with the overall budget and forecast of each Networking event.
- Develop, in conjunction with the VP of Marketing & Communications, creative marketing/themes for Networking

events. Ensure event build forms are submitted and information for events is communicated to membership in a timely manner.

- Ensure post-event surveys are deployed timely.
- Receive a minimum of 4 on the networking satisfaction chapter survey for incentive points.

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.