



Job Description - Vice President of Professional Development

- **Term:** One year or as determined by the Board of Directors.
- **Eligibility:** Member in good standing / Certified Meeting Professional (CMP) / 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 the 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 a transition meeting with successor.
- Perform other duties that may be delegated by the Chapter President.
- Coordinate and host CMP Information Sessions.
- Coordinate and plan CMP Study Group (hosted twice per year).
- Conduct other professional development opportunities as they arise (coordination of professional headshots at events, resume reviews, etc.).

Specific Responsibilities:

- Develop a plan to host 4 CMP Information Sessions throughout the year, providing an overview of the CMP application requirements, best practices for scheduling an exam, and explaining how the MPI Pittsburgh CMP Study Group can assist candidates.

- Create a study group curriculum & syllabus based on the Events Industry Council Manual 9th Edition and the Events Industry Council Glossary.
- Facilitate study group sessions.
- Develop a system for housing recorded sessions.
- Recruit current CMPs to volunteer their time during study group sessions to provide advice to participants.
- Recruit volunteers to assist in creating a practice exam for participants.
- Develop a fee structure for the study group.
- Stay up-to-date on all CMP International Standards.
- Work with OOP and VP of Marketing & Communications to enhance the CMP page of the website.
- Work with VP of Marketing & Communications to advertise information sessions and study groups.
- Submit a monthly volunteering report as part of Board meeting agendas.
- Report to the Board of Directors on the strategies, successes, and challenges of the CMP programs.

Time Commitment:

- Regular attendance at monthly meetings, chapter activities, and functions.
- Attendance at Board meetings and retreats.
- Attendance at Chapter Leadership Summit.
- Attend All Hands Global Calls.