

# Chair of May Celebration

## Leadership Expectations

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning</li><li>• Support, develop, and implement</li><li>• Schedule transition time with incoming director</li></ul>	<ul style="list-style-type: none"><li>• Hands-on</li><li>• Collaboration</li><li>• Development</li><li>• Implementation</li><li>• Communicating</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

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

*Eligibility:*

- Member in good standing
- Willing to give the time, energy, talents, and enthusiasm required of the position

*General Responsibilities:*

- Serve as a member at large of the Board of Director.
- Report on the strategies, successes, and challenges of assigned committees to Board of Directors
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the VP of Events or Chapter President

*Specific Responsibilities:*

- Coordinate all aspects of May Celebration Fundraiser
- Implement and execute May Celebration in all event capacities including:
  - Coordinator with venue in regard to room set up, audio/video, food and beverage, overnight accommodations, etc.
  - Finding event sponsors
  - Coordinate donation campaign for auction and raffle items with entire Board of Directors. Provide updates at Monthly Board meetings to
  - On site logistics contact for May Celebration
- Work with the VP, Marcomm to market event
- Work with VP of Events to make program agenda and event posting form

*Reports to: President*

*Time Commitment:*

- Regular attendance at monthly meetings, chapter activities and functions
- Attendance at Board meetings and retreats as necessary

*Resources/Forms*

- Chapter Dashboard
- Educational Survey
- 18 month calendar
- Speaker and Sponsor Contracts
- Education Budget Document
- P&L
- CMP: <http://www.eventscouncil.org/>
- Grants: <https://www.mpiweb.org/foundation/grants>
- Check Requests
- Communication Forms
- Chapter Leader Resource Page
- Speaker Resource Page through MPI Global website
- Chapter Dashboard
- Google Drive
- Board Reports
- Chapter Business Plan