Chair of May Celebration

Leadership Expectations

<table>
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<tr>
<th>Management</th>
<th>Leadership Skills</th>
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<tr>
<td>• Strategic Planning</td>
<td>• Hands-on</td>
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<td>• Support, develop, and implement</td>
<td>• Collaboration</td>
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<tr>
<td>• Schedule transition time with incoming director</td>
<td>• Development</td>
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<td>• Implementation</td>
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<td>• Communicating</td>
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<td>• Conflict/Resolution</td>
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<td>• Execution</td>
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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