Chair of Global Meeting Industry Day

Leadership Expectations

<table>
<thead>
<tr>
<th>Management</th>
<th>Leadership Skills</th>
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<tbody>
<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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<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:
• Assist VP of Events in planning of the monthly events
• Implement and execute GMID in all event capacities including:
  o Coordinator with venue in regard to room set up, audio/video, food and beverage, overnight accommodations, etc.
  o Work with Pittsburgh Transportation Group for speaker travel from and to Pittsburgh International airport
  o Finding an event sponsors
  o Finding all speakers/panelists
  o On site logistics contact for Global Meeting Industry Day
• Work with the Director of Monthly Programs to launch a post event survey
• Work with VP, Events and Director of Monthly Programs 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