

Chair of Global Meeting Industry Day

Leadership Expectations

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

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:
 - Coordinator with venue in regard to room set up, audio/video, food and beverage, overnight accommodations, etc.
 - Work with Pittsburgh Transportation Group for speaker travel from and to Pittsburgh International airport
 - Finding an event sponsors
 - Finding all speakers/panelists
 - 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