DIRECTOR OF MONTHLY PROGRAMS

Leadership Expectations

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

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 voting member of Board of Directors
• 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, Events or Chapter President

Specific Responsibilities:
• Assist VP, Events in planning of the monthly events
• Implement and execute monthly education programs
• Coordinator with venue in regards 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
• Find sponsor for speaker gift. Responsible for packaging and bringing gift for event.
• On site logistics contact for monthly education program
• In charge of facilitating the survey at the end of each monthly education program.
• Creates agenda for education event
• Create powerpoint for education event
• Complete Board Trainings through MPI Global

Reports to: President

Time Commitment:
• Regular attendance at monthly meetings, chapter activities and functions
• Attendance at Board meetings and retreats
• Attend All Hands Global Calls

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