

DIRECTOR OF MONTHLY PROGRAMS

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 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