

DIRECTOR OF NETWORKING

Leadership Expectations

| Management | Leadership Skills |
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| <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 of Education or Chapter President

Specific Responsibilities:

- Coordinate and execute all networking events
- Coordinator with venue in regards to room set up, audio/video, food and beverage, etc for all networking events.
- Work with VP, Events to plan, coordinate, and execute the Holiday Party Fundraiser event
- Work with VP, Events, Director, Monthly Programs, and Chair of May Celebration to plan, coordinate, and execute the May Fundraiser event.

- Complete communications requests to advertise each networking event through emails, websites, and social media.
- On-site logistics contact for venues for all networking events and potentially the two special events.
- 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

- P & L
- Departmental Budget Documents
- Request for Proposal for Venues
- 18 month calendar
- Spreadsheet of May Celebration that references all donations and contact information.
- Past MPI Auction Donor Letter, Forms, Email, Tax Receipt.
- Check Requests Document
- Chapter Leader Resources Page
- Chapter Dashboard
- Google Drive
- Board Reports
- Business Plan