

VP EVENTS

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development • Target future leaders within existing board, committees and membership • Schedule transition time with incoming VP's 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • 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
- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- 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 President and/or Board of Directors

Specific Responsibilities:

- Receive a minimum of 4 on education satisfaction chapter survey for incentive points.
- Secure topics/speakers for educational programs for your term to assist with completion of the 18 month calendar. Make sure to have a direct focus on higher level, meeting planner education. Also tasked with speaker proposals and contract negotiations.
- Assist to ensure financial goals are met for each event. See budget for exact amounts
- Research current education trends and topics pertinent to the meetings industry and obtain feedback from members to determine relevant and popular educational topics.
- Work with VP of Partnership Development to obtain 3-4 education sponsors
- Develop in-conjunction with VP of Marketing and Communication creative marketing/themes for educational events. Could continue with GMID and other special education event topics.
- CMP Preferred Program: Keep up with policy and procedures (submit event paperwork and renewal fee)
- Apply for all grants that are available to us through MPI Global for educational content.
- Keep informed on initiatives and educational programs with MPI Global and make sure to share as much as possible with our membership (WEC, Webinars, CMP, CMM, etc.)
- Work directly with VP of Finance to assist with overall budget and forecast of each educational event.
- Work directly with VP of Marketing and Communication to assist with marketing plans to ensure information for events is going out on time. Complete communication forms.
- Oversees and mentors the Director of Monthly Programs, Director of Networking, Chair of May Celebration, and Chair of GMID
- 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
- Attendance at Chapter Business Summit, as directed by President
- Attend VP of Education Global Calls

- 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