

VP MEMBERSHIP

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 and direct committee reports 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
- Previous service on Board of Directors or Committee chair (when possible) preferably in a membership capacity
- 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
- Provide direction and leadership for the chapter's program to maintain and increase MPI membership
- Work with staff to maintain a current roster of chapter members
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for ensuring 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:

- Manage and supervise chapter membership efforts, including
 - Recruitment – member recruitment, new member orientation
 - Member Care – member retention, hospitality
 - Awards & Scholarships – recognition programs, scholarships
- Communicate strategic issues relating to membership to Board of Directors
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Complete marketing campaign for both recruiting new members and retention (Including Global campaigns, Refer a Friend program)
- Speak at each event in regards to membership initiatives, new members, welcoming non-members in attendance, etc.
- Call and email members who are up for renewal
- Be aware of all members renewals in a 60 day period and make sure invite them to monthly events and approach if in attendance
- Communicate to all members any promotions/scholarships for renewals
- Reach out twice a year via call and email to each member to see how they are doing, invite to upcoming events, and see how we can make their membership better and what they value as being a MPI Pittsburgh Member
- Recruit and Record number and name of chapter volunteers
- Create draft list of potential members
- Market and recruit affiliate membership program to other chapters.
- Update board each month on membership reports
- 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 Membership Global Calls
- Attend All Hands Global Calls

Resources/Forms

- Membership Reports; Global, Paragon, Chapter
- 18 month calendar
- Spreadsheet of draft member list from previous year

- Membership recruitment and retention documents from previous year
- Volunteer Spreadsheet
- Chapter Leader Resources Page
- Communication Request
- Chapter Dashboard
- Google Drive
- Board Reports
- Business Plan
- P&L
- Check Requests Document