

**MPI Virginia Chapter**

## CHAPTER LEADER JOB DESCRIPTIONS 2022-2023

**MPI Virginia Job Descriptions & Responsibilities**

**Executive Committee – President - Filled**

##### Leadership Expectations

|  |  |
| --- | --- |
| Management | Leadership Skills |
| * Strategic Planning: work with the board to create and execute strategic and business plans * Create goals and objectives for the board and committees * Advise, support and develop board of directors in executing initiatives * Assist in chapter budget development * Mediate discussions and create consensus within the board * Communicate with members regarding all international initiatives and objectives * Target future leaders within existing board, committees and membership * Schedule transition time with PE * Fiscal Responsibility | * Visionary * Facilitation * Collaboration * Delegation * Organization * Mentoring * Coaching * Teaching * Financial * Motivational * Conflict Resolution * Empowerment * Effective Communication * Execution * Innovation |

##### Job Description

*Term:* One year or as determined by the Board of Directors and Chapter Bylaws

*Helpful Skills:*

* Diplomacy, Resourceful, Visionary, Delegator, Leadership organization, Communicator (written and oral)

*Eligibility:*

* Member in good standing with (when possible) previous service as President Elect
* Knowledgeable of the activities/affairs of the chapter
* Willing to give the time, energy, talents and enthusiasm required of the position

*Specific Responsibilities*:

* Serve as voting member of Board of Directors and Executive Committee
* Support and defend policies and programs adopted by the Board of Directors
* Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
* Ensure the fiscal responsibility of the chapter
* Prepare agenda & reports for Board of Directors meetings in advance of meetings
* Submit a President’s Message at beginning of year
* Submit President’s Message/newsletter article for each issue
* Regularly review/monitor chapter website for necessary changes/updates.
* Attend monthly board meetings, chapter events and committee meetings
* Directly responsible for communicating with and supervising the chapter officers and directors to ensure that all assignments are completed according to the strategic/business plan, that the chapter is financially sound, and membership is advised of all progress
* May appoint members of standing and special committees and relieve any inactive committee members with approval of the Board
* In the event of a tie, cast deciding board vote
* Act as official spokesperson of the chapter
* Conduct annual Board Orientation and mid-year Board Retreat
* Oversee performance of Chapter Administrator/Executive Director, including biannual performance review
* Serve as liaison between the chapter and MPI Headquarters

*Committees Served On:*

* Ex-officio member of all committees
* Budget and Finance

*Oversees:*

* Board Planner
* Bylaws & Policies & Procedures Project Team
* Chapter Administrator

*Reports to*

* Members

*Time Commitment*:

* Attendance at chapter meetings, activities and functions
* Attendance at Board and Executive Committee meetings and Board retreats
* Attendance at Chapter leadership meetings held in conjunction with WEC

**Executive Committee - Immediate Past President - Filled**

##### Leadership Expectations

|  |  |
| --- | --- |
| Management | Leadership Skills |
| * Strategic Planning: work with the board to create and execute strategic and business plans * Create goals and objectives for the board and committees * Advise, support and develop board of directors in executing initiatives * Assist in chapter budget development * Mediate discussions and create consensus within the board * Communicate with members regarding all international initiatives and objectives * Target future leaders within existing board, committees and membership * Fiscal Responsibility | * Visionary * Facilitation * Collaboration * Delegation * Organization * Mentoring * Coaching * Teaching * Financial * Motivational * Conflict Resolution * Empowerment * Effective Communication * Execution * Innovation |

##### Job Description

*Term:* One year or as determined by the Board of Directors and Chapter Bylaws

*Eligibility:*

* Member in good standing with previous service as President
* Knowledgeable of the activities/affairs of the chapter
* Willing to give the time, energy, talents and enthusiasm required of the position

*Specific Responsibilities:*

* Serve as voting member of Board of Directors and Executive Committee
* Support and defend policies and programs adopted by the Board of Directors
* Responsible for ensuring the fiscal responsibility of the committee(s)/projects to which position is assigned
* Submit agenda items & reports for Board of Directors meetings in advance of meetings
* Perform other duties that may be delegated by the President and/or Board of Directors
* Submit 1 newsletter article/year
* Regularly review/monitor chapter website for necessary changes/updates regarding areas of responsibility
* Attend monthly board meetings, chapter events and committee meetings
* Act as coach, advisor and counselor to board members and committees
* Act as support/mentor to President
* Conduct transition meeting with successor
* Help ensure Nominating Committee to develops a slate of qualified board members for the following year
* Select members of Nominating Committee and submit to Executive Committee for approval

*Committees Served On:*

* Past Presidents Council – Chair
* Nominating - Chair
* Governance – Chair

*Oversees:*

* Past Presidents Council
* Nominating
* Governance - bylaws

*Reports to*

* President

*Time Commitment:*

* Attendance at chapter meetings, activities and functions
* Attendance at Board and Executive Committee meetings and Board retreats
* Committee oversight

### **Executive Committee - President-Elect**

##### Leadership Expectations

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Strategic Planning: work with the board to create and execute strategic and business plans * Advise, support and develop board of directors in executing initiatives * Assist in chapter budget development * Mentor the leadership development processes to support succession planning * Target and mentor future leaders * Transition with President * Schedule one on ones with Vice Presidents to discuss future vision * Fiscal Responsibility | * Facilitation * Collaboration * Delegation * Organization * Mentoring * Coaching * Teaching * Financial Responsibility * Motivational * Conflict Resolution * Execution |

##### Job Description

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Helpful Skills:*

* Diplomacy, Resourceful, Visionary, Delegator, Leadership organization, Communicator (written and oral).

*Qualifications:*

* + Member in good standing
  + Knowledgeable of the activities/affairs of the chapter
  + Willing to give the time, energy, talents and enthusiasm required of the position
  + Previous service (when possible) in two (2) of the following positions: Vice President of Membership, Vice President of Finance or Vice President of Education.

*Specific Responsibilities*:

* Serve as direct support to the Chapter President
* In the absence of the President, perform the duties of the President with the powers of and subject to all the restrictions upon the President
* Serve as voting member of Board of Directors, Executive Committee and Budget and Finance Committee
* Serve as ex-officio member of the Nominating and Awards Committee
* Ensure the Chapter adheres to minimum Chapter standards as prescribed by MPI
* Develop and implement a leadership succession/mentoring program
* Cultivate volunteer opportunities and encourage participation
* Work with committees to expand volunteer long-term involvement with Chapter
* Act as coach, advisor and counselor to Board members and committees
* Attend monthly Board meetings, Chapter events and committee meetings
* Report on the strategies, successes and challenges of assigned committees to Board
* Support and defend policies and programs adopted by the Board of Directors
* Conduct transition meeting with successor
* Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
* Perform any other duties as assigned by the President and/or the Board of Directors

*Reports to:* President

*Time Commitment:*

* Attendance at chapter meetings, activities and functions
* Attendance at Board and Executive Committee meetings and Board retreats
* Attendance at Chapter Business Summit

# Executive Committee – Vice President of Finance

##### Leadership Expectations

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Management*** |  | ***Leadership Skills*** |
| * Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan * Advise, support and develop board of directors in executing initiatives * Assist in chapter budget development * Mentor the leadership development processes to support succession planning * Target and mentor future leaders * Transition with incoming Vice President of Finance * Fiscal Responsibility | | * Facilitation * Collaboration * Delegation * Organization * Mentoring * Coaching * Teaching * Financial Responsibility * Motivational * Conflict/Resolution * Execution | |

**Job Description**

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Helpful Skills:*

* Diplomacy, Resourceful, Visionary, Delegator, Leadership organization, Communicator (written and oral).

*Qualifications:*

* Member in good standing
* Willing to give the time, energy, talents and enthusiasm required of the position
* Previous service (when possible) on Board of Directors, preferably in a finance capacity.

*General Responsibilities:*

* Serve as a voting member of the Board of Directors and Executive Committee
* Chair the Budget & Finance Committee
* Act as a coach, advisor and counselor to assigned committees
* Support and defend policies and programs adopted by the Board of Directors
* Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
* Conduct transition meeting with successor
* Perform any other duties as assigned by the President and/or Board

Specific Responsibilities:

* Manage and supervise Chapter financial efforts including:
* Fundraising – fundraising events, auction, etc.
* Special events – Trade shows, special networking events, etc.
* Strategic Alliances – Sponsorships, Partnership Marketing
* Investments & Reserves – CDs mutual funds, prudent reserve
* Work with Chapter Admin to maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records and paying all authorized invoices
* Ensure safekeeping of Chapter funds in such banks, trust companies and/or investments as approved by the Board of Directors
* Renew all permits and authorized post office boxes
* Prepare annual operating budget and ensure compliance as approved by the Board
* Ensure Chapter is incorporated according the Chapter minimum bylaws
* Work with the Chapter Admin to comply with all governmental tax regulations and file Chapter tax reports as required
* Present up-to-date financial statements at each Board of Directors meeting
* Research current funding, partnership and investment rends and topics pertinent to the chapter and report findings to the Board of Directors
* Make each Director and Executive Committee aware when chapter is close to budgetary limits

*Reports to:* President

*Commitment:*

* Attendance at chapter meetings, activities and functions
* Attendance at Board and Executive Committee meetings and Board retreats
* Potential attendance at Chapter Business Summit, as directed by President

### **Executive Committee - Vice President of Communications**

##### Leadership Expectations

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Strategic Planning: work with the board to create and execute strategic and business plans * Create goals and objectives for the board Advise, support and develop board of directors in executing initiatives * Assist in chapter budget development * Target future leaders within existing board, committees and membership * Transition with incoming VP of Communications | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Motivational * Conflict Resolution * Execution |

##### Job Description

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Helpful Skills:*

* + Delegation, Motivational, Deadline driven, Strong proofreader, General understanding of communications tools and technology (i.e. Websites, social medial sites, constant contact, blogs).

*Eligibility:*

* + Member in good standing
  + Willing to give the time, energy, talents and enthusiasm required of the position
  + Previous service on Board of Directors, preferably in a communications capacity

*Overall 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 any other duties as assigned by the President and/or Board of Directors

*Specific Responsibilities:*

* + Manage the publications, marketing, advertising, public relations, community outreach and advocacy efforts of the chapter, including:
* Marketing - Website/technology, Job Bank
* Publications – Emails, News, Directory
* Public Relations - Media Relations, Press Releases
* Advertising - Newsletter Ads, Website Ads
* Community Outreach - Philanthropic Activities
  + Ensure Chapter programs, activities and accomplishments are highlighted on an International level by communicating with MPI Public Relations and Marketing Departments
  + Communicate strategic issues relating to communications/technology to Board of Directors
  + Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
  + Approve all bills of the committees within the Communications category and forward appropriate paperwork to the Vice President of Finance

*Reports to:* President

*Time Commitment:*

* Attendance at chapter meetings, activities and functions
* Attendance at Board and Executive Committee meetings and Board retreats
* Potential attendance at Chapter Business Summit, as directed by President

### Executive Committee - Vice President of Education

##### Leadership Expectations

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Strategic Planning: work with the board to create and execute a Strategic and 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 Vice President of Education | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Motivational * Conflict/Resolution * Execution |

##### Job Description

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Helpful Skills:*

* + Adaptability, Project Management, Communicator (oral and written), Motivator, Conflict Resolution, Trend Watcher (or willing to research), Team Builder

*Eligibility:*

* + Member in good standing
  + Willing to give the time, energy, talents and enthusiasm required of the position
  + Previous service on Board of Directors, preferably in an education capacity

*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 any other duties as assigned by the President and/or Board of Directors

*Specific Responsibilities:*

* + Manage and supervise Chapter educational efforts, including:
* Monthly Programs - Registration, Site Selection & Logistics
* Professional Development - Educational Content & Speaker Sourcing
* Special Educational Projects - Chapter/Regional Education Conference, Leadership Institutes, Women's Leadership Initiative, CMP/CMM, Multi-Cultural Initiatives
  + Develop annual education plan in accordance with Chapter strategies and MPI standards
  + Communicate strategic issues relating to professional development to Board of Directors
  + Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors
  + Approve all bills of assigned committees and forward appropriate paperwork to the Vice President of Finance

*Reports to:* President

*Time Commitment:*

* + Attendance at chapter meetings, activities and functions
  + Attendance at Board and Executive Committee meetings and Board retreats
  + Attend Chapter Business Summit

### Executive Committee - Vice President of Membership

##### Leadership Expectations

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Strategic Planning: work with the board to create and execute a Strategic and 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 * Transition with incoming Vice President of Membership | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Motivational * Conflict/Resolution * Execution |

##### Job Description

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Helpful Skills:*

* + Delegation organization, Marketing Skills, Listening Skills

*Eligibility:*

* + Member in good standing
  + Previous service on Board of Directors, 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 to maintain and increase MPI membership
  + Work with chapter administrator 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
    - Work with Regional Outreach teams as it pertains to communications, education and membership.
    - Strategize and implement projects within the teams.

*Reports to:* President

*Commitment:*

* + Attendance at chapter meetings, activities and functions
  + Attendance at Board and Executive Committee meetings and Board retreats
  + Attend Chapter Business Summit

### Director, Leadership Development

##### Leadership Expectations

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Strategic Planning: work with the board to create and execute strategic and business plans * Create goals and objectives for the board * Advise, support and develop board of directors in executing initiatives * Assist in chapter budget development and fiscal planning * Target future leaders within existing board, committees and membership * Schedule transition time with incoming director | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Motivational * Conflict/Resolution * Execution |

##### Job Description

*Term:* Two 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.
  + Support and defend policies and programs adopted by the Board of Directors
  + Ensure the fiscal responsibility of the committee(s)/projects to which position is assigned.
  + Submit agenda items & reports for Board of Directors meetings in advance of meeting including present up-to-date financial statements at each Board of Directors meeting
  + Perform other duties that may be delegated by the President and/or Board
  + Submit 1 newsletter article/year
  + Regularly review/monitor chapter website for necessary changes/updates regarding areas of responsibility
  + Attend monthly board meetings, chapter events and committee meetings
  + Act as coach, advisor and counselor to assigned committees
  + Conduct transition meeting with successor

*Specific Responsibilities: (to be determined based on individual chapter needs)*

* Manage and supervise chapter Volunteer Tracking form
* Provide committees with contact information of those members interested in volunteering
* Update tracking form as needed
* Follow up with volunteers on tracking form
* Update the chapter Leadership Manual on an annual basis and/or as needed
* Determine recognition for chapter volunteers

*Committees Served On:*

* As needed

*Oversees:*

* Awards & Recognition Committee

*Reports to:*

* President & President-Elect

*Time Commitment:*

* *Attendance at chapter meetings, activities and functions*
* *Attendance at Board and Board retreats*

### Director, Sponsorship

##### Leadership Attributes

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Create objectives to support the chapter’s Business and Strategic plan * Educate committee chairs with processes, procedures and tools to achieve committee objectives * Assist in budget development for all committees reporting to director based on line items in overall chapter budget * Target incoming director from committees who report to you * Chapter leadership and succession planning program * Transition with incoming director | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Conflict/Resolution * Execution |

##### Job Description

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Helpful Skills:*

* + Organization, Trend Watcher (or willing to research), Creativity, Adaptability, Team Builder, Venue Knowledge, with Sales and Networking skills.

*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
  + Attend monthly board meetings, Chapter events and committee meetings
  + Act as coach, advisor and counselor to assigned committees
  + Identify, recruit and train committee chair for assigned committees
  + 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 any other duties as assigned by the President and/or Board of Directors

*Specific Responsibilities:*

* Secure sponsors to host venues for all monthly meetings with exception to the Annual Conference. Host sponsor is responsible for providing the following: meeting space

for the Board of Directors meeting and education/luncheon; audio visual; food and beverage.

* Collaborate with Education Chair and Director of Special Events to strategically determine best locations for the given month’s education topic and fundraising event potential.
* Secure venues as early as possible for optimizing promotions, sponsor benefits and to place the locations on the MPI VA calendar.

*Reports to:* Vice President of Finance

*Time Commitment:*

* + Regular attendance at monthly meetings, Board meetings and retreats
  + Attendance at all official chapter activities and functions

### Director, Special Events

##### Leadership Attributes

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Create objectives to support the chapter’s Business and Strategic plan * Educate committee chairs with processes, procedures and tools to achieve committee objectives * Assist in budget development for all committees reporting to director based on line items in overall chapter budget * Target incoming director from committees who report to you * Transition with incoming Director | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Conflict/Resolution * Execution |

##### Job Description

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Helpful Skills:*

* + Knowledge of the industry and the people in the industry, organized, GREAT follow-up, comfortable with sales

*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
  + Attend monthly board meetings, chapter events and committee meetings
  + Act as coach, advisor and counselor to assigned committees
  + Identify, recruit and train committee chair for assigned committees
  + 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 any other duties as assigned by the President and/or Board of Directors

*Specific Responsibilities:*

* + Develop strategies to increase revenue and in-kind support for the Chapter
  + Monitor association and meetings industry trends to discover best practices in resource development by other organizations
  + Develop, implement and manage Chapter fundraising efforts and events
  + Ensure promotion of fundraising effort
  + Follow through with collection of Strategic Partners funds and deliverables.

*Reports to:* Vice President of Finance

*Time Commitment:*

* + Regular attendance at monthly meetings and Board meetings
  + Attendance at Board retreats
  + Attendance at all official chapter activities and functions

**Director of Communications and Outreach**

##### Leadership Attributes

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Create objectives to support the chapter’s Business and Strategic plan * Educate committee chairs with processes, procedures and tools to achieve committee objectives * Assist in budget development for all committees reporting to director based on line items in overall chapter budget * Target incoming director from committees who report to you * Transition with incoming Director | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Conflict/Resolution * Execution |

**Job Description**

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Helpful Skills:*

* Motivational, Deadline driven, Strong proofreader, Good understanding of communications tools and technology (i.e. Websites, social medial sites, constant contact, blogs).

*Eligibility:*

* Member in good standing
* Willing to give the time, energy, talents and enthusiasm required of the position
* Previous service on Board of Directors, preferably in a communications capacity

*Overall Responsibilities:*

* Serve as voting member of Board of Directors
* 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 any other duties as assigned by the President and/or Board of Director

*Specific Responsibilities:*

* + Assist with publications, marketing, advertising, public relations, community outreach and advocacy efforts of the chapter, including:
    - Publications – Emails, News, Directory
    - Social Media Sites – Facebook, Instagram and LinkedIn
    - Coordinate and Organize with the Monthly Education Chair to compile the Know before You Go and assist with Website Information.
    - Assist with Advertising - Newsletter Ads, Website Ads
    - Community Outreach - Philanthropic Activities
  + Ensure Chapter programs, activities and accomplishments are highlighted on an International level by communicating with MPI Public Relations and Marketing Departments
  + Communicate strategic issues relating to communications/technology to Board of Directors
  + Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
  + Approve all bills of the committees within the Communications category and forward appropriate paperwork to the Vice President of Finance

*Reports to:* VP of Communications

*Time Commitment:*

* + Regular attendance at monthly meetings and Board meetings and retreats
  + Attendance at all official chapter activities and functions
  + Potential attendance at Chapter Business Summit, as directed by President

### Director, Member Care

##### Leadership Attributes

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Create objectives to support the chapter’s Business and Strategic plan * Educate committee chairs with processes, procedures and tools to achieve committee objectives * Assist in budget development for all committees reporting to director based on line items in overall chapter budget * Target incoming director from committees who report to you * Transition with incoming Director | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Conflict/Resolution * Execution |

##### Job Description

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Helpful Skills:*

* + Delegation, Motivator, Facilitator, Supportive

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
  + Attend monthly board meetings, Chapter events and committee meetings
  + 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:*

* + Maintain complete and accurate records of the Chapter's membership and reconcile reports monthly through MPI Association Management Software (AMS)
  + Meet or exceed the chapter retention goal for the year, based on the chapter matrix.
  + Develop and maintain an active and ongoing campaign to retain members
  + Encourage member involvement in committees
  + Conduct an annual Chapter needs assessment survey
  + Provide hospitality at Chapter functions by welcoming attendees
  + Submit articles to newsletter and website in support of member care activities
  + Perform an annual chapter needs assessment survey

*Reports to:* Vice President of Membership

*Commitment:*

* + Regular attendance at monthly meetings and Board meetings and retreats
  + Attendance at all official chapter activities and functions

### Director, Recruitment

##### Leadership Attributes

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Create objectives to support the chapter’s Business and Strategic plan * Educate committee chairs with processes, procedures and tools to achieve committee objectives * Assist in budget development for all committees reporting to director based on line items in overall chapter budget * Target incoming director from committees who report to you * Transition with incoming Director | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Conflict/Resolution * Execution |

##### Job Description

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Helpful Skills:*

* + Problem Solver, Creativity, Project Management, Base Knowledge of Media (Print, Electronic, Internet), Communicator (oral and written), Motivator

*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
* Attend monthly Board meetings, Chapter events and committee meetings
* Act as coach, advisor and counselor to assigned committees
* Identify, recruit and train committee chair for assigned committees
* 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 any other duties as assigned by the President and/or Board of Directors

*Specific Responsibilities:*

*Reports to: Vice President of Membership*

* + Develop new member leads and submit to the management company for recruitment efforts.
* Follow-up with guests from every Chapter meeting to see if they have any questions or wish to join the Chapter.
* Organize one major “blitz” in partnership with any promotional new member programs/promotions offered by MPI
* Designate a committee member to welcome new members at each chapter event
* Coordinate with Director of Member Care to provide hospitality at Chapter functions by welcoming guests and prospective members
* Update and implement the yearly membership scholarship program and work with partner chapter to coordinate who the recipients will be.

*Commitment:*

* + Regular attendance at monthly meetings and Board meetings
  + Attendance at Board retreats
  + Attendance at all official chapter activities and functions

### Director, Monthly Meetings

##### Leadership Attributes

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Create objectives to support the chapter’s Business and Strategic plan * Educate committee chairs with processes, procedures and tools to achieve committee objectives * Assist in budget development for all committees reporting to director based on line items in overall chapter budget * Coordination of all logistics of monthly meetings * Identify incoming director from committees who report to you * Transition with incoming Director | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Conflict/Resolution * Execution |

##### Job Description

*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
  + Attend monthly board meetings, chapter events and committee meetings
  + Act as coach, advisor and counselor to assigned committees
  + Identify, recruit and train Committee chair for assigned committees
  + 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 any other duties as assigned by the President and/or Board of Directors

*Specific Responsibilities:*

* + Develop, implement and manage a Request For Proposal (RFP) process for all monthly educational programs
  + Perform site selection for all monthly educational programs
  + Coordinate all logistics for monthly educational programs, including menu selection, audiovisual needs, room setup requirements, registration and hotel arrangements
  + Facilitate a registration process for monthly educational programs with Executive Director.
  + Develop, implement and manage a system for providing Continuing Education Units (CEU) at chapter educational programs.
  + Assist Communications with promoting CEU opportunities and tracking methods to chapter members
  + Responsible for ensuring chapter programming meets the requirements for CEUs
  + Assist all committees to facilitate the production of their events

*Reports to:* Vice President of Education

*Time Commitment:*

* + Regular attendance at monthly meetings and Board meetings
  + Attendance at Board retreats
  + Attendance at all official chapter activities and functions

# Committee Chair Positions

*Attendance at Board Meetings is not required but always encouraged!*

## Office of the President

#### Committee Chair, Awards & Recognition

Reports to: Director of Leadership Development

* Submit relevant information to Director as requested
* Submit newsletter & website articles in support of activities
* Regularly review/monitor chapter website for necessary changes/updates regarding areas of responsibility
* Attend chapter events and committee meetings & board meetings when possible
* At beginning of the year, review/revise Awards & Scholarships
* Manage & facilitate chapter program in appreciation for and recognition of the outstanding achievements of individual chapter members
* Ensure promotion of awards program to chapter members
* Manage & facilitate Star Volunteer of the Month award on regular basis
* Review all nominations and make recommendation on/select award recipient(s)
* Evaluate method & criteria used to select Award & Scholarship recipients
* Manage & facilitate Award application & review process
* Coordinate presentation of awards
* Manage Annual meeting in conjunction with Awards banquet/luncheon
* Purchase awards
* Submit chapter’s entries for International awards

#### Committee Chair, Emerging Meeting Professional Program

Reports to: Director of Leadership Development

* Implement and maintain the Emerging Meeting Professional (EMP) Program framework and strategies.
* Recruit prospective and current members to participate in the EMP Program.
* Develop and maintain communication and marketing strategies, including application development, to promote the program by working with VP, Communications and Director, Communications and Outreach.
* Work with Director, Leadership Development and program facilitators throughout each class’s duration to make sure they are on track and goals are being met.
* Designate a committee member to maintain the mentorship element of the program, assigning each program participant to a Chapter mentor/experienced leader.
* Participate in monthly membership team call.

## Communication

#### Committee Chair, The Voice Newsletter

Reports to: VP of Communication

* + - Facilitate the construction and distribution of chapter newsletter, The Voice
    - Paste sponsor banners if applicable
    - Pull any posted announcements from Basecamp
    - Enter upcoming chapter events
    - Check to make sure that the involved departments have completed their assigned sections – Communications, Membership, OOTP
    - Proof text formatting and pictures within articles
    - Check MPI Pulse and Industry Publications for potential Feature Articles
    - Work with appropriate committees to assist in publicizing special events sponsored by the chapter

#### Committee Chair, Community Service

Reports to: VP of Communication

* Planning, budgeting, developing, and implementing community service program that promotes the visibility of the chapter in the local community.
* Plan and arrange a schedule for the entire year. Provide the schedule to the Chapter Board and Website committee.
* Work diligently to advertise the community service events to member for maximum participation.

#### Committee Chair, Social Media

Reports to: VP of Communication

Help tell the MPI Virginia “Story!”

* Manage social media platforms in support of the chapter communication plan:
  + Post chapter education event, conference, and special event links to build guest and member attendance
  + Share relevant industry information, articles, “hot lists, etc.”
  + Share event photos across platforms
  + Submit monthly metrics to VP of Communications to include in Board Reports
  + Work with annual conference and special event chairs to coordinate social media efforts and event hashtags
  + Assist in communication blasts and campaigns for important chapter initiatives
  + Promote chapter social media channels to members to drive engagement
  + Ensure adherence to all MPI branding standards

#### Committee Chair, Website

Reports to: VP of Communication

* Attend chapter events, committee meetings and board meetings when possible
* Identify, recruit and train committee
* Develop and manage operation and implementation of chapter website to ensure timely updates that keep site fresh and informative:
  + Work with appropriate committees to assist in publicizing special events sponsored by the chapter
  + Work with chapter admin to update event information once event docs are completed and submitted by Education team
  + Facilitate posting of sponsor logos and banner ads
  + Perform ongoing review of chapter website to ensure its efficiency & credibility as a primary chapter communications device
* Promote chapter website to members
* Research and offer suggestions on ways that technological advances can assist the chapter
* Ensure adherence to all MPI branding standards

**Finance**

Committee Chair, Advertising

Reports to: Director of Sponsorship and VP of Finance

* Attend chapter events, committee meetings and board meetings when possible
* Identify, recruit and train committee
* Create objectives to support the chapter’s business plan
* Assist in budget development and provide feedback in order to set ad sales goals
* Ensure the fiscal responsibility of the committee to which position is assigned
* Support and defend policies and programs adopted by the Board of Directors
* Conduct transition meeting with successor
* Perform any other duties as assigned by the President and/or Board of Directors
* Monitor association and meetings industry trends to discover best practices in resource development by other organizations
* Communicate effectively with all departments in an effort to announce/welcome new Strategic Partners and leverage their assets in the most beneficial manner.
* Ensure promotion of available ad opportunities by maintaining Media & Advertising Kit
* Follow through with collection of Strategic Partners' funds and deliverables
* Utilize Basecamp3, or other tool identified by Board of Directors, to schedule all deliverables for Communication Team
* Seek renewals prior to the expiration of Strategic Partner contracts

Committee Chair, Auctions

Reports to: Director of Special Events

* Attend chapter events, committee meetings and board meetings when possible
* Identify, recruit and train committee
* Create objectives to support the chapter’s business plan
* Assist in budget development and provide feedback in order to set monthly raffle goals.
* Ensure the fiscal responsibility of the committee to which position is assigned
* Support and defend policies and programs adopted by the Board of Directors
* Conduct transition meeting with successor
* Perform any other duties as assigned by the President and/or Board of Directors
* Communicate effectively with all departments
* Reach out and connect with our members, suppliers, other associations and business to gather auction items
* Ensure auction items are received and manage till needed for auctions
* Manage online auction site, upload images and content, close out and deliver product or follow up with those who are mailing items so they are received in a timely manner (2 auctions annually)
* Utilize Basecamp3, or other tool identified by Board of Directors, to schedule all deliverables for Communication Team



Committee Chair, Monthly Raffles

Reports to: Director of Special Events

* Attend chapter events, committee meetings and board meetings when possible
* Identify, recruit and train committee
* Create objectives to support the chapter’s business plan
* Assist in budget development and provide feedback in order to set monthly raffle goals.
* Ensure the fiscal responsibility of the committee to which position is assigned
* Support and defend policies and programs adopted by the Board of Directors
* Conduct transition meeting with successor
* Perform any other duties as assigned by the President and/or Board of Directors
* Communicate effectively with all departments
* Work with the education team to secure raffle items for our monthly meetings (part of venue sponsorships contract)
* Manage the monthly raffle process and drawings at monthly meeting and other events
* Ensure auction items are received and manage till needed for auctions
* Utilize Basecamp3, or other tool identified by Board of Directors, to schedule all deliverables for Communication Team



Committee Chair, Sponsorship Monthly Meetings

Reports to: Director of Sponsorship

* Attend chapter events, committee meetings and board meetings when possible
* Identify, recruit and train committee
* Create objectives to support the chapter’s business plan
* Assist in budget development and provide feedback in order to set monthly raffle goals.
* Ensure the fiscal responsibility of the committee to which position is assigned
* Support and defend policies and programs adopted by the Board of Directors
* Conduct transition meeting with successor
* Perform any other duties as assigned by the President and/or Board of Directors
* Communicate effectively with all departments
* Seek venues to host our monthly meetings and events.
* Manage the contract process to close the deal.
* Communicate effectively with all departments in an effort to announce/welcome new monthly meeting partners.
* Work with education team to keep 18-month calendar current with secured venue locations
* Ensure promotion of available ad opportunities by maintaining Media & Advertising Kit
* Utilize Basecamp3, or other tool identified by Board of Directors, to schedule all deliverables for Communication Team

## Education

#### Monthly Meeting Coordinators

Reports to: Director of Monthly Meetings

* Ensure the fiscal responsibility of the committee(s)/projects to which position is assigned
* Submit relevant information to Director as requested
* Submit newsletter & website articles in support of activities
* Regularly review/monitor chapter website for necessary changes/updates regarding areas of responsibility
* Attend chapter events and committee meetings & board meetings when possible
* Work closely with other committees to ensure efficiency of overlapping activities
* Work with Director to develop, implement and manage an RFP process for all monthly educational programs
* Perform site selection for all monthly educational programs
* Coordinate all logistics for monthly educational programs, including menu selection, audiovisual needs, room setup requirements, registration, and hotel arrangements
* Ensure content of educational programs is considered to be relevant to all members, not solely to planners and not solely to suppliers
* Ensure content of educational programs is considered to achieve maximum attendance at programs/meetings
* Serve as primary point of contact with speakers to provide for their arrangements, including fee negotiation and transportation requirements
* Set a slate of monthly programs, which are exciting, timely and promote attendance
* Select a venue award & speaker gifts

#### Committee Chair, CMP Certification

Reports to: VP of Education

* Maintain a record of Certified Meeting Professionals in the Chapter with Chapter Admin
* Maintain a record of current CMP Mentors and pair then up with CMP candidates as needed
* Provide information to members to encourage applicants for the exam and help potential applicants form study groups.
* Coordinate all logistics for the annual CMP Recognition reception
* Manage and promote CMP Bootcamp opportunities
* Manage Annual certification committee and assign tasks to volunteers as needed

#### Committee Chair, Annual Conference

Reports to: VP of Education

* Recruit a Co-Chair to assist in fulfilling the following duties
* Liaise with Finance for sponsorships for Annual Conference
* Establish a theme for Annual Conference (preferably one that supports/enhances monthly program themes)
* Perform site selection for Annual Conference
* Coordinate all logistics for Annual Conference, including menu selection, audiovisual needs, room setup requirements, registration, and hotel arrangements
* Liaise with fundraising team if fundraising event to part of Annual Conference
* Facilitate/oversee (work with chapter administrator) a registration process for Annual Conference
* Develop, implement and manage a system of collecting and summarizing attendee evaluations; report summarized information to Board of Directors
* Develop, implement and manage a system for providing CEUs at Annual Conference
* Ensure promotion of Annual Conference
* Liaise with MPI headquarters on educational opportunities available to the chapter, including Platinum Programs, Advocacy Programs, and MPI speakers
* Ensure content of Annual Conference is considered to be relevant to all members, not solely to planners and not solely to suppliers
* Ensure content of Annual Conference is considered to achieve maximum attendance at programs/meetings
* Serve as primary point of contact with speakers to provide for their arrangements, including fee negotiation and transportation requirements

## Membership

#### Committee Chair, Recruitment

Reports to: Director of Recruitment, VP of Membership.

* Maintain a contact list of prospects from registered guest list and member leads.
* Maintain and share MPI benefits collateral with prospective members.
* Help promote MPI and MPI VA new member incentives and initiatives.
* Contact guests prior to meetings and events to thank them for registering and to serve as a resource for information about MPI.
* Follow-up with guests after every chapter meeting and event to see if they have any questions or wish to join the Chapter.
* Build and maintain a contact list of non-traditional venue meeting planners as potential prospective members.
* Work with Director, Recruitment to ensure there is a committee or board member to welcome guests at each chapter meeting and event.
* Participate in monthly membership team call.

#### Committee Chair, Member Retention

Reports to: Director of Recruitment, VP of Membership.

* Establish a retention goal for the year, based on the strategic plan
* Contact and remind members to renew their memberships
* Send communications to members who renewed, thanking them for their commitment to MPI-VA
* Develop and maintain an active and ongoing campaign to attain membership goal
* Oversee committee members to make sure they are reaching out to appropriate members
* Participate in monthly membership call
* Provide hospitality at chapter functions by welcoming attendees and making them feel welcome
* Work with committees to expand volunteer long-term involvement with chapter

#### Committee Chair, New Member Orientation

Reports to: Director of Member Care, VP of Membership.

* Establish membership goal for the year, based on the strategic plan
* Develop and maintain an active and ongoing campaign to attain membership goal
* Welcome and orient new members to the Chapter
* At beginning of year, review/revise new member & prospective member’s packets & procedures
* Encourage member involvement in committees
* Provide hospitality at chapter functions by welcoming attendees and making them feel welcome
* Work with committees to expand volunteer long-term involvement with chapter
* Participate in monthly membership team call.

#### Committee Chair, Ambassador Program

Reports to: Director of Member Care, VP of Membership

* Create and design table cards unique to each meeting to be used as conversation starters
* Assign each new member to a veteran member who will serve as their Chapter ambassador. The ambassador will help introduce the novices to the Chapter and the opportunities it can present for active members. This person will also serve a dual role as a table host and introduce the event’s table to the new member(s) sitting at it during the meeting.
* Ambassadors contact their members prior to each monthly meeting to encourage attendance and participation.
* Ambassadors should meet their new members at each monthly meeting to facilitate conversation and networking, thereby assuring the new member feels welcome and an important part of the chapter.