

## MPIGNY BOARD OF DIRECTORS Leadership Process Guides (LPG's)

### OFFICERS

Officer positions (one-year terms) are open to any member who has served a minimum of one year as a Director, except for President, who is qualified after serving two years on the board, at least one of which was as President-Elect.

### LEADERSHIP ROLE: President

**PURPOSE:** Directly responsible for communicating with and supervising the Chapter Officers and Directors to ensure all objectives of the strategic/business plan and dashboard metrics are met. Act as manager, coach, advisor and counselor to the leadership team.

### RESPONSIBILITIES:

- **Oversee performance of paid staff members, including a yearly performance review**
- **Serve as chair of both the Board of Directors and Executive Committee**
- **Serve as a member of the Finance/Budget Committee**
- **Serve as a non-voting member of the Nominating Committee**
- Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
- Support and defend policies and programs adopted by the Board of Directors
- Work with Leadership Development to identify, recruit, train, coach & mentor Executive Committee, Board of Directors, Committee Co-Chairs/Chairs & Committee members within their cluster (to include succession planning for all positions)
- Commit to supporting board member transition process as identified in the Chapter's Succession Planning Toolkit
- Be prepared (if asked by MPI HQ) to attend the annual MPI Chapter Business Summit to represent the Chapter.

### TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Assumes responsibility as the liaison with MPI Headquarters	President	Ongoing	CBM	Leadership section of MPIweb.org
Plan all aspects of Mid Year Leadership Retreat	President	November/December	MPI approved facilitator, CBM, Executive Director, President-Elect, Leadership Development, Manager, Volunteer Services	Agenda from past Mid Year retreat, Metric, Business Plan, Most current chapter satisfaction survey results
Active participation in development of chapter metrics for next fiscal year	President-Elect	April/May (planning) (Submit to MPI HQ by July 15)	CBM, Executive Committee, Executive Director	Current chapter dashboard metric / historical dashboard statistics
Active participation in drafting the annual budget for next fiscal year	VP, Finance	April/May (planning) (Submit to MPI HQ by July 15)	Finance/Budget Committee, President-Elect, Executive Director	Current year budget & financial reports

Active participation in creating the annual education completion plan and submission to MPI HQ	VP, Education	April/May (planning) (Submit to MPI HQ by July 15)	Director, Professional Development, President-Elect	Most current chapter satisfaction survey results, industry calendar, any (past/current) chapter level member surveys or feedback
Attend and represent Chapter at WEC and Chapter Leadership Forum	President	July/August	CBM, Director, Communications, President-Elect	Budget, Email Marketing, Registration lists for WEC
Post a President's Message in all communication outlets (as applicable – e.g. website, directory, etc.)	President	July	Director, Communications	Website software, Email marketing, strategic plan, metrics, business plan
Prepare the President's Welcome Letter for new member/new volunteer welcome packets	President	July	Director, Leadership Development, Director, Membership	Website software, Email marketing
Execute Chapter "Annual Business Meeting"	President	June	Executive Director, Executive Committee, CBM	Previous years chapter statistics, business plan, metrics, budget
Attend and represent Chapter at CBS (Chapter Business Summit)	President	September	CBM, MPI HQ, Executive Committee	Budget, Email Marketing
Prepare all documentation for each chapter board meeting and ensure distribution to all board members prior to each meeting	President	Ongoing (Deadline 7 days prior to each board meeting)	Executive Director, Executive Committee, All Directors	Online TSR form
Attend all chapter programs and events, and participate in committee meetings & conference call (as necessary)	President	Ongoing	Director, Leadership Development, Board of Directors	Operations Calendar

## LEADERSHIP ROLE: President-Elect

**PURPOSE:** Manage and supervise the Chapter's Leadership Development team so that the strategic objectives found within the Chapter's long-term strategic plan and dashboard metrics (if applicable), focusing on the volunteer experience, are realized.

## RESPONSIBILITIES:

- **Serve as a member of the Finance/Budget Committee**
- **Serve as a voting member of the Nominating Committee**
- **Act as guardian of the Chapter's Leadership & Committee Process Guides to ensure they are up to date and relevant to meeting operational needs.**
- Serve as a voting member of both the Board of Directors and Executive Committee
- Attend both Annual Planning & Mid-Year Chapter leadership retreats
- Work with Leadership Development to identify, recruit, train, coach & mentor Executive Committee, Board of Directors, Committee Co-Chairs/Chairs & Committee members within their cluster (to include succession planning for all positions)
- Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
- Support and defend policies and programs adopted by the Board of Directors
- Commit to supporting board member transition process as identified in the Chapter's Succession Planning Toolkit
- Be prepared (if asked by MPI HQ) to attend the annual MPI Chapter Business Summit to represent the Chapter.

## TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Plan & execute all aspects of Annual Leadership Planning Retreat	President-Elect	February/June	MPI approved facilitator, CBM, Executive Director, President, Leadership Development, Manager, Volunteer Services	Agenda from past Annual planning retreat, Metric, Business Plan, Most current chapter satisfaction survey results
Conduct annual review of chapter succession planning toolkit to ensure accuracy and effectiveness	President-Elect	Ongoing	Manager, Volunteer Services, Director, Leadership Development, Board of Directors, Executive Director, CBM	Current Succession Planning Toolkit, Volunteer database, Chapter Bylaws, MPI HQ
Attend and represent Chapter at WEC and Chapter Leadership Forum	President-Elect	July/August	CBM, Director, Communications, President	Budget, Email Marketing, Registration lists for WEC
Active participation in development of chapter metrics for next fiscal year	President-Elect	April/May (planning) (Submit to MPI HQ by July 15)	CBM, Executive Committee, Executive Director	Current chapter dashboard metric / historical dashboard statistics
Active participation in drafting the annual budget for next fiscal year	VP, Finance	April/May (planning) (Submit to MPI HQ by July 15)	Finance/Budget Committee, President, Executive Director	Current year budget & financial reports

Active participation in creating the annual education completion plan and submission to MPI HQ	VP, Education	April/May (planning) (Submit to MPI HQ by July 15)	Director, Professional Development, President	Most current chapter satisfaction survey results, industry calendar, any (past/current) chapter level member surveys or feedback
Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)	President-Elect	Ongoing	Director, Leadership Development, Board of Directors	Operations Calendar
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings	President-Elect	10 days prior to board meeting	Director, Leadership Development	LD Reports (volunteers stats), Online TSR form
Active participation in annual member recognition event (Genies) [focus on new board installation and LD succession planning [not awards]]	President-Elect	June	Director, Membership, Director, Leadership Development	Historical event information, volunteer database, MPI HQ
Execute an initial full cluster meeting for onboarding and goal distribution	President-Elect	July	Director, Leadership Development, Manager, Volunteer Services	Business Plan, Budget, Metrics, Strategic Plan, Succession Planning Toolkit, CPG's/LPG's, Operations Calendar



# GREATER NEW YORK CHAPTER

M E E T I N G   P R O F E S S I O N A L S   I N T E R N A T I O N A L

**LEADERSHIP ROLE:** Immediate Past President

**PURPOSE:** Chair the Governance & Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process, and ensuring compliance with MPI election calendar requirements.

**RESPONSIBILITIES:**

- **Chairs the Governance & Nominating Committee**
- **Support and defend policies and programs adopted by the Board of Directors**
- **Act as guardian of the Chapter Bylaws to ensure they are up to date and aligned with MPI headquarters**
- **Service as Chapter Liaison to the MPI Foundation**
- Serve as a voting member of both the Board of Directors and Executive Committee
- Attend both Annual Planning & Mid-Year Chapter leadership retreats
- Work with Leadership Development to identify, recruit, train, coach & mentor Executive Committee, Board of Directors, Committee Co-Chairs/Chairs & Committee members within their cluster (to include succession planning for all positions)
- Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
- Support and defend policies and programs adopted by the Board of Directors
- Commit to supporting board member transition process as identified in the Chapter's Succession Planning Toolkit
- Be prepared (if asked by MPI HQ) to attend the annual MPI Chapter Business Summit to represent the Chapter.

**TASKS & PROCEDURES:**

Item	Accountable Party	Deadlines	Interdependencies	Resources
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings	Immediate Past President	10 days prior to board meeting	Manager, Volunteer Services, Executive Director, MPI HQ	Online TSR form, LPG's/CPG's, MPI Foundation
Attend all chapter programs and events, board meetings and participate in committee meetings & conference call as (as necessary)	Immediate Past President	Ongoing	Director, Leadership Development, Board of Directors	Operations Calendar
Execute a minimum of 1 active awareness and fund raising effort for the MPI Foundation	Immediate Past President	June	MPI Foundation, Director, Strategic Events, MPI Foundation representative	Foundation conference calls, Foundation literature
Execute annual Nominating Committee processes as found within the Succession Planning Toolkit (SPT) and Bylaws	Immediate Past President	August	President, President-Elect, Executive Director, Manager, Volunteer Services, Director, Leadership Development	SPT, Bylaws, Leadership Matrix (IBOD)
Execute annual review of LPG's/ CPG's and distribute to volunteer base	Immediate Past President	April/May	Director, Leadership Development, Manager, Volunteer Services, CBM, Executive Director,	Chapter website, chapter newsletter, email marketing

			Director, Comm.	
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## LEADERSHIP ROLE: Vice President, Finance

**PURPOSE:** Manage and supervise chapter financial funds and records with support of Executive Director. Supervise Director of Finance to ensure all objectives of the strategic business plan and dashboard metrics are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

## RESPONSIBILITIES:

- **Chairs the Finance/Budget Committee**
- **Commit to regular monitoring and evaluation of our financial position.**
- **Establish accurate forecasting and budgeting procedures to insure that we remain fiscally solvent.**
- **Assumes responsibility for all Chapter bank accounts, operating funds and investments (working closely with Executive Director and Chapter Accountant)**
- Serve as a voting member of both the Board of Directors and Executive Committee
- Attend both Annual Planning & Mid-Year Chapter leadership retreats
- Work with Leadership Development to identify, recruit, train, coach & mentor Executive Committee, Board of Directors, Committee Co-Chairs/Chairs & Committee members within their cluster (to include succession planning for all positions)
- Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
- Support and defend policies and programs adopted by the Board of Directors
- Commit to supporting board member transition process as identified in the Chapter's Succession Planning Toolkit
- Be prepared (if asked by MPI HQ) to attend the annual MPI Chapter Business Summit to represent the Chapter.

## TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)	VP, Finance	Ongoing	Director, Leadership Development, Board of Directors	Operations Calendar
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings	VP, Finance	10 days prior to board meeting	Director, Finance, Executive Director	Online TSR form, Budget
Attend and represent Chapter at WEC and Chapter Leadership Forum	VP, Finance	July/August	CBM, Director, Communications, President	Budget, Email Marketing, Registration lists for WEC
Lead process for drafting the annual budget for next fiscal year and secure board approval	VP, Finance	April/May (planning) (Submit to MPI HQ by July 15)	Finance/Budget Committee, President, Executive Director, President-Elect	Current year budget & financial reports

Report on financial position of Chapter at "Annual Business Meeting"	VP, Finance	June	Executive Director, Executive Committee, CBM, President	Previous years chapter statistics, business plan, metrics, budget
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings to include monthly budget variances and summary of potential exposures	VP, Finance	10 days prior to board meeting	Board of Director, Executive Director	Online TSR form, Budget, Outside accounting personnel, QuickBooks
Execute a mid year in-depth review of chapter financial position and present at mid year retreat	VP, Finance	January	Executive Director, Board of Directors	Budget, Outside accounting personnel, QuickBooks
Execute a minimum of one (1) Budget Workshop Conference Call	VP, Finance	July	Executive Director, Board of Directors	Budget, Free conference call.com
Ensure that Directors and committee chairs understand their individual budgets	VP, Finance	Ongoing	Executive Director, Board of Directors, All Committees	Budget
Adhere to all MPI HQ guidelines for accurate financial reporting	VP, Finance	Ongoing	CBM, Executive Director	Bylaws, MPI HQ
Develop a Chapter Strategic Alliance strategy	VP, Finance	January	Director, Finance; Executive Director	Other Chapter SA Plans, MPI HQ, CBM
Ensure timely filing of association taxes	VP, Finance	October	Director, Finance; Executive Director	Outside accounting personnel
Execute an initial full cluster meeting for onboarding and goal distribution	VP, Finance	July	Director, Leadership Development, Manager, Volunteer Services	Business Plan, Budget, Metrics, Strategic Plan, Succession Planning Toolkit, CPG's/LPG's, Operations Calendar

## LEADERSHIP ROLE: Vice President, Communications

**PURPOSE:** Manage and supervise, with the assistance of all committees and Directors, all internal/external communications of the chapter to include but not be limited to the chapter newsletter, event marketing, social marketing, the website and the membership directory. Supervise Director of Communications to ensure all objectives of the strategic/business plan and dashboard metrics are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

## RESPONSIBILITIES:

- **Adhere to and maintain all MPI brand standards**
- **Elevate the perception of MPIGNY as thought leaders within the meetings & events industry.**
- **Establish an integrated & professional strategy with measureable objectives that generate interest, awareness and response from and within our target market.**
- **Continually monitor results of communications effectiveness and make necessary course corrections to ensure objectives are being achieved.**
- Serve as a voting member of both the Board of Directors and Executive Committee
- Attend both Annual Planning & Mid-Year Chapter leadership retreats
- Work with Leadership Development to identify, recruit, train, coach & mentor Directors, Committee Co-Chairs/Chairs & Committee members within their cluster (to include succession planning for all positions)
- Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
- Support and defend policies and programs adopted by the Board of Directors
- Commit to supporting board member transition process as identified in the Chapter's Succession Planning Toolkit
- Be prepared (if asked by MPI HQ) to attend the annual MPI Chapter Business Summit to represent the Chapter.

## TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)	VP, Communications	Ongoing	Director, Leadership Development, Board of Directors	Operations Calendar
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings	VP, Communications	10 days prior to board meeting	Director, Communications, Executive Director	Online TSR form
Attend and represent Chapter at WEC and Chapter Leadership Forum	VP, Communications	July/August	CBM, Director, Communications, President	Budget, Email Marketing, Registration lists for WEC
Execute an initial full cluster meeting for onboarding and goal distribution	VP, Communications	July	Director, Leadership Development, Manager, Volunteer Services	Business Plan, Budget, Metrics, Strategic Plan, Succession Planning Toolkit, CPG's/LPG's, Operations Calendar

Develop an association communication strategy	VP, Communications	July	Director, Communications, Board of Directors, Executive Director, CBM	Strategic Plan, Business, Metrics, Past Chapter Surveys
Assumes responsibility as the liaison with MPI's public relations and marketing department to ensure our programs and accomplishments are highlighted.	VP, Communications	Ongoing	MPI HQ public relations and marketing departments, CBM, Director, Communications, Executive Director	MPIweb.org, Monthly HQ conference calls
Manage and supervise Director, Communication's and provide support to committee chairs as needed and ensure fiscal responsibility for the committees under the Director.	VP, Communications	Ongoing	Director, Communications, Manager, Volunteer Services	CPG's, Budget, Metric, Business Plan

## LEADERSHIP ROLE: Vice President, Education

**PURPOSE:** Develop with the assistance of the President-Elect, President, and Director of Professional Development, the annual education plan in accordance with principles from MPI. Supervise Director of Professional Development to ensure all objectives of the strategic/business plan and dashboard metrics are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

## RESPONSIBILITIES:

- **Produce unique educational experiences that enhance effectiveness for meeting professionals.**
- **Improve the quality of education and ensure the value proposition meets the needs of our members.**
- **Ensure development & execution of chapter educational programming as identified in each fiscal year's Business Plan.**
- **Develop a complete understanding of MPI HQ's "Education Reinvestment Program" and ensure adherence to it.**
- Serve as a voting member of both the Board of Directors and Executive Committee
- Attend both Annual Planning & Mid-Year Chapter leadership retreats
- Work with Leadership Development to identify, recruit, train, coach & mentor Executive Committee & Board of Directors, Committee Co-Chairs/Chairs & Committee members within their cluster (to include succession planning for all positions)
- Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
- Support and defend policies and programs adopted by the Board of Directors
- Commit to supporting board member transition process as identified in the Chapter's Succession Planning Toolkit
- Be prepared (if asked by MPI HQ) to attend the annual MPI Chapter Business Summit to represent the Chapter.

## TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)	VP, Education	Ongoing	Director, Leadership Development, Board of Directors	Operations Calendar
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings	VP, Education	10 days prior to board meeting	Director, Education, Executive Director	Online TSR form
Attend and represent Chapter at WEC and Chapter Leadership Forum	VP, Education	July/August	CBM, Director, Communications, President	Email Marketing, Registration lists for WEC
Execute an initial full cluster meeting for onboarding and goal distribution	VP, Education	July	Director, Leadership Development, Manager, Volunteer Services, Director of Education	Business Plan, Budget, Metrics, Strategic Plan, Succession Planning Toolkit, CPG's/LPG's, Operations Calendar

Participate in monthly MPI HQ Education conference calls	VP, Education	Ongoing	CBM	
Lead process for drafting the annual education plan for next fiscal year and secure board approval	VP, Education	April/May (planning) (Submit to MPI HQ by July 15)	Director, Professional Development, President, President-Elect	Current year education plan, most current chapter satisfaction survey results, post event evaluation scores, industry calendar
Manage and supervise Director, Education and provide support to committee chairs as needed and ensure fiscal responsibility for the committees under the Director.	VP, Education	Ongoing	Director, Professional Development, Manager, Volunteer Services	CPG's, Budget, Metric, Business Plan

## LEADERSHIP ROLE: Vice President, Membership

**PURPOSE:** Oversee all membership-related activities of the Chapter for both new and existing members. Ensure that the membership cluster is focused on the "Three R's - Recruitment, Retention & Recognition." Supervise Director, Membership to ensure all objectives of the strategic/business plan and dashboard metrics are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

## RESPONSIBILITIES:

- **Create an environment through which members feel they are part of a community as well as have a voice in shaping that community.**
- **Provide members with tools that enable them to enhance their value within their organizations and as industry professionals.**
- **Implement separate & effective member recruitment, retention & recognition strategies**
- **Execute monthly download of membership statistics from MPI HQ and report current statistics to the Board of Directors on a monthly basis. Distribute these downloaded monthly reports Director, Membership, Leadership Development (for active member recruitment) and Communications (for updating local membership online database).**
- Serve as a voting member of both the Board of Directors and Executive Committee
- Attend both Annual Planning & Mid-Year Chapter leadership retreats
- Work with Leadership Development to identify, recruit, train, coach & mentor Executive Committee & Board of Directors, Committee Co-Chairs/Chairs & Committee members within their cluster (to include succession planning for all positions)
- Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
- Support and defend policies and programs adopted by the Board of Directors
- Commit to supporting board member transition process as identified in the Chapter's Succession Planning Toolkit
- Be prepared (if asked by MPI HQ) to attend the annual MPI Chapter Business Summit to represent the Chapter.

## TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)	VP, Membership	Ongoing	Director, Leadership Development, Board of Directors	Operations Calendar
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings	VP, Membership	10 days prior to board meeting	Director, Membership, Executive Director	Online TSR form
Attend and represent Chapter at WEC and Chapter Leadership Forum	VP, Membership	July/August	CBM, Director, Membership, President	Email Marketing, Registration lists for WEC

Execute an initial full cluster meeting for onboarding and goal distribution	VP, Membership	July	Director, Leadership Development, Manager, Volunteer Services, Director of Education	Business Plan, Budget, Metrics, Strategic Plan, Succession Planning Toolkit, CPG's/LPG's, Operations Calendar
Report monthly on YTD association membership metric statistics (to include specific data on new members, drops [with reasons], transfers, subscribers) and present short-term strategies to overcome variances.	VP, Membership	Ongoing	Director, Membership; MPI HQ, CBM	Monthly report download from HQ, Metric, Business Plan
Participate in monthly MPI HQ Membership conference calls	VP, Membership	Ongoing	CBM	
Manage and supervise Director, Membership and provide support to committee chairs as needed and ensure fiscal responsibility for the committees under the Director.	VP, Membership	Ongoing	Director, Membership, Manager, Volunteer Services	CPG's, Budget, Metric, Business Plan
Develop strategy for new member welcome process	VP, Membership	September	Director, Membership, Executive Committee, Executive Director, Member Records (staff member)	Monthly report download from HQ



# GREATER NEW YORK CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## DIRECTORS

Director positions are open to those members who have been active on MPIGNY Committees. Beginning July 1 of each year (and for a two-year term).

**LEADERSHIP ROLE:** Director, Communications

**PURPOSE:** Supervise the Marketing and Communications committee Chairs and Co-Chairs to ensure all objectives of the strategic/business plan and dashboard metrics are met. Act as coach, advisor and counselor to the committee chairs.

### RESPONSIBILITIES:

- **Ensure that Chapter Bylaws communications and marketing components are adhered to (distribution of a minimum of four (4) chapter newsletters)**
- Serve as a voting member of both the Board of Directors
- Attend both Annual Planning & Mid-Year Chapter leadership retreats
- Work with Leadership Development to identify, recruit, train, coach & mentor Committee Co-Chairs/Chairs & Committee members within their cluster (to include succession planning for all positions)
- Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
- Support and defend policies and programs adopted by the Board of Directors
- Commit to supporting board member transition process as identified in the Chapter's Succession Planning Toolkit

### TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)	Director, Communications	Ongoing	Director, Leadership Development, Board of Directors	Operations Calendar
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings	Director, Communications	7 days prior to board meeting	Committee Chairs, Executive Director	Online TSR form
Attend and represent Chapter at WEC and Chapter Leadership Forum	Director, Communications	July/August	CBM, Strategic Events, President	Email Marketing, Registration lists for WEC
Ensure execution of an initial committee meeting that occurs all committees under them for onboarding and goal distribution	Director, Communications	August	Director, Leadership Development, Manager, Volunteer Services, Committee Chairs, Cluster Vice President	Business Plan, Budget, Metrics, Strategic Plan, Succession Planning Toolkit, CPG's/LPG's, Operations Calendar

Identify and begin grooming process of this positions successor for next fiscal year	Director, Communications	July / Ongoing	Director, Leadership Development, Manager, Volunteer Services, Committee Chairs, Cluster Vice President, President-Elect	Volunteer database, Updated committee roster, entire membership
Conduct annual website audit to ensure accuracy and effectiveness	Director, Communications	September	Website Committee Chair, Board of Directors, Website Software Vendor	Website, Education Plan, Business Plan, Metrics
Identify and recommend Committee Chairs to Executive Committee for Approval	Director, Communications	July	Cluster Vice President, Director, Leadership Development, Manager, Volunteer Services, Executive Director	Volunteer database
Assist Committee Chairs in recruiting committee members	Director, Communications	July / Ongoing	Director, Leadership Development, Manager, Volunteer Services, Committee Chairs, Cluster Vice President, President-Elect	Volunteer database, Updated committee roster, entire membership
Ensure committee chairs understand their budgets	Director, Communications	July	Cluster Vice President, Director, Leadership Development, Manager, Volunteer Services, VP Finance	Budget
Ensure committee chairs understand their roles by reviewing CPG's	Director, Communications	July	Cluster Vice President, Director, Leadership Development, Manager, Volunteer Services	CPG's/LPG's
Ensure implementation and adherence to cluster strategies as developed by the VP	Director, Communications	Ongoing	Cluster Vice President	Business Plan, Metric, Strategic Plan
Effectively communicate to entire membership the importance of education evaluation process at the local and international level	Director, Communications	Ongoing	Cluster Vice President, CBM, Director, Professional Development, MPI HQ	Email marketing,

## LEADERSHIP ROLE: Director, Education

**PURPOSE:** Work in concert with the Vice President, Education to develop the Chapter's educational plan. Supervise the professional development chairs and committees to ensure all objectives of the strategic/business plan and dashboard metrics are met. Act as coach, advisor and counselor to the committee chairs and provide them the tools they need to be successful in their position.

## RESPONSIBILITIES:

- **Ensure that Chapter Bylaws educational components are adhered to (a minimum of six (6) education meetings annually.)**
- **Develop a complete understanding of MPI HQ's "Education Reinvestment Program" and ensure adherence to it.**
- Serve as a voting member of both the Board of Directors
- Attend both Annual Planning & Mid-Year Chapter leadership retreats
- Work with Leadership Development to identify, recruit, train, coach & mentor Directors, Committee Co-Chairs/Chairs & Committee members within their cluster (to include succession planning for all positions)
- Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
- Support and defend policies and programs adopted by the Board of Directors
- Commit to supporting board member transition process as identified in the Chapter's Succession Planning Toolkit

## TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)	Director, Professional Development	Ongoing	Director, Leadership Development, Board of Directors	Operations Calendar
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings	Director, Professional Development	7 days prior to board meeting	Committee Chairs, Executive Director	Online TSR form
Attend and represent Chapter at WEC and Chapter Leadership Forum	Director, Professional Development	July/August	CBM, Strategic Events, President	Email Marketing, Registration lists for WEC
Ensure execution of an initial committee meeting that occurs for all committees under them for onboarding and goal distribution	Director, Professional Development	August	Director, Leadership Development, Manager, Volunteer Services, Committee Chairs, Cluster Vice President	Business Plan, Budget, Metrics, Strategic Plan, Succession Planning Toolkit, CPG's/LPG's, Operations Calendar
Identify and begin grooming process of this positions successor for next fiscal year	Director, Professional Development	July / Ongoing	Director, Leadership Development, Manager, Volunteer Services, Committee Chairs, Cluster Vice President,	Volunteer database, Updated committee roster, entire membership

			President-Elect	
Implement effective event marketing strategies as developed by cluster VP	Director, Professional Development	July	Director, Communications, Committee Chairs	Email marketing software, Education Plan, Business Plan, Metrics
Identify and recommend Committee Chairs to Executive Committee for Approval	Director, Professional Development	July	Cluster Vice President, Director, Leadership Development, Manager, Volunteer Services, Executive Director	Volunteer database
Assist Committee Chairs in recruiting committee members	Director, Professional Development	July / Ongoing	Director, Leadership Development, Manager, Volunteer Services, Committee Chairs, Cluster Vice President, President-Elect	Volunteer database, Updated committee roster, entire membership
Ensure committee chairs understand their budgets	Director, Professional Development	July	Cluster Vice President, Director, Leadership Development, Manager, Volunteer Services, VP Finance	Budget
Ensure committee chairs understand their roles by reviewing CPG's	Director, Professional Development	July	Cluster Vice President, Director, Leadership Development, Manager, Volunteer Services	CPG's/LPG's
Ensure implementation and adherence to cluster strategies as developed by the VP	Director, Professional Development	Ongoing	Cluster Vice President	Business Plan, Metric, Strategic Plan
Effectively communicate to entire membership the importance of education evaluation process at the local and international level	Director, Professional Development	Ongoing	Cluster Vice President, CBM, Director, Communications, MPI HQ	Email Marketing



# GREATER NEW YORK CHAPTER

M E E T I N G   P R O F E S S I O N A L S   I N T E R N A T I O N A L

**LEADERSHIP ROLE:** Director, Membership

**PURPOSE:** Work in concert with the Vice President, Membership to develop the Chapter's member recruitment, retention & recognition plan. Supervise the recruitment; retention & recognition chairs and committees to ensure all objectives of the strategic/business plan and dashboard metrics are met. Act as coach, advisor and counselor to the committee chairs and provide them the tools they need to be successful in their position.

**RESPONSIBILITIES:**

1. **Ensure that the Net Member Growth goal identified in the dashboard metrics is realized (focus on both recruitment of new members and retention of current members).**
2. **Ensure that effective and meaningful member recognition efforts are implemented each year.**
3. **Analyze monthly membership reports from HQ received from Vice President, Membership for use in developing membership recruitment & retention strategies.**
4. Serve as a voting member of both the Board of Directors
5. Attend both Annual Planning & Mid-Year Chapter leadership retreats
6. Work with Leadership Development to identify, recruit, train, coach & mentor Directors, Committee Co-Chairs/Chairs & Committee members within their cluster (to include succession planning for all positions)
7. Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
8. Support and defend policies and programs adopted by the Board of Directors
9. Commit to supporting board member transition process as identified in the Chapter's Succession Planning Toolkit

**TASKS & PROCEDURES:**

Item	Accountable Party	Deadlines	Interdependencies	Resources
Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)	Director, Membership	Ongoing	Director, Leadership Development, Board of Directors	Operations Calendar
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings	Director, Membership	7 days prior to board meeting	Committee Chairs, Executive Director	Online TSR form
Attend and represent Chapter at WEC and Chapter Leadership Forum	Director, Membership	July/August	CBM, Strategic Events, President	Email Marketing, Registration lists for WEC
Ensure execution of an initial committee meeting that occurs for all committees under them for onboarding and goal distribution	Director, Membership	August	Director, Leadership Development, Manager, Volunteer Services, Committee Chairs, Cluster Vice President	Business Plan, Budget, Metrics, Strategic Plan, Succession Planning Toolkit, CPG's/LPG's, Operations Calendar
Identify and begin grooming process of this positions successor for next fiscal year	Director, Membership	July / Ongoing	Director, Leadership Development, Manager, Volunteer Services, Committee Chairs, Cluster Vice President, Pres.-Elect	Volunteer database, Updated committee roster, entire membership

Implement effective member recruitment & retention strategies as developed by cluster VP	Director, Membership	July	Committee Chairs, Board of Directors, Executive Director	Email marketing software, Membership, Business Plan, Metrics. Member Concierge table
Identify and recommend individual committee chairs for RECRUITMENT, RETENTION & RECOGNITION to Executive Committee for Approval	Director, Membership	July	Cluster Vice President, Director, Leadership Development, Manager, Volunteer Services, Executive Director	Volunteer database
Assist Committee Chairs in recruiting committee members	Director, Membership	July / Ongoing	Director, Leadership Development, Manager, Volunteer Services, Committee Chairs, Cluster Vice President, President-Elect	Volunteer database, Updated committee roster, entire membership
Ensure committee chairs understand their budgets	Director, Membership	July	Cluster Vice President, Director, Leadership Development, Manager, Volunteer Services, VP Finance	Budget
Ensure committee chairs understand their roles by reviewing CPG's	Director, Membership	July	Cluster Vice President, Director, Leadership Development, Manager, Volunteer Services	CPG's/LPG's

## LEADERSHIP ROLE: Director, Leadership Development

**PURPOSE:** Work in concert with the President-Elect to develop the Chapter's active member experience plan. Act as active member Human Resources manager for the Chapter to identify and develop future leaders. Supervise Leadership Development committee Chair to ensure all objectives of the strategic /business plan are met. Act as coach, advisor and counselor to the committee chairs and coordinators.

## RESPONSIBILITIES:

- **Consistently ensure opportunities are available which allow active members to contribute and believe they are making a difference.**
- **Dedicating the necessary resources toward proper training, development, recognition and transition of our active member leaders.**
- **Develop pathways for which active members and their organizations benefit from their involvement and are able to give back to the industry.**
- **Report monthly to Board of Directors the most current active member statistics.**
- **Develop and execute a Board development training exercise for the Board of Directors at each Board meeting.**
- **Serve as a voting member of the Nominating Committee**
- **Ensure an annual recognition of active members process is implemented.**
- **Execute annual review and modification (as needed) of Chapter LPG's and CPG's is completed.**
- **Ensure proper training occurs for all Executive Committee and Board of Directors members on Chapter LPG's and CPG's.**
- Serve as a voting member of both the Board of Directors
- Attend both Annual Planning & Mid-Year Chapter leadership retreats
- Work with the Board of Directors to identify, recruit, train, coach & mentor Directors, Committee Co-Chairs/Chairs & Committee members within their cluster (to include succession planning for all positions)
- Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
- Support and defend policies and programs adopted by the Board of Directors
- Commit to supporting board member transition process as identified in the Chapter's Succession Planning Toolkit

## TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)	Director, Leadership Development	Ongoing	Board of Directors	Operations Calendar
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings	Director, Leadership Development	7 days prior to board meeting	Committee Chairs, Executive Director	Online TSR form
Attend and represent Chapter at WEC and Chapter Leadership Forum	Director, Leadership Development	July/August	CBM, Strategic Events, President	Email Marketing, Registration lists for WEC

Ensure execution of an initial committee meeting that occurs for all committees under them for onboarding and goal distribution	Director, Leadership Development	August	Manager, Volunteer Services, Committee Chairs, President-Elect	Business Plan, Budget, Metrics, Strategic Plan, Succession Planning Toolkit, CPG's/LPG's, Operations Calendar
Identify and begin grooming process of this positions successor for next fiscal year	Director, Leadership Development	July / Ongoing	Manager, Volunteer Services, Committee Chairs, President-Elect	Volunteer database, Updated committee roster, entire membership
Implement effective leadership development strategies as developed by President-Elect	Director, Leadership Development	July	Committee Chairs, Manager, Volunteer Services	Business Plan, Succession Plan
Identify and recommend individual coordinators for volunteer RECRUITMENT, PLACEMENT, TRAINING & DEVELOPMENT, RECORDS, RETENTION	Director, Leadership Development	July	President-Elect, Manager, Volunteer Services, Executive Director	Volunteer database
Assist Committee Chairs in recruiting committee members	Director, Leadership Development	July / Ongoing	Manager, Volunteer Services, Committee Chairs, President-Elect, President-Elect	Volunteer database, Updated committee roster, entire membership
Ensure committee chairs understand their budgets	Director, Leadership Development	July	President-Elect, Manager, Volunteer Services, VP Finance	Budget
Ensure committee chairs understand their roles by reviewing CPG's	Director, Leadership Development	July	President-Elect, Manager, Volunteer Services	CPG's/LPG's
Ensure execution of both mid-year and end of year volunteer check-ins	Director, Leadership Development	June	President-Elect, Manager, Volunteer Services	CPG's, Volunteer database

## LEADERSHIP ROLE: Director, Fundraising

**PURPOSE:** Oversee the strategic development of the association's annual fundraising-related activities. Supervise Chair, Golf and Annual Fundraising Event to ensure all objectives of the strategic/business plan and dashboard metrics are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

## RESPONSIBILITIES:

- 1. Adhere to annual budget revenue requirements for fund raising.**
- 2. Produce unique fund raising/networking experiences that provide enhanced opportunities for member engagement.**
- Serve as a voting member of both the Board of Directors and Executive Committee
- Attend both Annual Planning & Mid-Year Chapter leadership retreats
- Work with Leadership Development to identify, recruit, train, coach & mentor Directors, Committee Co-Chairs/Chairs & Committee members within their cluster (to include succession planning for all positions)
- Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
- Support and defend policies and programs adopted by the Board of Directors
- Commit to supporting board member transition process as identified in the Chapter's Succession Planning Toolkit
- Be prepared (if asked by MPI HQ) to attend the annual MPI Chapter Business Summit to represent the Chapter.

## TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Attend all chapter programs and events, board meetings and participate in committee meetings & conference call as (as necessary)	VP, Strategic Events	Ongoing	Director, Leadership Development, Board of Directors	Operations Calendar
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings	VP, Strategic Events	10 days prior to board meeting	Director, Strategic Events, Executive Director	Online TSR form
Attend and represent Chapter at WEC and Chapter Leadership Forum	VP, Strategic Events	July/August	CBM, Strategic Events, President	Email Marketing, Registration lists for WEC
Execute an initial full cluster meeting for onboarding and goal distribution	VP, Strategic Events	July	Director, Leadership Development, Manager, Volunteer Services, Director of Education	Business Plan, Budget, Metrics, Strategic Plan, Succession Planning Toolkit, CPG's/LPG's, Operations Calendar
Report monthly on fund raising revenue & expenses and present short-term strategies to overcome variances.	VP, Strategic Events	Ongoing	Director, Strategic Events; Director, Membership, Director Leadership Development	Metric, Business Plan



# GREATER NEW YORK CHAPTER

M E E T I N G   P R O F E S S I O N A L S   I N T E R N A T I O N A L

Manage and supervise Director, Strategic Events and provide support to committee chairs as needed and ensure fiscal responsibility for the committees under the Director.	VP, Strategic Events	Ongoing	Director, Strategic Events, Manager, Volunteer Services	CPG's, Budget, Metric, Business Plan
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## LEADERSHIP ROLE: Director, At-Large

**PURPOSE:** Oversee the execution and completion of assigned tasks and special project as directed by the President.

### RESPONSIBILITIES:

1. **Embrace and execute any special projects, ad hoc or special tasks force needs of the Board of Directors.**
2. Serve as a voting member of both the Board of Directors and Executive Committee
3. Attend both Annual Planning & Mid-Year Chapter leadership retreats
4. Work with Leadership Development to identify, recruit, train, coach & mentor Committee Co-Chairs/Chairs & Committee members within their cluster (to include succession planning for all positions)
5. Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
6. Support and defend policies and programs adopted by the Board of Directors
7. Commit to supporting board member transition process as identified in the Chapter's Succession Planning Toolkit
8. Be prepared (if asked by MPI HQ) to attend the annual MPI Chapter Business Summit to represent the Chapter.

### TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)	Director, At-Large	Ongoing	Director, Leadership Development, Board of Directors	Operations Calendar
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings	Director, At-Large	10 days prior to board meeting	Director, Strategic Events, Executive Director	Online TSR form
Attend and represent Chapter at WEC and Chapter Leadership Forum	Director, At-Large	July/August	CBM, Strategic Events, President	Email Marketing, Registration lists for WEC
Report monthly on tasks or special projects assigned to the position to the Board of Directors	Director, At-Large	Ongoing	Director, Strategic Events; Director, Membership, Director Leadership Development	Metric, Business Plan
Assign Active Members for special projects, ad hoc or special tasks	Director, At-Large	Ongoing as needed	Director Leadership Development	Short Term Project Committee