Executive Committee- President Elect

Leadership Expectations

<table>
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<th>Management</th>
<th>Leadership Skills</th>
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<td>• Strategic Planning: work with the Board to create and execute a 3-Year Strategic and Annual Business Plan</td>
<td>• Facilitation</td>
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<td>• Advise, support and develop board of directors in executing initiatives</td>
<td>• Collaboration</td>
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<td>• Assist in chapter budget development</td>
<td>• Delegation</td>
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<td>• Mentor the leadership development processes to support succession planning</td>
<td>• Organization</td>
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<td>• Target and mentor future leaders</td>
<td>• Mentoring</td>
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<td>• Transition with incoming President-Elect</td>
<td>• Coaching</td>
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<td>• Schedule one on ones with Vice Presidents to discuss future vision</td>
<td>• Teaching</td>
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<td>• Financial Responsibility</td>
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<td>• Motivational</td>
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<td>• Conflict Resolution</td>
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<td>• Execution</td>
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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
• Knowledge 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 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 restriction upon the President
• Serve as voting member of Board of Directors
• Responsible for assisting in the overall management, leadership, and vision of the Chapter.
• Assist in launching new initiatives such as Educational Summits, Membership campaigns, and/or “Mentor Me” program
• Assist the VP of Education to establish a slate of 9 educational sessions and three networking events for the chapter
• Serve on the Nominating Committee to develop a slate of qualified board members for the following year
• Support and advise the Board of Directors in executing chapter initiatives
• Ensure the chapter adheres to minimum chapter standards as prescribed by MPI
• Ensure that the chapter and its board and committees perform at a high level while delivering support services to members
• Ensure the fiscal responsibility of the chapter along with upholding the bylaws as well as policies and procedures of the chapter and MPI Headquarters
• Serve an Ex-Officio member of the Nominating, Education, and Membership committees
• Provide for mentoring of members and students
• Submit agenda items to AgendaManager for Board of Directors meetings in advance of meetings
• Coordinate an annual Board Retreat in May, including hiring a facilitator
• Establish and facilitate an orientation program for the incoming Board of Directors
• Assist in establishing and maintaining a partnership between MPMPI and the PA Association for Travel and Tourism (PATT)
• Serve as an Ex-Officio board member representing the Meetings & Conventions Council for PATT
• Write grants and seek funding for MPMPI educational content/programs from the MPI Foundation

Reports To: President

Commitment:
• Regular attendance at monthly meetings, Chapter activities and functions, Board meetings, and Executive committee meetings
• Attendance at Board retreats
• Attendance at Past Leaders Council meetings
• Attendance at Chapter Business Summit, World Education Congress, Chapter Leaders Forum