Executive Committee- Vice President of Education

Leadership Expectations

<table>
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<tr>
<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>• Target future leaders within existing board, committees, and membership</td>
<td>• Mentoring</td>
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<td>• Schedule transition time with incoming VP of Education</td>
<td>• Coaching</td>
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<td></td>
<td>• Teaching</td>
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<td>• Financial</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: Two years 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 committee members
- 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:

- Manage and supervise Chapter educational efforts, including:
  a) Monthly Programs- Registration, Site Selection, & Logistics
  b) Professional Development- Educational Content & Speaker Sourcing
  c) Special Education Projects- Chapter/Regional Education Conference, Leadership Institutes, Women’s Leadership Initiative, Multi-Cultural Initiatives, etc.
- Develop annual education plan in accordance with Chapter strategies and MPI standards
• Assist with recruiting a member to fill a potential new role on the BOD- Director of Professional Development
• Communicate strategic issues relating to professional development to Board of Directors (or to the Director of Professional Development- should this role be created and added to the BOD)
• Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors
• Approve all bills of assigned committee members and forward appropriate paperwork to the Vice President of Finance and the Chapter Administrator

Reports To: President

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 the President