



## MPI Georgia Board of Directors 2021-2022 Board Role Listings and Descriptions

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### Job Terms

Per the MPI Bylaws, all terms are one year.



## President Elect

### Qualifications:

- Member in good standing with previous service in a Board position.
- Knowledgeable of the activities/affairs of the chapter.
- Willing to give the time, energy, talents and enthusiasm required of the position.
- Good organizational skills and willing to use (or learn) Smartsheet as a project management tool.

### General Responsibilities:

- Act as coach, advisor and counselor to Board members and committees.
- Provide for mentoring of members and students.
- Attend monthly Board meetings, chapter events and committee meetings.
- Support and defend policies and programs adopted by the Board of Directors.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Report on the strategies, successes and challenges of assigned committees to Board.
- Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or the Board of Directors.

### Specific Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee.
- 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.
- Keep knowledgeable about chapter activities in order to take over for or represent the President.
- Serve on the Nominating Committee to develop a slate of qualified Board members for the following year.
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI.
- Serves as the official point person for building and enriching partnerships with other organizations. Including the development and maintenance of an industry events calendar, coordinating joint events, networking and education programs. Also responsible for all cross-marketing initiatives with other organizations.
- Create and facilitate a Board Orientation in April prior to your year as President.
- Create and facilitate a Board Retreat in May prior to your year as President.
- Act as an MPI Foundation liaison for the Chapter.
- Coordinate MPI Global grant applications.
- Coordinate MPI RISE Award nominations.
- Responsible for the following budget items: Line items assigned to Office of the President.
- Oversee the Director Leadership Development.

### Time Commitment:

- Regular attendance at monthly Board meetings, Board retreats, Board orientation and Executive Committee meetings.
- Attendance at all official chapter activities and functions.
- Possible attendance at Leadership meetings held in conjunction with MPI Global conferences.
- Total time commitment is 20 hr/mo.



## Director Leadership Development

### Qualifications:

- Member in good standing with previous service in a Board position.
- Knowledgeable of the activities/affairs of the chapter.
- Willing to give the time, energy, talents and enthusiasm required of the position.
- Good organizational skills and willing to use (or learn) Smartsheet as a project management tool.

### General Responsibilities:

- Act as coach, advisor and counselor to Board members and committees.
- Provide for mentoring of members and students.
- Attend monthly Board meetings, chapter events and committee meetings.
- Support and defend policies and programs adopted by the Board of Directors.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Report on the strategies, successes and challenges of assigned committees to Board.
- Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or the Board of Directors.

### Specific Responsibilities:

- Oversee maintenance of volunteer database.
- Encourage member volunteerism and involvement on committees.
- Proactively recruit and groom future Board members.
- Work with committees to expand volunteer long-term involvement with Chapter.
- Work with VP of Membership on appropriate Volunteer Appreciation gifts or volunteer fairs.
- Develop and implement a mentoring program to encourage participation in chapter leadership.
- Ensure promotion of leadership development efforts through mentoring for members and students.

### Time Commitment:

- Regular attendance at monthly Board meetings, Board retreats, Board orientation and Executive Committee meetings.
- Attendance at all official chapter activities and functions.
- Possible attendance at Leadership meetings held in conjunction with MPI Global conferences.
- Total time commitment is 10 hr/mo



## Vice President Finance

### Qualifications:

- Member in good standing with previous service in a Board position.
- Knowledgeable of the activities/affairs of the chapter.
- Willing to give the time, energy, talents and enthusiasm required of the position.
- Good organizational skills and willing to use (or learn) Smartsheet as a project management tool.

### General Responsibilities:

- Act as coach, advisor and counselor to Board members and committees.
- Provide for mentoring of members and students.
- Attend monthly Board meetings, chapter events and committee meetings.
- Support and defend policies and programs adopted by the Board of Directors.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Report on the strategies, successes and challenges of assigned committees to Board.
- Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or the Board of Directors.

### Specific Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee.
- Oversee chapter financial efforts, including:
  - Fundraising – sponsorships and auctions including management of service providers.
  - Events – budgets, forecasting and actuals.
  - Investments & Reserves - CDs, mutual funds, prudent reserve.
- Oversee the maintaining of 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 financial institutions, and/or investments as approved by the Board of Directors.
- Prepare annual operating budget in conjunction with the VPs and with the management company and ensure compliance once approved by the Board.
- Work with Management Company to comply with all governmental tax regulations and file chapter tax reports as required.
- Present up-to-date financial statements and forecasting reports at each Board of Directors meeting.
- Reports to President.
- Oversee the Director Strategic Partnerships.

### Time Commitment:

- Regular attendance at monthly Board meetings, Board retreats, Board orientation and Executive Committee meetings.
- Attendance at all official chapter activities and functions.
- Possible attendance at Leadership meetings held in conjunction with MPI Global conferences.
- Total time commitment is 8 hr/mo.



## Director Strategic Partnerships

### 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.
- Good organizational skills and willing to use (or learn) Smartsheet as a project management tool.

### General Responsibilities:

- Act as coach, advisor and counselor to Board members and committees.
- Provide for mentoring of members and students.
- Attend monthly Board meetings, chapter events and committee meetings.
- Support and defend policies and programs adopted by the Board of Directors.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Report on the strategies, successes and challenges of assigned committees to Board.
- Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or the Board of Directors.

### Specific Responsibilities:

- Serve as voting member of Board of Directors.
- Develop strategies to establish strategic partnerships with chapter members.
- Partner with Management Staff to:
  - Design, update and distribute MPI Georgia Playbook.
  - Design, update and distribute sponsorship contracts (cash and in-kind).
  - Manage and update the prospect list.
- Oversee management staff on the fulfillment of sponsorship agreements.
- Monitor association and meetings industry trends to discover best practices in strategic alliances by other organizations.
- Work with appropriate committee to develop and/or manage strategic alliance programs.
- Ensure promotion of strategic alliance efforts.
- Reports to VP of Finance

### Time Commitment:

- Regular attendance at monthly Board meetings, Board retreats, Board orientation and Executive Committee meetings.
- Attendance at all official chapter activities and functions.
- Possible attendance at Leadership meetings held in conjunction with MPI Global conferences.
- Total time commitment is 8 hr/mo



## Vice President of Membership and Directors Membership

### Eligibility:

- 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.
- Good organizational skills and willing to use (or learn) Smartsheet as a project management tool.

### General Responsibilities:

- Act as coach, advisor and counselor to Board members and committees.
- Provide for mentoring of members and students.
- Attend monthly Board meetings, chapter events and committee meetings.
- Support and defend policies and programs adopted by the Board of Directors.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Report on the strategies, successes and challenges of assigned committees to Board.
- Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or the Board of Directors.

### Vice President Specific Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee.
- Responsible for the following budget items: Membership.
- Reports to President.

### Director Specific Responsibilities:

- Serve as voting member of Board of Directors.
- Reports to VP Membership.

### Shared Specific Responsibilities:

- Manage and supervise chapter membership efforts, including:
  - Recruitment – member recruitment, membership drives, new member orientation
  - Awards & Grants – recognition programs, grants, Member Activation Committee (MAC) – committee recruitment and skill placement.
  - Member recognition programs (pins, Shining Star Award)
  - Networking events
  - Volunteer fairs
  - Annual MPI Global survey (in February) and MPI Georgia member survey (in Fall)
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors.
- Provide direction and leadership for the chapter's program to maintain and increase MPI membership.
- Work with Management staff to maintain a current roster of chapter members.
- Partner with management staff to maintain complete and accurate records of the chapter's membership and reconcile reports monthly through MPI Association Management Software.
- Establish a retention goal for the year, based on the strategic plan.
- Develop and maintain an active and ongoing campaign to retain members.
- Encourage member involvement in committees.
- Work with committees to expand volunteer long-term involvement with chapter.

### Time Commitment:

- Regular attendance at monthly Board meetings, Board retreats, Board orientation and Executive Committee meetings.
- Attendance at all official chapter activities and functions.
- Possible attendance at Leadership meetings held in conjunction with MPI Global conferences.
- Total time commitment is 12 hr/mo.



## Vice President of Strategic Events and Director Strategic Events

### Eligibility:

- 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.
- Good organizational skills and willing to use (or learn) Smartsheet as a project management tool.

### General Responsibilities:

- Act as coach, advisor and counselor to Board members and committees.
- Provide for mentoring of members and students.
- Attend monthly Board meetings, chapter events and committee meetings.
- Support and defend policies and programs adopted by the Board of Directors.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Report on the strategies, successes and challenges of assigned committees to Board.
- Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or the Board of Directors.

### Vice President Specific Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee.
- Responsible for the following budget items: Strategic Events.
- Reports to President.

### Director Specific Responsibilities:

- Serve as voting member of Board of Directors.
- Reports to VP Strategic Events.

### Shared Specific Responsibilities:

- Develop strategies to ensure fiscal and experiential success of strategic events.
- Assign work flow to Event Chairs.
- Monitor association and meetings industry trends to discover best practices in special events by other organizations.
- Partner with Communication and Management staff to ensure promotion of special events.
- Maintain complete and accurate records of the chapter's strategic events and reconciliation reports monthly.
- Establish revenue goals for the year, based on the strategic plan.
- Encourage member involvement in committees.

### Time Commitment:

- Regular attendance at monthly Board meetings, Board retreats, Board orientation and Executive Committee meetings.
- Attendance at all official chapter activities and functions.
- Possible attendance at Leadership meetings held in conjunction with MPI Global conferences.
- Total time commitment is 12 hr/mo.; months with specific event may have additional hours



## Vice President of Communications and Director Communications

### Eligibility:

- 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.
- Good organizational skills and willing to use (or learn) Smartsheet as a project management tool.

### General Responsibilities:

- Act as coach, advisor and counselor to Board members and committees.
- Provide for mentoring of members and students.
- Attend monthly Board meetings, chapter events and committee meetings.
- Support and defend policies and programs adopted by the Board of Directors.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Report on the strategies, successes and challenges of assigned committees to Board.
- Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or the Board of Directors.

### Vice President Specific Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee.
- Responsible for the following budget items: Communications.
- Reports to President.

### Director Specific Responsibilities:

- Serve as voting member of Board of Directors.
- Reports to VP Communications.

### Shared Specific Responsibilities:

- Manage the publications, marketing, advertising, public relations, community outreach, and advocacy efforts of the chapter, including:
  - Marketing – event emails & websites, social media, MPI Georgia website, job bank, photograph storage
  - Publications – Re:Connect, KeyNotes, Directory
  - Public Relations – Media Relations, Press Releases
  - Advertising – eCommerce Ads, Website Ads, Publication Ads
  - Community Outreach – Philanthropic Activities
- Ensure chapter programs, activities and accomplishments are highlighted on a national and international level by communicating with MPI global Public Relations and Marketing Departments.
- Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors.

### Time Commitment:

- Regular attendance at monthly Board meetings, Board retreats, Board orientation and Executive Committee meetings.
- Attendance at all official chapter activities and functions.
- Possible attendance at Leadership meetings held in conjunction with MPI Global conferences.
- Total time commitment is 12 hr/mo.





## Vice President of Education and Director of Education

### Eligibility:

- 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.
- Good organizational skills and willing to use (or learn) Smartsheet as a project management tool.

### General Responsibilities:

- Act as coach, advisor and counselor to Board members and committees.
- Provide for mentoring of members and students.
- Attend monthly Board meetings, chapter events and committee meetings.
- Support and defend policies and programs adopted by the Board of Directors.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Report on the strategies, successes and challenges of assigned committees to Board.
- Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or the Board of Directors.

### Vice President Specific Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee.
- Responsible for the following budget items: Education.
- Reports to President.
- Manage and supervise chapter educational efforts for Monthly Educational Programs, Niche Programs and/or Workshops including, Registration, Site Selection, Speaker Selection & Logistics.
- Develop annual education plan in accordance with chapter strategies and MPI standards.
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors.

### Director Specific Responsibilities:

- Serve as voting member of Board of Directors. And Reports to VP Education.
- Develop, implement and manage an RFP process for all monthly educational programs.
- Approve 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.
- Partner with management staff to facilitate a registration process for monthly educational programs.
- Develop, implement and manage a system of collecting and summarizing attendee evaluations.
- Develop annual education plan in accordance with chapter strategies, MPI standards and MPI compliance requirements.
- Ensure promotion of annual education plan.
- Ensure promotion of all educational programs.
- Develop, implement and manage a system for providing CEUs at chapter educational programs.
- Serve as primary point of contact with speakers to provide for their arrangements, including fee negotiation and transportation requirements.

### Time Commitment:

- Regular attendance at monthly Board meetings, Board retreats, Board orientation and Executive Committee meetings.
- Attendance at all official chapter activities and functions.
- Possible attendance at Leadership meetings held in conjunction with MPI Global conferences.
- Total time commitment is 12 hr/mo.



## Director of Administration

### Eligibility:

- 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.
- Good organizational skills and willing to use (or learn) Smartsheet as a project management tool.

### General Responsibilities:

- Attend monthly Board meetings, chapter events and committee meetings.
- Support and defend policies and programs adopted by the Board of Directors.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Report on the strategies, successes and challenges of assigned committees to Board.
- Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or the Board of Directors.

### Specific Responsibilities:

- Responsible for overseeing proper recording of proceedings of the chapter, maintaining a permanent record of all chapter minutes and documents, and carrying into execution all orders, votes and resolutions not otherwise committed.
- Ensure all minutes are recorded at all Board meetings.
- Partner with President to ensure proper distribution of monthly Board minutes to all Board members and MPI management staff.
- Take minutes of Executive Committee meetings and Annual business meeting and distribute as appropriate.
- Act as chapter parliamentarian, promptly upholding Roberts Rules of Order and enforcing the presence of a quorum to properly conduct business.
- Ensure that there is an historical record of all chapter activities and Board minutes.
- Ensure there is a chapter operations calendar with event dates, board/committee meeting dates, newsletter and event mailing submission deadlines, and other industry-related event dates.
- Responsible for the following budget items: Administration
- Partner with the President and PE to plan incoming and/or mid-year retreat.
- Reports to President

### Time Commitment:

- Regular attendance at monthly Board meetings, Board retreats, Board orientation and Executive Committee meetings.
- Attendance at all official chapter activities and functions.
- Possible attendance at Leadership meetings held in conjunction with MPI Global conferences.
- Total time commitment is 4 hr/mo.