



CHAPTER LEADER JOB DESCRIPTIONS

Executive Committee – President

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • 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 • Transition with President-Elect • Mentor the President-Elect 	<ul style="list-style-type: none"> • Visionary • Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial Responsibility • Motivational • Conflict Resolution • Empowerment • Effective Communication • Execution • Innovation

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 with previous service as President-Elect
- 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) two (2) of the following positions: Vice President of Membership, Vice President of Finance or Vice President of Education

Specific Responsibilities:

- Directly responsible for communicating with and supervising the Chapter officers and Directors to ensure that all assignments are completed according to the strategic plan, the chapter is financially sound, and membership is advised of all progress
- Serve as Chair of all meetings of both the Executive Committee and Board of Directors, serve as a member of the Budget and Finance Committee
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board
- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
- Support and defend policies and programs adopted by the Board of Directors
- Serve as an ex-officio member on all committees except the Nominating Committee
- Vote on issues brought before the Board of Directors only in the event of a tie
- Act as official spokesperson of the Chapter
- Conduct annual Board Orientation and mid-year Board Retreat
- Submit budget needs for the following fiscal year
- Oversee performance of Chapter Administrator, including monthly meetings and a yearly performance review
- Serve as liaison between the Chapter and MPI headquarters
- Serve as a member of the Past Leaders Council or appoint a designee
- Perform any other duties as assigned by the Board of Directors

Reports to: Members

Commitment:

- Regular attendance at monthly meetings, Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Chapter Leaders Forum at WEC
- Attendance at Chapter Business Summit

Executive Committee – President-Elect

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • 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 President-Elect • Schedule one on ones with Vice Presidents to discuss future vision 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial Responsibility • Motivational • Conflict/Resolution • Execution

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) 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 Gala 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

Commitment:

- Regular attendance at monthly meetings, Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Chapter Leaders Forum at WEC
- Attendance at Chapter Business Summit

Executive Committee – Immediate Past President

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • 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 • Target future leaders within existing board, committees and membership • Schedule transition time with President-Elect • Mentor the president 	<ul style="list-style-type: none"> • Visionary • Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Empowerment • Effective Communication • Execution • Innovation

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

Eligibility:

- Member in good standing
- Completion of previous year's term as President
- 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
- Chair the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process and ensuring compliance with MPI elections calendar requirements
- Support and defend policies and programs adopted by the Board of Directors
- Act as support/mentor to President
- Act as coach, advisor and counselor to Board members and committees
- Attend monthly Board meetings, Chapter events and committee meetings
- Submit agenda items for Board of Directors meetings in advance of meetings
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Chair Chapter's Past Presidents Council to provide for continued involvement of Past Presidents to support the strategic plan of the Chapter
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Reports to: President

Commitment:

- Regular attendance at monthly meetings, Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats

Vice President of Finance

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • 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 and fiscal planning • Target future leaders within existing board, committees and membership • Transition with incoming Vice President of Finance 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

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

Helpful Skills:

- Attention to detail, Knowledge of basic financial concepts, Basic knowledge of Excel

Eligibility:

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

General Responsibilities

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Budget & Finance Committee
- Act as 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
 - Special Events - trade shows, special networking events, etc.
 - Strategic Alliances - Sponsorships, Partnership Marketing
 - Investments & Reserves - CDs, mutual funds, prudent reserve
- 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 once approved by the Board
- Ensure Chapter is incorporated according to Chapter minimum bylaws
- 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 trends and topics pertinent to the chapter and report findings to Board of Directors
- Make each Director and Executive Committee aware when chapter is close to budgetary limits

Reports to: President

Commitment:

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

Vice President of Membership

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • 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 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 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

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.

Reports to: President

Commitment:

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

Vice President of Education

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none">• 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• Target future leaders within existing board, committees and membership• Schedule transition time with incoming Vice President of Education	<ul style="list-style-type: none">• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Execution

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 a 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

Commitment:

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

Vice President of Communications

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • 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 • Target future leaders within existing board, committees and membership • Transition with incoming VP of Communications 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

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 - Newsletter, Directory
 - Public Relations - Media Relations, Press Releases, Social Media
 - 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

Commitment:

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

Director, Monthly Meetings

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

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 CEU's
- Assist all committees to facilitate the production of their events

Reports to: Vice President of Education

Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Committee Activities – 5-10 hours per month

Director, EduCon (Regional Conference)

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • 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 the full day regional education conference • Identify incoming director from committees who report to you • Transition with incoming Director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

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 regional full day education conference
- Perform site selection for the conference
- Coordinate all logistics for the program, including menu selection, audiovisual needs, room setup requirements, registration and hotel arrangements
- Facilitate a registration process for the program 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 CEU's
- Assist all committees to facilitate the production of their events

Reports to: Vice President of Education

Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Committee Activities – 5-10 hours per month

Director, Special Events

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

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, implement and manage Chapter fundraising efforts and events
- Ensure promotion of fundraising effort

Reports to: Vice President of Finance

Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Committee Activities – 5-10 hours per month

Director, Media & Communications

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

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:

- Coordinate all details of publishing and distributing monthly newsletter, annual membership directory and any other Chapter publications to membership
- Develop and enforce editorial calendar for all publications and solicit submissions
- Facilitate production, writing, proofreading and design of Chapter printed materials to ensure professional appearance and consistent "look" of the Association brand
- Appoint Chapter photographer and coordinate placement of photos into Chapter publications
- Liaise with directors to ensure promotion of Chapter activities
- Provide an open channel of communications between committees to facilitate flow of information to newsletter editor
- Perform annual review of Chapter publications to ensure efficacy as Chapter communications tools

Reports to: Vice President of Communications

Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Committee Activities – 5-10 hours/month

Director, Member Care

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

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
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Leadership Development: Identify, recruit and develop Committee Chair(s)
- Identify, recruit and train Membership Committee Members.
- Responsible for the following budget line items related to: Membership Retention.
- 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
- Coordinate chapter membership efforts with Director of Recruitment and Vice President of Membership

Specific Responsibilities:

- Meet or exceed the chapter retention goal for the year, based on the chapter metrics
- Meet or exceed the chapter membership goal for the year, based on the chapter metrics
- Develop and maintain an active and ongoing campaign to retain members.
- Develop and maintain an active and ongoing campaign to obtain new members, follow-up with new member leads and inquiries about MPISTL.
- Organize and conduct an annual chapter satisfaction & needs assessment survey
- Submit articles to newsletter and website in support of information on benefits of membership and membership activities and recruitment activities
- Provide hospitality at Chapter functions by welcoming attendees
- Encourage member involvement in committees.
- Work directly with Association Management company to maintain complete and accurate records of the Chapter's membership and reconcile MPI dashboard reports monthly
- Manage Networking Events
- Manage the awards of the Annual Awards Party

- Oversee Member Recognition programs to include Salute to Stars and continuously seek to develop ways to spotlight and recognize members
- Oversee and manage Member Communication Matrix for membership calls to guests, new members and member renewals.
- Communicate Scholarship opportunities available on a national level and look at ways to develop Scholarships opportunities for MPISTL
- Work closely with MPI to assure the timely and accurate processing of new member applications.
- Welcome and orient new chapter members at various MPI St. Louis Events
- Coordinate with Monthly Programs a Volunteer Drive at a monthly program to recruit committee volunteers on behalf of MPI St. Louis Area Chapter
- Develop and grow the M2M program
- Working with Committee Chair, contact Educational Institutions and students to discuss the importance of MPI and to create an interest in event attendance and MPI membership.

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Committee Activities – 10-12 hours/month

Director, Member Recruitment

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

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
- Submit agenda items for Board of Directors meetings in advance of meetings
- Leadership Development: Identify, recruit and develop Committee Chair(s)
- Identify, recruit and train Membership Committee Members
- Responsible for the following budget line items related to: Membership Recruitment
- 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:

- Meet or exceed the chapter membership goal for the year, based on the chapter metrics and business plan
- Develop and maintain an active and ongoing campaign to obtain new members, follow-up with new member leads and inquiries about MPISTL
- Follow-up with email and/or phone calls on member renewals and guests at events to promote membership
- Knowledgeable of MPI membership promotions from MPI Global to promote membership growth for MPISTL
- Knowledgeable with MPI membership reports to use for membership campaigns
- Encourage member involvement with committees
- Work closely with MPI to assure the timely and accurate processing of new member applications
- Submit articles to newsletter and website in support of information on recruitment activities
- Provide hospitality at Chapter functions by welcoming attendees
- Welcome and orient new chapter members
- Work directly with Association Management Company to maintain complete and accurate records of the Chapter's membership and reconcile MPI dashboard reports monthly
- Coordinate with Monthly Programs a Volunteer Drive at a monthly program to recruit committee volunteers on behalf of MPI St. Louis Area Chapter
- Working with Committee Chair, contact Educational Institutions and students to discuss the importance of MPI and to create an interest in event attendance and MPI membership

Reports to: Vice President of Membership

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and retreats
- Attendance at all official chapter activities and functions
- Committee Activities – 10-12 hours/month