

LEADERSHIP ROLE: President

Board Term 1 Yr

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
- ☐ Ensure adherence to Chapter Bylaws, Leadership & Committee Process Guides & Chapter Leadership Plan
- ☐ Support and defend policies and programs adopted by the Board of Directors
- ☐ Ensure adherence to chapter business plan and yearly budget
- ☐ 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.
- ☐ Ensure chapter members are receiving the program, network opportunities and value from their membership.

TASKS & PROCEDURES:

Assumes responsibility as the liaison with MPI Headquarters
Plan all aspects of Mid Year Leadership Retreat
Active participation in development of chapter metrics for next fiscal year
Active participation in drafting the annual budget for next fiscal year
Active participation in creating the annual education completion plan and submission to MPI HQ
Attend and represent Chapter at WEC
Post a President's Message in all communication outlets (as applicable – e.g. website, directory, etc.)
Prepare all documentation for each chapter board meeting and ensure distribution to all board members prior to each meeting
Attend all chapter programs and events, and participate in committee meetings & conference call (as necessary)

Time Commitment:

- ☐ Regular attendance at monthly meetings, chapter activities and functions, Board meetings and Executive Committee meetings
- ☐ Attendance at Board retreats
- ☐ Attendance at Chapter Leadership Forum meetings held in conjunction with WEC

LEADERSHIP ROLE: President-Elect

Board Term 3 Yr

PURPOSE: Manage and supervise the Chapter's Leadership Development team to ensure the objectives found within the Chapter's long-term strategic plan and dashboard metrics are realized. Primary focus within the long-term strategic plan is on the volunteer experience and succession planning. Provide support to the current chapter President.

RESPONSIBILITIES:

- ☐ Serve as a voting member of both the Board of Directors and Executive Committee
- ☐ Serve as a voting member of the Nominating 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 (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
- ☐ Serve as the chapter liaison to the MPI Foundation
- ☐ Be prepared (if asked by MPI HQ) to attend the annual MPI Chapter Business Summit to represent the Chapter

TASKS & PROCEDURES:

Plan & execute all aspects of Annual Leadership Planning Retreat to begin your Presidency term
Plan & execute the pending year's succession planning portion of the Mid-Year Retreat
Conduct annual review of chapter succession planning toolkit to ensure accuracy and effectiveness
Attend and represent Chapter at WEC and Chapter Leadership Forum
Active participation in development of chapter metrics for next fiscal year
Active participation in drafting the annual budget for next fiscal year
Active participation in creating the annual education completion plan
Active participation in development of the chapter MARCOMM plan
Attend all chapter programs and events, board meetings and participate in committee meetings & conference calls (as necessary)
Active participation in annual member recognition event (Gala) with a focus on new board installation
Execute an initial meeting for onboarding and goal distribution
Be present and active on all PE conference calls with the chapter CBM

LEADERSHIP ROLE: Immediate Past President

Board Term 1 Yr

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:

Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings
Attend all chapter programs and events, board meetings and participate in committee meetings & conference call as (as necessary)
Execute a minimum of 1 active awareness and fund raising effort for the MPI Foundation
Execute annual Nominating Committee processes as found within the Succession Planning Toolkit (SPT) and Bylaws
Execute annual review of LPG's/ CPG's and distribute to volunteer base

LEADERSHIP ROLE: Vice President, Finance

Board Term 1 Yr

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:

Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings.
Attend and represent Chapter at WEC and Chapter Leadership Forum
Lead process for drafting the annual budget for next fiscal year and secure board approval
Report on financial position of Chapter at "Annual Business Meeting"
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings to include monthly budget variances and summary of potential exposures
Execute a mid year in-depth review of chapter financial position and present at mid year retreat
Execute a minimum of one (1) Budget Workshop Conference Call
Ensure that Directors and committee chairs understand their individual budgets
Adhere to all MPI HQ guidelines for accurate financial reporting
Develop a Chapter Strategic Alliance strategy

Ensure timely filing of association taxes
Execute an initial full cluster meeting for onboarding and goal distribution

Leadership Role: Vice President, Marketing & Communications

Board Term 1 Yr

PURPOSE: Manage and supervise all chapter communications including but not limited to the chapter website, social media pages, newsletters and upcoming event emails. Provide direction and guidance to the Director and committee to ensure all deadlines are met and all information remains up to date.

RESPONSIBILITIES:

- ☐ Report on the strategies, successes and challenges of assigned committees to Board of Directors
- ☐ Manage the following budget line items: Communications
- ☐ Ensure the fiscal responsibility of the committee(s) to which position is assigned

TASKS & PROCEDURES:

Manage and supervise Chapter communications efforts, including: Publications – Newsletter, Printed Materials, Weekly Communications, Social Media Marketing - Website, Job Bank Public Relations - Media Relations, Press Releases
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, and to VP of Programs for possible educational programming
Approve all bills of the committees within the Communications category and forward appropriate paperwork to the VP of Finance
Ensure adherence to all MPI branding standards
Execute a mid year in-depth review of chapter financial position and present at mid year retreat
Specific Responsibilities: Update website layout Update advertising Monitor information and update Post announcements Monthly tracking reports; submit to VP / Director
Advertising: Research and solicit (phone/email) MPI suppliers for advertising Texas, Louisiana, Mississippi, Arkansas, Oklahoma, New Mexico, Arizona, Colorado
Adhere to all MPI HQ guidelines for accurate financial reporting
Develop a Chapter Strategic Alliance strategy
Ensure timely filing of association taxes

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LEADERSHIP ROLE: Vice President, Education

Board Term 1 Yr

PURPOSE: Develop the annual education plan in accordance with principles from MPI. Supervise Director of Education 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:

Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings
Attend and represent Chapter at WEC and Chapter Leadership Forum
Execute an initial full cluster meeting for onboarding and goal distribution
Participate in monthly MPI HQ Education conference calls
Lead process for drafting the annual education plan for next fiscal year and secure board approval
Manage and supervise Director, Education and provide support to committee chairs as needed and ensure fiscal responsibility for the committees under the Director.

LEADERSHIP ROLE: Vice President, Membership

Board Term 1 Yr

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 Directors 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. Supervises Director of Recruitment & Director of Member Care

TASKS & PROCEDURES:

Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings
Attend and represent Chapter at WEC and Chapter Leadership Forum
Execute an initial full cluster meeting for onboarding and goal distribution
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.
Participate in monthly MPI HQ Membership conference calls
Manage and supervise Directors and provide support to committee chairs as needed and ensure fiscal responsibility for the committees under the Director.

Develop strategy for new member welcome process & Complete Monthly TSR's

LEADERSHIP ROLE: Vice President, Leadership Development

Board Term 1 Yr

PURPOSE: Work in tandem with the President-Elect to develop the Chapter's training and succession 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.
- ☐ Serve as a voting member of the Nominating Committee except when applying for a board position for the coming year
- ☐ 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:

Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings
Attend and represent Chapter at WEC and Chapter Leadership Forum
Ensure execution of an initial committee meeting that occurs for all committees under them for onboarding and goal distribution
Identify and begin grooming process of this positions successor for next fiscal year
Implement effective leadership development strategies as developed by President-Elect
Identify and recommend individual coordinators for volunteer RECRUITMENT, PLACEMENT, TRAINING & DEVELOPMENT, RECORDS, RETENTION
Assist Committee Chairs in recruiting committee members & Ensure execution of both mid-year and end of year volunteer check-ins

Ensure committee chairs understand their budgets & committee chairs understand their roles by reviewing CPG's

LEADERSHIP ROLE: Director, Social Media

Board Term 1 Yr

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 communications and marketing components are adhered to including but not limited to newsletters, upcoming event notifications, Cvent invitations, social media posts and maintaining an updated website
- ☐ 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:

Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings
Attend and represent Chapter at WEC and Chapter Leadership Forum
Ensure execution of an initial committee meeting that occurs all committees under them for onboarding and goal distribution
Identify and begin grooming process of this positions successor for next fiscal year
Conduct annual website audit to ensure accuracy and effectiveness
Identify and recommend Committee Chairs to Executive Committee for Approval
Assist Committee Chairs in recruiting committee members
Ensure committee chairs understand their budgets
Ensure committee chairs understand their roles by reviewing CPG's
Ensure implementation and adherence to cluster strategies as developed by the VP
Effectively communicate to entire membership the importance of education evaluation process at the local and international level

LEADERSHIP ROLE: Director, Programs

Board Term 1 Yr

PURPOSE: Work in tandem 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 including a minimum of six (6) education meetings annually.
- ☐ 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 (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:

Attend all chapter programs and events, board meetings and participate in committee meetings & conference calls (as necessary)
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings
Ensure execution of an initial committee meeting that occurs for all committees for onboarding and goal distribution
Identify and begin grooming process of this positions successor for next fiscal year
Implement effective event marketing strategies as developed by the Communications team
Identify and recommend Committee Chairs to Executive Committee for Approval
Assist Committee Chairs in recruiting committee members
Ensure committee chairs understand their roles and budgets
Effectively communicate to entire membership the importance of education evaluation process at the local and international level
Assist with the RFP process to secure venues and speakers for the educational luncheons and PDD
Assist with execution of the educational luncheons and PDD

LEADERSHIP ROLE: Director, Member Care

Board Term 1 Yr

PURPOSE: Work in tandem with the Vice President, Membership to develop the Chapter's member retention & recognition plan. Supervise the 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:

- ☐ Ensure that the Retention goals identified in the dashboard metrics are obtained
- ☐ Ensure that effective and meaningful member recognition efforts are implemented each year.
- ☐ Analyze monthly membership reports from HQ received from Vice President, Membership for use in developing membership retention strategies.
- ☐ 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:

Attend all chapter programs and events, board meetings and participate in committee meetings & conference call (as necessary)
Award chapter WEC Scholarship to a member in good standing
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings
Attend and represent Chapter at WEC and Chapter Leadership Forum
Ensure execution of an initial committee meeting that occurs for all committees under them for onboarding and goal distribution
Identify and begin grooming process of this position's successor for next fiscal year
Implement effective member recruitment & retention strategies as developed by cluster VP
Identify and recommend individual committee chairs for RECRUITMENT, RETENTION & RECOGNITION to Executive Committee for Approval
Assist Committee Chairs in recruiting committee members
Ensure committee chairs understand their budgets
Welcome and Orient New Members

LEADERSHIP ROLE: Director, Recruitment

Board Term 1 Yr

PURPOSE: Work with the Vice President, Membership to develop the Chapter's member recruitment plan. Identify areas to solicit new members from and engage all guests at chapter functions. Hold recruitment events and/or act out the strategies put in place to meet membership goals annually.

Responsibilities:

1. Serve as voting member of Board of Directors
2. Attend monthly board meetings, chapter events and committee meetings
3. Act as coach, advisor and counselor to assigned committees
4. Submit agenda items for Board of Directors meetings in advance of meetings
5. Identify, recruit and train Committee Chair for assigned committees
6. Responsible for the following budget line items: (list)
7. Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
8. Support and defend policies and programs adopted by the Board of Directors
9. Conduct transition meeting with successor
10. Perform other duties that may be delegated by the President and/or Board of Directors

TASKS AND PROCEDURES:

Develop and maintain an active and ongoing campaign to attain membership goal
Welcome and orient new members
Work closely with MPI to assure the timely and accurate processing of new member applications
Submit articles to newsletter and website in support of recruitment activities
Complete Monthly TSR's
Solicit New Member Prospects

LEADERSHIP ROLE: Director, Special Events

Board Term 1 Yr

PURPOSE: Oversee the strategic development of the association’s annual fundraising-related events. Execute three events within one year – the Taste of Houston, Jingle, Mix & Mingle, and A Night Among the Stars.

RESPONSIBILITIES:

- ☐ Adhere to annual budget revenue requirements for special events
- ☐ Produce unique experiences that provide enhanced opportunities for member engagement.
- ☐ Execute three events annually as outlined above and in the business plan
- ☐ Oversee the committee and event chairs to ensure compliance and adherence to all chapter standards and metrics.
- ☐ 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:

Attend all chapter programs and events, board meetings and participate in committee meetings & conference call as (as necessary)
Ensure timely completion and submission of Team Status Reports (TSR) prior to board meetings
Report monthly on fund raising revenue & expenses and present short-term strategies to overcome variances.
Manage and supervise event chairs and provide support to committee as needed.
Ensure fiscal responsibility for all events.

LEADERSHIP ROLE: Director, Sponsorships

Board Term 1 Yr

PURPOSE: Oversee the strategic development of the association's sponsorship program. Actively solicit sponsorships based on the Sponsorship Prospectus. Work with the appropriate departments to ensure sponsorship details and benefits are fulfilled.

Responsibilities:

- ☐ Solicit sponsorships – cash, event and in-kind – as outlined on the strategic business plan, budget and sponsorship prospectus
- ☐ Meet all budgeted sponsorship revenue goals for the year
- ☐ Ensure all sponsors receive the benefits guaranteed to them
- ☐ Maintain the chapter's sponsorship prospectus
- ☐ 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
- ☐ Submit agenda items for Board of Directors meetings in advance of meetings
- ☐ 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

TASKS AND PROCEDURES:

Develop strategies to establish strategic partnerships with chapter members
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
Report on strategic alliance strategies to the Board of Directors
Ensure that promised sponsor benefits are received by the sponsor