

Board of Directors Commitment
2021-2022

I understand that as a member of the Meeting Professionals International (MPI) Oklahoma Chapter Board of Directors, I am making a commitment to ensure that the organization does the best work possible in pursuit of its goals.

As a member of the MPIOK Board of Directors I will:

- Commit to a two-year term of service,
- Serve as an ambassador for our chapter within the meeting and events industry,
- Exemplify meeting and events best practices,
- Lead our organization with the highest values,
- Attend the annual board planning retreat in May/June and mid-year planning retreat in January,
- Serve as a voting member of Board of Directors with attendance at monthly board meetings and educational meetings with no more than one excused absence,
- Communicate any known absences to the Board President and Chapter Administrator at least 24 hours in advance,
- Complete Team Status Reports (TSRs) and submit agenda items for Board of Directors in advance of meetings,
- Work independently and collaboratively outside of scheduled meetings to fulfill duties as outlined in job description for respective board role,
- Participate in email discussion and take responsibility for responding to requests for information and making decisions by email in a timely fashion,
- Ensure the fiscal responsibility of the committee(s) to which position is assigned,
- Identify, recruit, and train volunteers for committee service,
- Help to recruit and develop new members throughout the year,
- Support and defend policies and programs adopted by the Board of Directors, and
- Disclose all potential conflicts of interest and abstain from voting on any related matters.

In turn, MPI will be responsible to me in several ways:

- MPI will inform me of chapter and board events in a timely manner,
- MPI will distribute meeting agendas, minutes, and financials prior to each meeting and keep me informed of board discussion and activities between meetings,
- Opportunities will be provided to me for access to leadership education resources,
- Opportunities will be offered to me to discuss with the board President the organization's programs, goals, activities and status. Additionally, I can request such an opportunity, and
- The organization will help me perform my duties by keeping me informed about issues in the meeting and events industry and by offering me opportunities for professional development as a board member.

If I do not fulfill these commitments to the organization, I will expect the President to call me and discuss my responsibilities with me. By not meeting these requirements, I am aware that I may be dismissed from the board.

Signature:

Printed Name:

Date: