

Board Responsibilities Expectation Document – Vice President of Communications

Department

Communications

Reports To

President

Term

Two years, 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

Primary Responsibilities

- Manage the publications, marketing, advertising, public relations, community outreach, and advocacy efforts of the chapter, including:
 - Marketing - Newsletters
 - Email – E-News Blast (Typically twice per month)
 - Public Relations - Media Relations, Press Releases, as needed
 - Advertising - Newsletter Ads, Website Ads
 - Community Outreach - Philanthropic Activities (As Directed By President)
 - Advocacy - Government Affairs (As Directed By President)
- 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
- Act as coach, advisor, counselor, and back-up to Director of Marketing

Skills

Facilitation, Collaboration, Delegation, Mentoring, Coaching, Teaching, Financial, Motivational, Conflict Resolution, Execution

Time Commitment

This varies by your process, but expect to commit at least 8 hours per month.

- Chapter board meetings
- Chapter monthly meetings/events
- Committee activities as needed
- Attend annual planning meetings
 - 1 ½-day mid-year board retreat in January
 - 2-day annual board retreat in May
- Attend Chapter Business Summit in Dallas in April

Rewards

As an MPIOK board member, you have access to great leadership education resources, such as the Chapter Leader Forum and Chapter Business Summit programs. As a member leader, you get a different sort of education - one that could affect many different aspects of your business and life by:

- Being a leader of leaders
- Widening your influence in your business community.

- Getting the satisfaction of knowing that you are the one who helped grow your chapter, thereby increasing your chapter's visibility, budget and network.

Expectations and Board Responsibilities

- Serve as voting member of Board of Directors
- Attendance at monthly board meetings, chapter events, and committee meetings via phone or in person (Notify the Chapter Administrator and the Office of the President at least 24 hours in advance if you are unable to attend.)
- Actively participate in monthly board meetings
- Act as coach, advisor, and counselor to assigned committees
- Report on the strategies, successes, and challenges of assigned committees to Board of Directors
- Complete Team Status Reports (TSRs) and submit agenda items for Board of Directors meetings in advance of meetings
- Identify, recruit and train Committee Chair and members 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 other duties that may be delegated by the President and/or Board of Directors
- Communication replied within 72 hours of receiving by requesting board members or administrators (notify the Office of the President if you will be unable to respond this quickly within any period of time; i.e. vacations, work trips, tight deadlines, etc.)
- Communicate immediately with the the Office of the President if there are any problems or roadblocks that are in the way of you successfully performing your role.

MPIOK Board Meeting Schedule (9-11 a.m.)

August (Day of Luncheon)	February (Day of Luncheon)
September (Day of Luncheon)	March (Day of Luncheon)
October (Day of Luncheon)	April (Day of Luncheon)
November (Day of Luncheon)	May (Day of Luncheon)
December (Day of Luncheon)	June (TBD, if needed)
January (Day of Luncheon)	

Chapter Business Manager (CBM) (Member Leader Support)

- Each chapter has a Chapter Business Manager who:
 - Is trained at MPI Global to successfully assist their chapters
 - Is an experienced resource to assist you with your role and responsibilities
 - Can help with problems in your chapter
- Keep your Chapter Business Manager informed on the happenings in your area

Chapter Administrator (Staff Support)

Each Chapter will have a designated Chapter Administrator as support to accomplish their goals.

I have read the above responsibilities and understand the expectations set by the MPIOK Board of Directors. By signing below, I acknowledge that I agree to all aspects of this document.

SIGNED:



Vice President of Communications (YEAR)

President (YEAR)

Date

Date