MPI | OKLAHOMA CHAPTER

Director of Programming
Board Responsibilities Document

Department
Education

Reports To
VP of Education

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
- Review, implement, and manage an 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, audio visual needs, room setup requirements, registration area and transportation/hotel arrangements for speakers
- Assist all committees to facilitate the production of their events

Skills
Strong Attention to Detail, Facilitation, Collaboration, Delegation, Clear Communication, Budget Management, Conflict Resolution, Execution

Time Commitment
This varies by your process, but expect to commit at least 8 hours per month.
- Chapter board meetings and monthly meetings
  - Third Wednesday of each month, unless otherwise specified
- Committee activities as needed
- Attend annual planning meetings
  - 1-day mid-year board retreat in January
  - 2-day annual board retreat in May

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.)
- Maximum 2 excused absences from monthly board meetings with prior notification to Office of the President.
- 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 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
- Communicate replies 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.

Rewards
As an MPIOK board member, you have access to great leadership education resources, such as the online chapter leader trainings for your position and the MPI Chapter Business Summit program. As a chapter 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
- Satisfaction of helping grow your chapter, increasing your chapter's visibility and network

Chapter Operations Manager (COM) (Member Leader Support)
- Each chapter has a Chapter Operations 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 Operations 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.

AGREEMENT

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:

Director of Programming *(YEAR)*

Date

President (YEAR)

Date