

MPI D/FW Chapter Nominations 2027 Description of Positions

Time Commitments for Board Members

- Mandatory attendance at Monthly Board Meetings
- Mandatory attendance at Board Retreats (2 retreats per year, or as determined by OOP)
- Attendance at Chapter Leadership Conference (currently held virtually)
- Attendance at all official chapter activities and functions
- At minimum bi-monthly Committee Meetings
- Perform other duties that may be delegated by the President and/or the Board of Directors

Executive Committee

President-Elect (3-year term) President-Elect, President, Immediate Past President)

President-Elect shall act in the place of the President at any required function of the Chapter or International organization where the President is unable to perform; serves on the Nominating Committee; establishes and facilitates, and orientation program for the incoming Board of Directors; develops and implements a leadership succession/mentoring program. Oversees the implementation of the OD O'Donnel Volunteer Service Award program. Perform other duties that may be delegated by the President and/or the Board of Directors. Reports to the President.

Vice-President, Strategic Partnerships (1-year term)

The VP of Strategic Partnership responsibilities include managing and supervising all chapter's fundraising, sponsorship, exhibit showcase activities, cultivating strategic alliances and JPA scholarship awards Perform other duties that may be delegated by the President and/or the Board of Directors; serves as a voting member on the Board of Directors. Reports to President.

Vice-President, Communications (1-year term)

The VP of Communications is responsible for the planning and implementation of publications, marketing, advertising, public relations, and community outreach and advocacy efforts of the chapter. Ensures chapter programs, activities and accomplishments are highlighted on an international level by communicating with MPI. Perform other duties that may be delegated by the President and/or the Board of Directors; serves as a voting member on the Board of Directors. Reports to President.

Vice-President, Membership (1-year term)

The VP of Membership is responsible for the planning and execution of all programs that directly relates to recruitment, member care, and member recognition. Oversees the bi-annual membership mixer events, including the volunteer appreciation event.

Perform other duties that may be delegated by the President and/or the Board of Directors; serves as a voting member on the Board of Directors. Reports to President.

Vice-President, Education (1-year term)

The VP of Education responsibilities include managing and supervising chapter educational efforts including quarterly Chapter Experience event and Education Day, through the development of an annual educational plan. Research current trends, topics and speakers that are pertinent to the meetings industry. Perform other duties that may be delegated by the President and/or the Board of Directors; serves as a voting member on the Board of Directors. Reports to the President.

Vice-President, Leadership (1-year term)

The VP of Leadership responsibilities include managing and supervising chapter mentorship programs, student and university outreach, corporate social responsibility initiatives, and oversees the CMP Study Group program. Perform other duties that may be delegated by the President and/or the Board of Directors; serves as a voting member on the Board of Directors. Reports to the President.

Vice-President, Special Events (1-year term)

The VP of Leadership is responsible for developing strategies for creation and execution of special event, including the CMP/CMM Recognition Breakfast, the Annual Awards of Excellence Gala, the Annual Chapter Fundraiser event and Holiday Party. The position is also expected to incorporate activities such as auctions, fundraising events, golf outings, trade shows or other creative aspects to generate revenue; monitors meetings industry to discover best practices in special events by other organizations and ensures promotion of special event efforts. Perform other duties that may be delegated by the President and/or the Board of Directors; serves as a voting member on the Board of Directors. Reports to the President.

Director Board Members

Director, Education (1-year term)

The Director of Education reports directly to the VP of Education. Role includes identifying education topics and speakers for quarterly Chapter Experience meetings. Develops, implements and manages RFP process for all educational programs; performs site selection for programs; coordinates with the Director of Strategic Partnerships and other committee members all logistics for programs including menu selection, A/V needs, room setups, speaker selection/needs, composition of monthly program notices, assists in the development, implementation and manages a system of collection of attendee evaluations and CEU management. Perform other duties that may be delegated by the President and/or the Board of Directors; serves as a voting member on the Board of Directors.

Director, Membership (1-year term)

The Director of Membership reports directly to the VP of Membership and responsibilities include implementing the various committee initiatives related to developing and maintaining an active and ongoing campaign to attain membership goals; welcomes and orients new members and submits articles to the newsletter and website in support of recruitment and retention efforts. Perform other duties that may be delegated by the President and/or the Board of Directors; serves as a voting member on the Board of Directors.

Director, Leadership (1-year term)

The Director of Leadership reports directly to the VP of Leadership. The Director of Leadership supports chapter mentorship programs, student and university outreach, corporate social responsibility initiatives, and oversees the CMP Study Group program. Perform other duties that may be delegated by the President and/or the Board of Directors; serves as a voting member on the Board of Directors.

Director, Special Events (1-year term)

The Director of Special Events reports to the VP of Special Events and supports strategies for creation and execution of special event, including the CMP/CMM Recognition Breakfast, the Annual Awards of Excellence Gala, the Annual Chapter Fundraiser event and Holiday Party. The position is also expected to incorporate activities such as auctions, fundraising events, golf outings, trade shows or other creative aspects to generate revenue; monitors meetings industry to discover best practices in special events by other organizations and ensures promotion of special event efforts. Perform other duties that may be delegated by the President and/or the Board of Directors; serves as a voting member on the Board of Directors.

Director, Sponsorships (1-year term)

The Director of Sponsorships reports directly to the VP of Strategic Partnerships and responsibilities include identifying potential opportunities to develop sponsorship streams as well as maintaining relationships with current chapter sponsors identifying ways to meet potential sponsors' needs through chapter resources to mutually beneficial outcomes. Perform other duties that may be delegated by the President and/or the Board of Directors; serves as a voting member on the Board of Directors.

Director, Communications (1-year term)

The Director of Communications reports to the VP of Communications and is responsible for the coordination of content for Chapter website and social media. Includes design, editing and deadline distribution. Perform other duties that may be delegated by the President and/or the Board of Directors; serves as a voting member on the Board of Directors. Reports to VP Communications.