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|  | **AVAILABLE 2020-21 MPI D/FW CHAPTER LEADERSHIP POSITIONS** |  |
| **President-Elect**(3 year commitment) | The President-Elect partners with the Vice President of Leadership Development as well as the President and Immediate Past President to facilitate leadership development and succession planning within the chapter. This person will work with other chapter leaders to support the goals of the President and may be given additional assignments at the President's discretion. In the absence of the President, this person serves as chair of the Board of Directors and Executive Committee. Following one year as President-Elect, this person automatically will assume the office of President for one year and then the office of Immediate Past President for one year. |
| **Vice President of Communications/Marketing**  | The Vice President of Communications/Marketing shall be responsible for all Chapter publications; for establishing standards for all communications; for all public relations or media relations activities and for the promotion of all Chapter related activities in accordance with Chapter Bylaws, including the website, social media outlets, newsletter, and annual directory. |
| **Vice President of Special Events**  | The Vice President of Special Events shall direct the activities of the Directors of Special Events with Logistics and Program Content of all MPI D/FW Chapter Special Events (namely Holiday Function, CMM/CMP Breakfast, and Annual Awards Gala) and their related sub-committees, as noted. The duties of this office include managing and supervising the planning and implementation of all Chapter Special Events. |
| **Vice President of Education**  | The Vice President of Education shall direct the activities of the Directors of Education with Logistics and Program Content of all MPI D/FW Chapter Education meetings and their related sub-committees, as noted. The duties of this office include managing and supervising the planning and implementation of all Chapter Education Meetings.  |
| **Vice President of Finance & Sponsorship** | The Vice President of Finance shall be responsible for the timely and accurate reporting of all financial transactions of the Chapter to the Board and Membership, as well as the sale and management of Sponsorships and Advertisements. |
| **Vice President of Leadership** | The Vice President of Leadership will work closely with the President Elect and other Vice Presidents in developing leadership programs (ie: Emerging Leaders, Mentor Program, and Career Café). The Leadership department also manages the Corporate Social Responsibility initiatives. |
| **Vice President of Membership** | The Vice President of Membership shall be responsible for the recruitment, orientation and retention of Members. The Vice President of Membership shall ensure the timely and accurate reporting of all changes to the Membership through the Chapter Administrator. The Vice President of Membership also manages the Sales Blitz Program and networking events.  |
| **Director Communications/Marketing** | The Director of Communications /Marketing shall assist the Vice President of Communications in the coordination and implementation of all Chapter publications and promotional materials related to Chapter activities, including the website, e-newsletter and social media. |
| **Director Special Events**  | The Director of Special Events shall assist the Vice President of Special Events in the coordination and implementation of Chapter events through the development and management of committees for each program. |
| **Director Education**  | The Director of Education shall assist the Vice President of Education in the coordination and implementation of Chapter education events through the development and management of committees for each program. |
| **Director Finance & Sponsorships** | The Director of Finance will work closely with the Vice President of Finance in the financial transactions assisting committees with budgeting with a focus of overseeing the Sponsorship Committee and any Special Fundraising Events. |
| **Director of Procurement** | The Director of Proceurement will work closely with the Vice President of Finance to procure venues and suppliers for education and special events. The Director of Procurement is responsible for locating, negotiating, and contracting with vendors for MPI D/FW Programs.  |
| **Director of Leadership** | The Director of Leadership will work closely with the Vice President of Leadership in developing programs to educate members interested in eventually becoming leaders of the Chapter, and with the specific programs listed under the VP description |
| **Director of Membership** | The Director of Membership will assist the Vice President of Membership in all operations related to Membership, including the appointment of Chairs for several committees which may include Member Orientation, Member Retention and Member Communication and Services. |
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