

Vice President of Education Volunteer Description

Term: Up to three consecutive years or as determined by the Board of Directors and Chapter Bylaws

Reports to: President

Oversees: Director of Education, Education Committee

Eligibility:

- Member in good standing
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Experience as Director preferred

General Responsibilities:

- Serve as voting member of the Board of Directors
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to the Board of Directors
- 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
- Identify, recruit and train Committee Chairs for assigned committees
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise Chapter educational efforts, including
 - Monthly programs – registration, site selection & logistics
 - Professional development – educational content & speaker sourcing
 - Develop annual education plan in accordance with Chapter strategies and MPI standards
 - Develop, implement and manage a system for providing CEU's at educational programs
Communicate strategic issues relating to professional development to Board of Directors
- Develop, implement and manage an RFP process for all monthly educational programs
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors.
- Approve all bills of the committees within the Education category and forward appropriate paperwork to the Office of the President and the Vice President of Finance
- Serve as primary point of contact with speakers to provide for their arrangements, including fee negotiation and transition requirements
- Coordinate all logistics for Chapter educational programs, including menu selection, audiovisual needs, room setup requirements, registration (in coordination with the Chapter Administrator), name badges and hotel arrangements with the Director of Education.

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings, and board retreats
- Attendance at all official Chapter activities and functions, as able
- Attendance at Chapter Leadership conferences and/or trainings by MPI Global
- Chapter management activities (10 hr/mo)

Vice President of Membership Volunteer Description

Term: Up to three consecutive years or as determined by the Board of Directors and Chapter Bylaws

Reports to: President

Oversees: Director of Membership, Membership Committee

Eligibility:

- Member in good standing
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Experience as Director preferred

General Responsibilities:

- Serve as voting member of the Board of Directors
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes, and challenges of assigned committees to the Board of Directors
- 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
- Identify, recruit and train Committee Chairs for assigned committees
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise Chapter membership efforts, including
 - Retain and Recruit – member recruitment, new member orientation
 - Member care – member retention, hospitality
 - Member recognition – recognition of member successes
- Communicate strategic issues relating to membership to Board of Directors
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of the committees within the Membership category and forward appropriate paperwork to the Vice President of Finance

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings, and board retreats
- Attendance at all official Chapter activities and functions, as able
- Attendance at Chapter Leadership conferences and/or trainings by MPI Global
- Chapter management activities (10 hr/mo)

Vice President of MARCOM Volunteer Description

Term: Up to three consecutive years or as determined by the Board of Directors and Chapter Bylaws

Reports to: President

Oversees: Director of MarComm, MarComm Committee

Eligibility:

- Member in good standing
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Experience as Director preferred

General Responsibilities:

- Serve as voting member of the Board of Directors
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes, and challenges of assigned committees to the Board of Directors
- 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
- Identify, recruit and train Committee Chairs for assigned committees
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage the publications, marketing, advertising, public relations, community outreach, and advocacy efforts of the chapter, including but not limited to:
 - Marketing – Website and social media channels to include but not limited to Facebook, Twitter, Instagram, and LinkedIn
 - Publications – Newsletter
 - Public Relations - Media Relations, Press Releases
 - Advertising - Newsletter Ads, Website Ads, Social Media Ads
- 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 marketing/communications/technology to the Board of Directors
- Research current communications/technology trends and topics pertinent to the meetings industry and report findings to the Board of Directors
- Approve all bills of the committees within the Marketing and Communications category and forward appropriate paperwork to the VP of Finance

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings, and board retreats
- Attendance at all official Chapter activities and functions, as able
- Attendance at Chapter Leadership conferences and/or trainings by MPI Global
- Chapter management activities (10 hr/mo)

Vice President of Finance Volunteer Description (The Past President Serves in this Role)

Term: Up to three consecutive years or as determined by the Board of Directors and Chapter Bylaws

Reports to: Vice President of Finance

Oversees: Director of Finance, Finance Committee

Eligibility:

- Member in good standing
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Experience as Director preferred

General Responsibilities:

- Serve as voting member of the Board of Directors
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes, and challenges of assigned committees to the Board of Directors
- 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
- Identify, recruit and train Committee Chairs for assigned committees
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise chapter financial efforts, including:
 - Fundraising - fundraising events, auction
 - Special Events - trade shows, special networking events
 - Strategic Alliances - Sponsorships, partnership marketing
 - Investments & Reserves - CDs, mutual funds, prudent reserve
- Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and assurance of OOP paying all authorized invoices
- Ensure safekeeping of chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors
- In combination with the Office of the President and Chapter Administrator, prepare annual operating budget and ensure compliance once approved by the Board of Directors
- Ensure chapter is incorporated according to chapter minimum bylaws
- Comply with all governmental tax regulations and file chapter tax reports as required
- Ensure chapter complies with MPI bonding requirements
- In coordination with the Chapter Administrator, present up-to-date financial statements at each Board of Directors meeting
- Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to Board of Directors

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings, and board retreats
- Attendance at all official Chapter activities and functions, as able
- Attendance at Chapter Leadership conferences and/or trainings by MPI Global
- Chapter management activities (10 hr/mo)

Vice President of Special Events Volunteer Description

Term: Up to three consecutive years or as determined by the Board of Directors and Chapter Bylaws

Reports to: President

Oversees: Director of Special Events, Annual Meeting Committee

Eligibility:

- Member in good standing
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Experience as Director preferred

General Responsibilities:

- Serve as voting member of the Board of Directors
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes, and challenges of assigned committees to the Board of Directors
- 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
- Identify, recruit and train Committee Chairs for assigned committees
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and oversee Annual Chapter Meeting:
 - Build & assist committees (there should be one Board member from Education, Communications & Finance on the committees in addition to other committee members)
 - Heartland Connection event, Sponsorship, Auction items, Educational speakers, and any additional committees needed
 - Conduct monthly meetings with committees (bi-weekly meeting for 2 months prior to event)
 - Meeting Planner & Supplier of the Year Award – Compose, distribute and compile nominations forms (final awards determined by Board of Directors)
- Maintain proper accounting procedure for contracts and event budget
 - Contracts to be signed by Chapter President; invoices/ receipts to be sent to Chapter President and Chapter Administrator for payment and tracking purposes
- Oversee and support Director Socials as needed
- Present updates at each Board of Directors meeting

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings, and board retreats
- Attendance at all official Chapter activities and functions, as able
- Attendance at Chapter Leadership conferences and/or trainings by MPI Global
- Chapter management activities (10 hr/mo)