

MPI New England
Job Description: Director of Brand Management & Content
Category: MARCOM
Reports to: VP of MARCOM

Specific Responsibilities:

- Accountable for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to Marketing & Communications
- Maintain Brand Integrity – ensuring all content executed in the following areas remains consistent with MPI/NE brand under MPI Global parameters
- Manage Overall MARCOM calendar to ensure ALL committees are obtaining appropriate marketing materials for all CVENT, website, and e-communication blasts
- Assists all committees and event chairs in writing all content for ALL committees for aforementioned communication channels
- Communicate calendar timeline issues and reports to Board of Directors
- Submit to VP of MARCOM agenda items for Board of Directors meetings in advance of meetings
- Oversee website content management and work with Association Management Company and DHWeb hosting services to ensure functionality of the MPINE.org site
- Perform annual review of chapter website to ensure its efficiency as a primary chapter communications device
- Dotted line function to Ad Sales Manager in ensuring brand accuracy in Partnership / Sponsorship Guide
- Works alongside Chapter Administrator in CVENT blasts and registration

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
- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Mandatory Attendance at Board retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions on both International and Regional levels
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- 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

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and Executive Committee Meetings
- Mandatory Attendance at Board retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions

MPI New England
Job Description: Director of Educational Institutes
Category: Education
Reports To: VP of Education

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to Educational Institutes
- Manage the following budget line items: Educational Institutes
Note: Both events may include a Trade Show or Supplier component
- Responsible for member satisfaction metrics set forth annually in the Chapter Business Plan
- Organize and manage the creation and execution of one annual Educational Institutes according to MPI New England yearly events calendar
- In conjunction with Director of Operations - perform site selection for one annual Educational Institutes
- In conjunction with Director of Monthly Programs – cross reference all Educational content development in the following two(2) areas: 1) Monthly Educational Programs, 2) Educational Institutes with the intent to streamline education offered by the chapter and prevent duplication
- Coordinate all logistics for Educational Institute including menu selection, audiovisual needs, room setup requirements, registration, and hotel arrangements
- Oversee and manage committee chairs in regards to speaker relations, speaker management, fee negotiations, A/V requirements, overnight accommodations and transportation requirements
- Oversee and manage committee chairs in regards to exhibitor relations
- Oversee and manage After-Dark (or comparable) evening program associated with the Educational Institutes
- Work alongside the VP of Educational Institutes to develop session tracks and create overall goal of speaker deliverables and conference theme / goal
- Work with all educational chairs to finalize program content to be used in marketing to promote event, ie: Cvent, Website, Social Media
- Ensure Program Chairs are meeting MARCOM deadlines as identified by the MARCOM calendar. Immediately notify VP of Educational Institutes of any necessary delays or changes.
- Conduct monthly committee meetings to achieve the goals and objectives of Educational Institutes

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
- Good organizational skills

- Time Management Skills
- Strategic Project Management Experience required

General Responsibilities:

- Serve as voting member of Board of Directors
- Support and defend policies and programs adopted by the Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as support and advisor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ongoing responsibility to recruit, retain and develop committee volunteers to support the development and execution of events
- Continually identifying future talent for Chapter Leaders and work with President-Elect to keep such prospects on the radar
- Conduct transition meeting with successor and support and manage transition process by providing tool kit to any incoming Board Member into current position to insure success and continue growth in all functions of position
- Perform other duties that may be delegated by the President and/or Board of Directors

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at monthly committee meetings
- Mandatory Attendance at Board retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions

MPI New England
Job Description: Director of In-kind Strategic Partnerships
Category: Finance and Administration
Report To: VP of Finance & Administration

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to logistic expenses pertaining to MPI New England Events
- Creation, management and reporting of the MPI New England Chapter Event Calendar monthly to Board of Directors, Chapter Website and MPI International Website
Strategic Partnership includes the following as shared responsibilities:
 - Venue, Annual and Event related procurement can come from several areas: including Committees, the Membership, Operations and Sponsorship. RFP's from committees should include, as much as possible, suggestions for opportunities to engage sponsors for their events. Should there be limited or no options presented, both Operations and Sponsorship will work to identify the gap and fill the need
- In conjunction with Chapter Administrator, manage the Operations RFP process and all site selections for all MPI New England Events across all Channels (Membership, MarCom, Programming, Special Projects and Board of Directors)
- Oversee communication, execution and fulfillment of logistics for MPI New England Events with Program co- chairs and Chapter Administrator. Fulfillment area includes but not limited to menu selection, audiovisual needs, room setup requirements, registration, and hotel arrangements necessary to successfully execute sponsorship agreements. This includes fulfillment from a chapter level of what sponsor will receive in return for their partnership
- Ensures Program Chairs within each committee are meeting deadlines as it relates to sponsorship and venue needs for execution of events
- Responsible for submitting Operations Committee Report with updated tab noting the Non-Educational In-Kind total to chapter administrator on specified date
- Submit to President, agenda items for Board of Directors meetings in advance of meeting
- Contributes updates and edits of MPI New England Partnership Document and works with Chapter Manager for updating as needed for website and printed materials
- Monitor association and meetings industry partners for any calendar conflicts to maximize attendee participation

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
- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions on both International and Regional levels
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- 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

Time Commitment:

- Regular attendance at monthly meetings and Board meeting
- Mandatory Attendance at Board retreats (conducted semi-annually)
- Regular attendance at all official chapter activities and functions
- Ad hoc site review and operational support for RFP specs as needed

MPI New England
Job Description: Director of Member Care & Retention
Category: Membership
Reports To: VP of Membership

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to Membership and Membership Events
- Responsible for membership metrics set forth annually in the Chapter Business Plan
- Support membership goals for the year, based on the strategic plan
- Develop and maintain an active and ongoing campaign to attain membership goal
- Follow-up with current members and those whose membership is close to expiring
- Submit articles to newsletter and website in support of recruitment activities
- Submit articles for newsletter on “New/Veteran Member Spotlight”
- Submit Anniversary dates to MarCom Committee for showcasing on social media
- Co-manage Ambassador Program
- Manage Retention Chair and Departure Management Chair
- Co-Identify and Co-manage designated chair for 2 Committee Volunteer Fairs (alongside Director of Recruitment)
- Support VP of Membership in Road Show initiatives to Greater Boston area
- Follows Marketing Matrix submitted by MPI Global

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
- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend bi-monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit to Membership VP, agenda items for Board of Directors meetings in advance of meetings
- Identify, recruit and train Committee Chairs for assigned committees of Recruitment, Retention Award & Recognition and Volunteer Placement
- Responsible for ensuring 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

Time Commitment:

- Regular attendance at monthly meetings and Board Meetings
- Mandatory attendance at Board Retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions

MPI New England
Job Description: Director of Member Recruitment
Category: Membership
Reports To: VP of Membership

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to Membership and Membership Events
- Responsible for membership metrics set forth annually in the Chapter Business Plan
- Establish membership goal for the year, based on the strategic plan
- Develop and maintain an active and ongoing campaign to attain membership goal, to include member outreach such as suburban “Membership roadshows”
- Welcome and orient new members via Ambassador or similar program
- Co-Identify and co-manage designated chair for 2 ATMs (alongside Director of Member Care)
- Identify and manage designated chair to Develop a New Member Campaign
- Spearhead tabletop presence at local industry events (if applicable)
- Take active role in ensuring required responses to Annual Membership survey from MPI International

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
- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to recruited committee members
- Submit to Membership VP, agenda items for Board of Directors meetings in advance of meetings
- Identify, recruit and train Committee Chair for assigned committees
- Responsible for ensuring 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

Time Commitment:

- Regular attendance at monthly meetings and Board Meetings
- Mandatory attendance at Board Retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions

MPI New England
Job Description: Director of Monthly Programs
Category: Education
Reports to: VP of Education

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to Monthly Educational Programs
- Manage the following budget line items: Monthly Educational Programs to include, but not limited to, speaker fees, speaker expenses and any other educational based expenses
- Responsible for member satisfaction metrics set forth annually in the Chapter Business Plan
- Develop annual education plan in accordance with chapter strategies, MPI standards and MPI compliance requirements
- Ensure promotion of annual education plan
- Liaise with Director of Educational Institutes – assist in the planning of all Educational content development in the following two (2) areas: 1) Educational Programs, 2) Educational Institutes, with the intent to streamline education offered by the chapter and prevent duplication
- Ensure content of educational programs is considered to be relevant to all members, not solely to planners and not solely to suppliers
- Ensure content of educational programs is considered to achieve maximum attendance at programs/meetings
- Oversee and manage committee chairs in regards to speaker relations, speaker management, fee negotiation, AV requirements and transportation requirements
- Work with all educational chairs to finalize program content to be used in marketing to promote event, ie: Cvent, Website, Social Media
- Ensure Program Chairs are meeting MARCOM deadlines as identified by the MARCOM calendar. Immediately notify VP of Education of any necessary delays or changes
- Submit to Education VP, agenda items for Board of Directors meetings in advance of meetings
- Conduct monthly committee meetings to achieve goals and objectives of the Monthly Programs

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
- Good organizational skills
- Time Management Skills

- Strategic Project Management Experience required

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as support and advisor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to VP of Education
- Identify, recruit and train Committee Chair for assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- Conduct in person transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Mandatory Attendance at Board retreats (conducted semi-annually)
- Attendance at monthly committee meetings
- Attendance at all official chapter activities and function

MPI New England
Job Description: Director of Publications
Category: MARCOM
Reports to: VP of Marketing & Communications

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to Marketing Publications
- Coordinate all details of publishing and distributing quarterly magazine, annual membership directory, sponsorship/advertising document, press/media kit, and any other chapter publications to membership
- Oversee the magazine editor; including develop and enforce editorial calendar for all publications and solicit submissions
- Manage advertizing liaison and content
- Facilitate production, writing, proofreading and design of chapter printed materials to ensure professional appearance and consistent 'look' of the association brand in conjunction with the
VP of Marketing Communications and Director of Brand Awareness & Content
- Provide an open channel of communications between committees to facilitate flow of information to magazine editor
- Perform annual review of chapter publications to ensure efficiency as chapter communications tools
- Manage all chairs that relate to Chapter Publications

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
- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit to MarCom VP, agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to 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

- Perform other duties that may be delegated by the President and/or Board of Directors

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Mandatory Attendance at Board retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions

MPI New England
Job Description: Director of Social Media
Category: MARCOM
Reports To: VP of Marketing & Communications

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to Marketing
- Research and offer suggestions on ways that technological advances can assist the chapter
- Manage operation of chapter social media channels and develop content including, but not limited to, the following:
 - Monitor social media channels in regards to the website landing pages and report changes to the VP of MARCOM for operation and implementation to ensure timely updates that keep site fresh and informative
 - Promote chapter website to members
 - Liaise with Directors and Chairs to ensure promotion of chapter activities
 - Work with the Director of Brand Awareness and Content to ensure content of social media messaging is consistent with Brand Messaging of the chapter
 - Work with Co-Chairs to draft Social Media blasts to support the efforts of Sponsorship and highlight cash sponsors, venue sponsors, etc.

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
- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Submit to MarCom VP, agenda items for Board of Directors meetings in advance of meetings
- Identify, recruit and train Committee Chairs for assigned responsibilities
- 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

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Mandatory Attendance at Board retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions

MPI New England
Job Description: Director of Special Events
Category: Special Projects
Report To: VP of Special Projects

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to Special Projects and Events
- Develops and executes four (4) Special Projects for MPI New England by creating unique and valuable business environments that include (but are not limited to):
 - December Holiday Event
 - April Foundation Fundraiser Event
 - June Annual Meeting
 - July Summer Industry Outing
- Support a “Buy New England” approach while building and maintaining professional relationships between planners and suppliers
- Manages Special Events Committee via monthly meetings/calls for all MPI/NE Special Projects.
- Works with committee members on their own succession planning to promote growth from our volunteer members
- Work with Director of Operations to develop Special Projects Calendar for year and submit for BOD approval
- Prepares monthly updates for MPI/NE Board of Directors on status of special projects and recommends solutions as needed
- Monitor association and meetings industry trends to discover best practices in special events by other organizations
- Manages all specialty vendor relationships and obtains in-kind contributions; liaises with Director of Strategic Partnerships prior to contract process
- Liaise with MarCom team to ensure all CSR initiatives are publicized and marketed

Term: Two year 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
- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Support and defend policies and programs adopted by the Board of Directors
- Attend board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees

- Submit to Special Projects VP, agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Mandatory attendance at Board retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions

MPI New England
Job Description: Immediate Past President
Category: Immediate Past President
Reports To: President

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to this position
- Act as support/mentor to President
- Chair the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process, and ensuring compliance with MPI elections calendar requirements
- Chair Chapter's Past Presidents Council to provide for continued involvement of past presidents to support the strategic plan of the chapter (if applicable)
- Responsible for yearly overview and updating of Chapter Bylaws and Policy Manual
- Submit to President, agenda items for Board of Director meetings in advance of the meeting

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Completion of previous year's term as President

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Act as coach, advisor and counselor to assigned committees
- Support and defend the policies and programs adapted 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

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Mandatory Attendance at Board retreats (conducted semi-annually)

MPI New England
Job Description: President-Elect
Category: President-Elect
Reports to: President

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to this position
- Serve as direct support to the Chapter President
- In the absence of the President, perform the duties of the President with the powers of and subject to all the restrictions upon the President
- Keep knowledgeable about chapter activities in order to take over for or represent the President
- Act as the local volunteer representative of the MPI Foundation to the Chapter
- Serve as voting member of Board of Directors' Executive Committee and Budget and Finance Committee
- Serve as a voting member of the Nominations Committee to develop a slate of qualified board members for the following year
- Provide for mentoring and volunteer placement of members and students; serve as Human Resources function of the Board of Directors
- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
- Chair Chapter Awards Nominations process and manage committee to select award winners and obtain prizes / trophies to winners
- Communicate strategic issues relating to professional development to Board of Directors
- Update job descriptions for Board of Directors as necessary
- Oversee updating of committee job descriptions by their respective VPs and Directors
- Ensure promotion of leadership development efforts
- Oversee Skills/Strengths Assessment and any other tool utilized to promote BOD development and Succession planning

Term: One year or as determined by the Board of Directors and Chapter Bylaw

Eligibility:

- Member in good standing
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee

- Regular attendance at monthly meetings, Board Meetings and Executive Committee meetings
- Attendance at all official chapter activities and functions on both International and Regional levels
- Act as coach, advisor and counselor to assigned committees
- Support and defend the policies and programs adapted 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

Time Commitment:

- Regular attendance at monthly meetings, Board Meetings and Executive Committee meetings
- Mandatory attendance at Board Retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions
- Attendance at Chapter Business Summit as directed by the President

MPI New England
Job Description: President
Category: President
Reports To: MPI Headquarters

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget
- Directly responsible for communicating with and supervising the chapter officers and directors to ensure that all assignments are completed according to the strategic plan, the chapter is financially sound, and membership is advised of all progress
- Serve as chair of all meetings of both the Executive Committee and Board of Directors, serve as a member of the Budget and Finance Committee
- Ensure development and facilitation of a long term strategic plan
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board
- Ensures all VPs & Board of Directors' adherence to Business Plan
- Support and defend policies and programs adopted by the Board of Directors
- Prepare consent agenda for each board meeting and distribute prior to meeting
- Prepare agenda and preside at chapter annual business meeting
- Serve as an ex-officio member on all committees except the Nominating Committee
- Vote on issues brought before the Board of Directors only in the event of a tie
- Act as official spokesperson of the chapter
- Conduct annual Board Orientation and mid-year Board Retreat
- Prepare the Annual Report reviewing chapter activities and finances within 90 days of the end of the fiscal year and present to membership and MPI headquarters
- Act as support/mentor to President Elect
- Conduct transition meeting with successor
- Submit budget needs for the following fiscal year
- Oversee performance of Chapter Administrator/Executive Director, including monthly meetings and a yearly performance review
- Serve as liaison between the chapter and MPI Headquarters
- Ensure Chapter compliance with MPI Headquarters
- Serve as a member of the Council of Chapter Presidents or appoint a designee
- Performs any other duties as assigned by the Board of Directors

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing with previous service as President Elect
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills

Time Commitment:

• Regular attendance at monthly meetings, Board meetings and Executive Committee meetings

- Mandatory Attendance at Board retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions
- Attendance at leadership meetings held in conjunction with WEC

MPI New England
Job Description: Vice President of Education
Category: Education
Reports to: President

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to Monthly Programs
- Manage the following budget line items: Monthly Education Programs
- Responsible for membership metrics set forth annually in the Chapter Business Plan for the Monthly Educational Program committee
- Manage and supervise chapter educational efforts, including Monthly Educational Programs
- Oversee development of annual education plan in accordance with chapter strategies and MPI standards
- Ensures at least four (4) of six (6) required educational programs follow CIC guidelines in attaining CEU credits
- Maintains up-to-date information about chapter grants available through MPI HQ, and takes the lead in the coordination of the application process with the Vice President of Finance
- Ensure content of educational programs is considered to be relevant to all members, not solely to planners and not solely to suppliers
- Ensure content of educational programs is considered to achieve maximum attendance at programs/meetings
- Work to ensure all monthly program content falls in line with CIC acceptable domain
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve and sign off on expenses that exceed specific budget line item(s) within the Education category
- Submit to President, agenda items for Board of Directors meetings in advance of meetings
- Work with appropriate committee to develop and/or manage strategic alliance programs internally and externally of our Chapter and report back to the Board of Directors with recommendations
- Assumes responsibility or designate appropriate director to be responsible for delivery of Education Committee Report (including both Monthly Programs to chapter administrator prior to a board meeting as requested.

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Minimum - one year of previous service on Board of Directors

- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Experienced in strategic project management

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Regular attendance at monthly meetings as schedule permits
- Attendance at Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions on both International and Regional levels as schedule permits
- Act as support and advisor to directors of assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Support and defend policies and programs adopted by the Board of Directors
- Conduct in person transition meeting with successor and attend in person transition meetings with directors and their successors
- Perform other duties that may be delegated by the President and/or Board of Directors

Time Commitment:

- Regular attendance at monthly meetings as schedule permits
- Attendance at board meetings and executive committee meetings
- Mandatory Attendance at Board retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions

MPI New England
Job Description: Vice President of Finance & Administration
Category: Finance and Administration
Reports to: President

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget
- Manage and supervise chapter financial efforts, including:
 - Fundraising - Bidding for Good / 2 silent auctions (Fall & Spring)
 - 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 paying all authorized invoices
- Ensure safekeeping of chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors
- Renew all permits and authorized post office boxes
- Prepare annual operating budget and ensure compliance once approved by the Board
- 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
- 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
- Manages updates and edits of MPI New England Partnership Document and works with Chapter Administrator for updating as needed for website and printed materials
- Maintains Up-to-date information on Chapter Grants available through MPI/HQ and assists in the coordination of the application process with the corresponding Vice President
- Manages all Chapter In-Kind Sponsorship areas of opportunity: Venue, Annual and Silent Auctions (Bidding for Good)

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Previous service on Board of Directors, preferably in a VP position
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee

- Attend monthly board meetings, chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board
- Chair the Finance & Administration Committee, including Director and In-Kind Strategic Partnerships and related committee(s)
- Act as coach, advisor and counselor to assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- Submit agenda items for Board of Directors meetings in advance of meetings
- Responsible for ensuring the fiscal responsibility of all committees
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board

Time Commitment:

- Regular attendance at monthly meetings, Board meetings
- Mandatory attendance at Board Retreats (conducted semi-annually)

MPI New England
Job Description: Vice President of Marketing & Communications
Category: MARCOM
Reports to: President

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to Marketing & Communications
- Work closely with Ad Sales on sponsored eBlasts and online ads
- Manage the following budget line items: MARCOM Committee Budget
- Manage the Directors of Social Media, Publications, and Brand Awareness & Content, of the chapter, including
 - Social Media, LinkedIn, FaceBook, Twitter
 - Publications — Newsletter & Directory
 - Brand Awareness & Content — Develop marketing content for all chapter events ensuring all content executed in aforementioned areas remains consistent with MPI/NE brand under MPI Global parameters
 - Website Design & Maintenance
 - Sponsored eBlasts
- 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
- Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Pro-actively engages Education and Special Event Committees in the pre-marketing plan for upcoming events to ensure maximum promotional time and increase attendance
- Approve all bills of the committees within the Communications category and forward appropriate paperwork to the VP of Finance
- Submit to President, agenda items for Board of Directors meetings in advance of meetings
- Assumes responsibility or designates appropriate director to be responsible for delivery of MARCOM Committee Report (including updates on website visits and social media engagement) to Board of Directors and Chapter Administrator at each board meeting

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Minimum - one year of previous service on Board of Directors
- Willing to give the time, energy, talents and enthusiasm required of the position

- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Mandatory Attendance at Board retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions on both International and Regional levels
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- 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

Time Commitment:

- Facilitate Directors meetings/calls every two weeks
- Regular attendance at monthly meetings, Board meetings and Executive Committee Meetings
- Mandatory Attendance at Board retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions on both International and Regional levels

MPI New England
Job Description - VP of Membership
Category – Membership
Reports To: President

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to Membership and Membership Events
- Responsible for Membership Metrics set forth annually in the Chapter Business Plan:
 - Actual membership
 - Recruitment – member recruitment, non-member outreach
 - Member Care – member retention, hospitality, on-boarding process
 - Awards – recognition programs
- 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 VP of Finance
- Strategize with MARCOM to increase awareness about MPI Global membership initiatives
- Liaise with MarCom team in marketing Mix & Mingle and All Team Meeting programs
- Liaise with Programming team in ensuring on-site logistical support of Mix & Mingle Programs
- Liaise with the Director of Strategic Partnerships in securing venues for Volunteer Programs outside of Monthly Programs
- Utilizes MPI membership reports to present a “state of the membership” report at each Board meeting to include: Chapter Retention Numbers, Recruitment Numbers and Supplier / Planner ratio
- Manage CMP study group and participation
- Assumes responsibility or designates appropriate director to be responsible for delivery of Membership Committee Report (to include Number of Volunteers and number of new members to chapter administrators on or before the 1st of each month)

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Previous service on Board of Directors, preferably in a membership capacity
- Willing to give the time, energy, talents and enthusiasm required of the position

- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Provide direction and leadership for the chapter's program to maintain and increase MPI membership
- Work with staff to maintain a current roster of chapter members
- Attend bi-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 Board of Directors
- Responsible for ensuring 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

Time Commitment:

- Regular attendance at monthly meetings and Board Meetings
- Mandatory attendance at Board Retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Business Summit, as directed by President

MPI New England
Job Description: VP Special Projects
Category: Special Projects
Reports to: President

Specific Responsibilities:

- Responsible for meeting or exceeding all budgetary financial expectations set forth in annual chapter budget as it relates to Special Projects and Events
- Manages Director of Special Events and Committee via monthly meetings/calls
- Defines strategy to develop, implement and manage chapter fundraising efforts and events through SE Committee and cross channel whenever possible
- Work with Director of Strategic Partnerships-in securing venues for all Special Events
- Maintains up-to-date information about chapter grants available through MPI HQ, and takes the lead in the coordination of the application process with the Vice President of Finance
- Monitor association and meetings industry trends to discover best practices in resource development by other organizations
- Works with President in managing new project initiatives as assigned
- Strategic Partner with VP Education to continually review events feedback from Membership to ensure both area are meeting the needs and expectations
- Develop strategies to identify new areas for events that will build membership attendance, increase cash revenue and in-kind support for the chapter through special events or any additional projects that surface from Membership/Board Members
- Work with appropriate committee to develop and/or manage strategic alliance programs internally and externally of our Chapter and report back to the Board if Directors with recommendations at Meetings
- Assumes responsibility or designates appropriate director to be responsible for delivery of Special Projects Committee Report to chapter administrators on specified date
- Manages and implements CSR component of each monthly event, identifies charity in locale of event, pursues markets and executes all CSR
- Liaise with MarCom team to ensure all CSR initiatives are publicized and marketed

Term: One year 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
- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Attend board meetings, chapter events and committee meetings

- Act as coach, advisor and counselor to assigned committee
- Member of Executive Committee
- Attend bi-monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committee
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors (in form of Committee Status Report)
- Responsible for ensuring fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct and attend in person transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Time Commitment:

- Regular attendance at all official chapter activities and functions
- Regular attendance at monthly meetings and Board Meetings
- Mandatory attendance at Board Retreats (conducted semi-annually)
- Attendance at all official chapter activities and functions