



Job Description

Job Title: President-Elect
Reports To: President
Prepared Date: July 16, 2024

SUMMARY

The President-Elect is the beginning of a three year commitment that will flow through President-Elect, President, and Immediate Past President. This position will assist the President in any needs throughout the year, mainly focused on assisting VP's with continuity across the chapter and putting processes in place to ensure the success of the board as a whole.

QUALIFICATIONS

- Member in good standing with service, when possible, in a Board position
- Prior experience on the MPI KBC Board of Directors, with a minimum of one year of service
- Knowledge of the activities and affairs of the chapter
- Willing to give the time, energy, talent, and enthusiasm required of the position
- Willing to commit to three years of service as President-Elect, President, and Immediate Past President

SPECIFIC RESPONSIBILITIES

- 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 of the President
- Serve as a voting member of the Board of Directors
- Develop and implement a leadership succession plan
- Support all VP roles in developing and meeting their goals
- Responsible for ensuring chapter fiscal responsibility
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI
- Attend board meetings, board status update calls, and chapter events
- Attend MPI Global conference calls to stay up to date on MPI policies and procedures
- Support and enforce 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



Job Description

Job Title: VP of Communications
Reports To: President
Prepared Date: July 16, 2024

SUMMARY

The Vice President of Communications shall oversee the chapter communications. This VP will oversee the timely communications as needed to provide effective, newsworthy information to the membership. In addition, the Vice President of Communications shall oversee the production of the chapter newsletter, website and social media, their content and accuracy, and all written communication that is provided by the chapter both internally and externally.

QUALIFICATIONS

- Member in good standing
- Previous service on Board of Directors or Committee Chair, when possible, preferably in a communications capacity
- Willing to give the time, energy, talent, and enthusiasm required of the position

ASSIGNED BOARD DIRECTORS

- Director of Public Relations

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Serve as a voting member of the Board of Directors
- Act as a mentor, coach, and advisor to assigned board directors and committees
- Submit agenda items for Board of Directors meetings, in advance of meetings
- Report on the strategies, successes, and challenges of the Communications committee
- Ensure fiscal responsibility of the Communications committee
- Attend board meetings, board status update calls, and chapter events
- Support and enforce 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

Specific

- Lead, manage, and direct Chapter's marketing, communications, and public relations plans and policies
- Create a communication plan to be utilized throughout the year to disseminate information to the chapter on a consistent basis.
- Identify and recruit members for the Communications committee
- Frequently communicate with VP of Education and Chapter Administrator to assist with the following:
 - Create meetings and events communication plans
 - Create email content for event email announcements and communications

- Create social media content to promote chapter meetings and events
 - Prepare PowerPoint presentation for chapter meetings and events
- Work with Director of Public Relations, and committee members to identify, and share content in email, website and social media platforms
- Create and manage content for quarterly MPI KBC newsletter, Bluegrass Beat
- Sell advertising opportunities on chapter website and in newsletters to industry suppliers



Job Description

Job Title: VP of Education and Events
Reports To: President
Prepared Date: July 16, 2024

SUMMARY

The Vice President of Education and Events shall oversee the educational and event offerings of the Chapter, to include program planning and educational alignment with the MPI KBC strategic plan. This VP shall also oversee registration, logistics, content, and speaker sourcing for all meetings.

QUALIFICATIONS

- Member in good standing
- Previous service on Board of Directors or Committee Chair, when possible, preferably in an education capacity
- Willing to give the time, energy, talent, and enthusiasm required of the position

ASSIGNED BOARD DIRECTORS

- Director of Education

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Serve as a voting member of the Board of Directors
- Act as a mentor, coach, and advisor to assigned board directors and committees
- Submit agenda items for Board of Directors meetings, in advance of meetings
- Report on the strategies, successes, and challenges of the Education and Events committee
- Ensure fiscal responsibility of the Education and Events committee
- Attend board meetings, board status update calls, and chapter events
- Support and enforce 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

Specific

- Manage and supervise chapter education efforts, including the development and creation of a Chapter Education Calendar and Plan
- Oversee all annual education needs assessment initiatives and oversee any education related research and/or survey projects.
- Lead, manage, and direct Chapter's education plan in accordance with chapter strategies and MPI Standards including content, registration, and logistics for the Chapter's education experience.
- Communicate strategic issues relating to education and events to Board of Directors.
- Identify and recruit members for the Education and Events Committee
- Manage content submissions to the Events Industry Council for accreditation and CEU's.



Job Description

Job Title: VP of Finance
Reports To: President
Prepared Date: July 17, 2024

SUMMARY

VP of Finance is charged with overseeing the management and reporting of the organization's finances. The role is responsible for preparing the annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget. VP of Finance should have thorough knowledge and understanding of the organization's financial reports and important financial ratios. They should keep the board apprised of key financial events, trends, and concerns, and her assessments of the organization's fiscal health.

QUALIFICATIONS

- Member in good standing
- Previous service on Board of Directors or Committee Chair, when possible, preferably in a finance capacity
- Willing to give the time, energy, talent, and enthusiasm required of the position

ASSIGNED BOARD DIRECTORS

- Director of Sponsorship & Fundraising

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Serve as a voting member of the Board of Directors
- Act as a mentor, coach, and advisor to assigned board directors and committees
- Submit agenda items for Board of Directors meetings, in advance of meetings
- Report on the strategies, successes, and challenges of the Finance committee
- Ensure fiscal responsibility of the Finance committee
- Attend board meetings, board status update calls, and chapter events
- Support and enforce 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

Specific

- Manage and supervise chapter financial efforts, in conjunction with Chapter Administrator:
 - Fundraising - cash and in-kind; fundraising events, auctions, raffles
 - Special Events - trade shows, special networking events
 - Strategic Alliances - sponsorships and partnership marketing
 - Investments & Reserves
- Ensure safekeeping of chapter funds in such banks, trust companies, and/or investments as approved by Board of Directors.

- Prepare annual operating budget with Board of Directors and ensure compliance once approved by the Board.
- Ensure accurate and complete financial reporting and proper maintenance of financial records.
- Regularly assess risks and whether/how such risks should be mitigated.
- Present up-to-date financial statements at each Board of Directors meeting (prepared by Chapter Administrator).
- Have the organization's financials audited whenever required or advisable.



Job Description

Job Title: VP of Membership
Reports To: President
Prepared Date: July 17, 2024

SUMMARY

The Vice President of Membership shall oversee new member recruitment, new member orientation, member recognition, scholarships, and Chapter retention. This VP will access membership reports including new members and retention from the MPI database and report at all Board meetings and at other times when called upon by the President.

QUALIFICATIONS

- Member in good standing
- Previous service on Board of Directors or Committee Chair, when possible, preferably in a membership capacity
- Willing to give the time, energy, talent, and enthusiasm required of the position

ASSIGNED BOARD DIRECTORS

- Director of Membership

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Serve as a voting member of the Board of Directors
- Act as a mentor, coach, and advisor to assigned board directors and committees
- Submit agenda items for Board of Directors meetings, in advance of meetings
- Report on the strategies, successes, and challenges of the Membership committee
- Ensure fiscal responsibility of the Membership committee
- Attend board meetings, board status update calls, and chapter events
- Support and enforce 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

Specific

- Manage and supervise chapter membership plan, campaigns, and overall efforts to increase MPI Kentucky Bluegrass Chapter's membership through:
 - Recruitment - member recruitment, new member orientation, and chapter membership campaign
 - Retention - member retention and hospitality
 - Engagement - committee recruitment and involvement
 - Awards & Scholarships - recognition programs and scholarships
 - Student Involvement - build awareness and engagement of students and faculty

- Act as a liaison between MPI KBC and MPI International's Membership Team to manage the ongoing initiatives of MPI International as it relates to the MPI KBC membership, and ongoing membership recruitment and retention process.
- Work with Chapter Administrator to maintain a current roster of chapter members.
- Communicate strategic issues relating to membership to Board of Directors.
- Research current membership trends and topics pertinent to the membership and report finding to Board of Directors.



Job Description

Job Title: Director of Public Relations
Reports To: VP of Communications
Prepared Date: July 17, 2024

SUMMARY

Ensure relevant chapter information is disseminated to the membership and build awareness of the chapter. Work with other committees to help promote and encourage participation/engagement within Kentucky Bluegrass Chapter

QUALIFICATIONS

- Member in good standing
- Willing to give the time, energy, talent, and enthusiasm required of the position

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Serve as a voting member of the Board of Directors
- Attend board meetings, chapter events, leadership retreats and committee meetings
- Assist Board of Directors in strategic planning, and goal setting
- Identify, recruit committee members for the Communications team
- 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 Vice President of Communications, Chapter President and/or Board

Specific

- Create a social media plan/schedule to be utilized throughout the year to disseminate information to the chapter on consistent basis
- Maintain Brand Integrity - ensuring all content executed in the following areas remains consistent with MPI/KBC brand under MPI Global parameters.
- Submit to VP of Communications agenda items for Board of Directors meetings in advance of meetings.
- Direct social media postings in chapter accounts (Facebook, Instagram, LinkedIn, etc.)
- Work with the Management Association, VP of Communication and VP of Education to ensure promotion of chapter events, activities, and community service projects across all social media channels
- Research and offer suggestions on ways that technological advances can assist the chapter regarding social media marketing.



Job Description

Job Title: Director of Education
Reports To: VP of Education & Events
Prepared Date: July 16, 2024

SUMMARY

The Director of Education works to create meaningful and engaging events for the chapter by sourcing educational content based on trends and topics of the time.

QUALIFICATIONS

- Member in good standing
- Willing to give the time, energy, talent, and enthusiasm required of the position

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Serve as a voting member of the Board of Directors
- Attend board meetings, chapter events, leadership retreats and committee meetings
- Assist Board of Directors in strategic planning, and goal setting
- Identify, recruit committee members for the Education & Events team
- 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 Vice President of Education & Events, Chapter President and/or Board

Specific

- Manage speaker sourcing and management for all chapter educational events as determined by annual business plan
- Research current education trends and topics pertinent to the meetings industry and report findings to the education team
- Support the logistical planning of all chapter Meetings and Events



Job Description

Job Title: Director of Sponsorship & Fundraising
Reports To: VP of Finance
Prepared Date: July 17, 2024

SUMMARY

The Director of Education works to create meaningful and engaging events for the chapter by sourcing educational content based on trends and topics of the time.

QUALIFICATIONS

- Member in good standing
- Willing to give the time, energy, talent, and enthusiasm required of the position

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Serve as a voting member of the Board of Directors
- Attend board meetings, chapter events, leadership retreats and committee meetings
- Assist Board of Directors in strategic planning, and goal setting
- Identify, recruit committee members for the Finance team
- 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 Vice President of Finance, Chapter President and/or Board

Specific

- Manage and supervise chapter fundraising efforts, including:
 - Fundraising - Manage all aspects of fundraising efforts including solicitation of donations for auctions and raffle items for meetings and events
 - Strategic Partnerships - Secure annual sponsorships
 - Educational Events - Support Education & Events Committee with soliciting and securing venues and sponsors for chapter education events



Job Description

Job Title: Director of Membership
Reports To: VP of Membership
Prepared Date: July 17, 2024

SUMMARY

Support Vice President of Membership in implementation of strategic membership plan. Work with other committees to help promote and encourage new member recruitment, current member retention, and member engagement.

QUALIFICATIONS

- Member in good standing
- Willing to give the time, energy, talent, and enthusiasm required of the position

ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Serve as a voting member of the Board of Directors
- Attend board meetings, chapter events, leadership retreats and committee meetings
- Assist Board of Directors in strategic planning, and goal setting
- Identify, recruit committee members for the Membership team
- 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 Vice President of Membership, Chapter President and/or Board

Specific

- Manage and supervise chapter membership efforts, including:
 - Member Care for Retention - solicit feedback from current members to identify ways to enhance member satisfaction
 - New Member Liaison - welcome and engage new members and solicit feedback of their membership experience
- Assist VP of Membership to research current membership trends and topics pertinent to MPI and the chapter.
- Run monthly Discover MPI virtual events to share the benefits of MPI membership with potential members, new members, and current members