

P – President

Category: Executive

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

Reports To: Members

Qualifications:

- Member in good standing with previous year 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 and favorable emotional intelligence capabilities
- Previous service (when possible) two (2) of the following positions: Vice President of Membership, Vice President of Finance or Vice President of Education

Specific Responsibilities:

- Serve as an ex-officio member on all committees
- Participate on the Finance Committee and annual budget process
- Serve as Chair of all meetings of both the Executive Committee and Board of Directors
- Vote on issues brought before the Board of Directors, only in the event of a tie
- 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 (i.e. monthly 1:1 calls, weekly Administrator calls)
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board
- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
- Support and defend policies and programs adopted by the Board of Directors
- Act as official spokesperson of the Chapter
- Conduct annual Board Orientation, Kick-off Board Retreat and mid-year Board Retreat
- Submit budget needs for the following fiscal year
- Oversee performance of Chapter Administrator, including monthly meetings and a yearly performance review
- Serve as liaison between the Chapter and MPI headquarters
- Prepare announcements for chapter events (may include slide creation)
- Perform any other duties as assigned by the Board of Directors

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at two Board retreats (1-2 days each)
- Attendance at all official chapter activities and functions
- Attendance at Chapter Leadership Forum and other meetings held in conjunction with WEC
- Attendance at Chapter Business Summit
- All other related activities (60 hr/mo)