

**PE – President-Elect**

**Category: Executive**

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

**Reports to:** President

*Qualifications:*

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- Member in good standing with previous service in a Board position, preferably as a Vice President
- 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

*Specific Responsibilities:*

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- Serve as voting member of Board of Directors and Executive Committee
- Participate on Finance Committee and annual budget process
- Attend monthly board meetings, chapter events and committee meetings
- Attend Weekly calls with Administrator and chapter President
- Report on the strategies, successes and challenges of assigned committees to Board
- Act as coach, advisor and counselor to board members and 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
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- 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 (conduct Board meetings, weekly Admin calls, etc)
- Keep knowledgeable about chapter activities in order to take over for or represent the President
- Serve on the Nominating Committee to develop a slate of qualified board members for the following year
- Maintain and direct chapter's succession planning process
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI
- Establish and facilitate an orientation program for the incoming Board of Directors
- Conduct transition meeting with successor
- Update chapter documents as needed based on MPI International standards (Example: Chapter Policy Manual)
- Lead volunteer recruitment activity (usually May)
- Lead MPI Foundation fundraiser (i.e. Chairman's Challenge)
- Perform other duties that may be delegated by the President and/or the Board of Directors

*Time Commitment:*

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- 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 (30 hr/mo)