

VP E – VP Education

Category: Education

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

Reports to: President

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills and favorable emotional intelligence capabilities

General Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Participate on the Finance Committee and annual budget process
- Attend monthly board meetings, chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- 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
- Manage the following budget line items:
 - **Associated MEETING REVENUE line items**
 - **MEETING EXPENSE - Education**
 - **MEETING EXPENSE – Education Day**
 - **MEETING EXPENSE – Special Events, Speaker Expenses ONLY**
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Conduct transition meeting with successor
- 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, Speakers
 - Special Educational Projects - Chapter/Regional Education Conference, CMP/CMM, Speakers
- Working with Directors , develop annual education plan, including selection and contracting of speakers in accordance with chapter strategies and MPI standards
- Lead Speaker team to secure all speakers for chapter events
- Communicate strategic issues relating to professional development to Board of Directors
- 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 VP of Finance
- Develop, implement and manage an RFP process and site selection for all monthly educational programs for calendar year (administrator assists and signs contracts)

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at two Board retreats (1-2 days each)
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Business Summit, as directed by President

- Committee activities (20 hr/mo)