

MEM - VP of Membership and Leadership Development

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

Reports to: President

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 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
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- 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
- Responsible for the following budget line items:
 1. **DUES & MPI REBATE**
 2. **AWARDS**
 3. **MEMBERSHIP**
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- 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
- 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 membership efforts, including
 - Recruitment – member recruitment, new member orientation (MPI 101), student program
 - Member Care – member retention, hospitality, Red Carpet
 - Awards & Scholarships – recognition programs, scholarships, Member Grants
- 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

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)