

## MMPI 2018-19 Board of Directors

### Descriptions for 2018-19 Open Board Positions

#### Executive Committee

*Eligibility:* Any board member in good standing who has served on the Michigan Chapter Board of Directors for a minimum of one year is eligible for an executive position.

*General responsibilities:* The Executive Committee consists of the Chapter officers - President, President-Elect, Immediate Past President, Vice Presidents of Membership, Education, Finance, Leadership Development and Communications. The committee is responsible for developing and monitoring the Chapter budget, setting goals and objectives and ensuring that the needs of Chapter members are met and surpassed.

Members of the Executive Committee are expected to participate actively in chapter monthly meetings, activities and committee meetings, and are required to attend all monthly Board meetings and retreats.

#### President-Elect (filled)

The role of President-elect includes visioning the future, advising, coordinating and liaising with the President and committees. When requested, the President-Elect serves as Interim President and represents the President when requested. This position is a three-year commitment, continuing on to serve on-year as president and one year as immediate past president.

The President-Elect shall:

- Serve as an advisor to the President in the President's function as chief spokesperson for the chapter.
- Serve as advisor to all Vice Presidents on the Board of Directors.
- Develop Chapter succession plan through mentoring.
- Identify and mentor future leaders.
- Oversee and provide support to the VP of Leadership Development.
- Perform other duties assigned by the President or Board of Directors.
- Be knowledgeable about Chapter activities in order to act as Interim President or represent the President when necessary.
- Oversee Chapter's Minimum Standards in regulation with MPI International requirements.

#### Vice President of Membership (filled)

The Vice President of Membership will oversee and provide support to the Director of Membership. He/she will assume responsibility for membership drives for the chapter, evaluate new member & member retention programs to assure member engagement. This individual will act as the liaison to International monitoring changes regarding Michigan's chapter record and reporting membership statistics to the board of directors. This position is a two-year commitment.

#### Vice President of Education (open)

The Vice President of Education will oversee and provide support to the Director of Education. He/she will assume responsibility for the Chapter's education initiatives & education plan, and oversee the EIC Preferred Provider Program. This position is a two-year commitment.

#### Vice President of Communications (filled)

The Vice President of Communications will oversee and provide support to the Director of Communications and the Director of Web Communications. He/she will assume responsibility for chapter branding efforts and execution of Chapter marketing plan that supports the objectives of MPI and creates outreach and publicity for MPI through existing and new communication vehicles. They will also assume

the role of editor to oversee all chapter communications distributed through email, mail and fax, ensuring compliance with MPI standards for logo usage and branding. This position is a two-year commitment.

#### **Vice President of Finance (filled)**

The Vice President of Finance will oversee and provide support to the Director of Finance. He/she will assume responsibility for chapter financial efforts including fundraising, special events, strategic alliances, investments and reserves. They will maintain proper accounting procedure for the receipt, payment and management of funds. They will prepare the annual operating budget and ensure compliance and provide the Board of Directors with updated financial information monthly. This position is a two-year commitment.

#### **Vice President of Leadership Development (open)**

The Vice President of Leadership Development will mentor & provide support to all members in developing their professional skills, as well as, promote future chapter leadership. This individual will assume responsibility for all of the volunteers to be sure they are being utilized, engaged on assigned committees. He/she will oversee volunteer events, scholarships, award recognition and student membership committees. This position is a two-year commitment.

#### **Directors**

*Eligibility:* Any member in good standing who has been an MPI member for a minimum of one year is eligible for a position on the Board of Directors.

Directors facilitate, collaborate, delegate, mentor, coach, teach, resolve conflict, and execute for success. Directors create objectives to support the Chapter's Strategic and Business Plan, educate committee chairs with processes, procedures, and tools to achieve committee objectives, assist in budget development, cultivate future leaders, and schedule transition time with the incoming Director.

The chief responsibilities of a Director are managing and supervising committee chairs and the ongoing activities of working committees for the chapter. Directors are ultimately responsible for ensuring the fiscal responsibility of the committees to which they are assigned.

Directors are expected to actively participate in chapter monthly meetings, committee meetings and activities, and are required to attend all monthly Board meetings and retreats.

#### **Director of Membership (open)**

The chief responsibilities of the Director of Membership are managing membership committees. Developing new member programs, recruitment efforts, and coordinating the membership retention plan. This position is a one-year commitment.

#### **Director of Communications (filled)**

The chief responsibilities of the Director of Communications are managing the printed Newsletter, Marketing MMPI to general public through Media and Advocacy, Managing Press Releases and Distribution list and supporting the Vice President of Communications. This position is a one-year commitment.

#### **Director of Education (open)**

The Director of Education is responsible for the management of the Request for Proposal (RFP) process for all educational programs including MEID and AEC. He/she will coordinate logistics, planning and execution of education programs including site selection, menu selection, audio/visual, room set up, registration and hotel arrangements. He/she is responsible for ensuring that chapter programming meets the requirements for CEUs. He/she will work with Communications to promote the education programs. This position is a one-year commitment.

**Director of Regional Conference (filled)**

The Director of Regional Conference is responsible for the Michigan Chapter's role in executing the Great Lakes Education Summit in conjunction with participating MPI Chapters and administrator. He/she will serve on the GLES planning committee to plan and oversee all logistical arrangements including site selection, website development, educational programming, vendor showcase, menu selection, audio/visual, room set up, registration and hotel arrangements. He/she will also recruit and oversee volunteers from the Michigan Chapter, This position is a one-year commitment.

**Director of Finance (filled)**

The Director of Finance will assume responsibility for chapter financial efforts and will develop strategies to increase revenue and in-kind support for the Chapter. He/she will develop, implement and manage Chapter fundraising efforts, including strategic alliances and the Silent Auction. He/she will ensure compliance and report to Board of Directors. He/she will work with Communications to promote fundraising efforts. This position is a one-year commitment.

**Director of Leadership Development (filled)**

The Director of Leadership Development will mentor & provide support to all members in developing their professional skills, as well as, promote future chapter leadership. This individual will assume responsibility for all of the volunteers to be sure they are being utilized, engaged on assigned committees. He/she will oversee volunteer events, scholarships, award recognition and student membership committees. This position is a one-year commitment.

## Descriptions for 2017-18 Committee Chair Positions

### Education

#### MEID/ Mid-Winter Symposium

##### **Chair: MW/ MEID / SS (1 for all 3)**

- Involved with speaker selection for the day with Education VP and Director
- Provide overall coordination of the event and oversight of the volunteers
- Generate program script / Run of show

##### **Vice Chair: MW / MEID / SS (1 for all 3)**

- Overall coordination of the venue and event logistics
  - Menu selection
  - Meeting set up
  - Liaison with facility
  - AV needs for meeting and speaker

##### **Volunteer 1: ME ID / MW / SS (Vice chair to do)**

- Coordinate Sponsorship fulfillment
  - works with vice chair and financial sponsorship fulfillment person to make sure sponsor gets all benefits expected
  - Forward logos to Admin for powerpoint
  - Get blurb for introducing facility for blue plate award to Chair for script

##### **Volunteer 2: MEID/ MW / SS (1 for all 3)**

- **Speaker liaison**
  - Coordinate speaker av and travel needs if necessary
  - Get speaker bio
  - Meet with speaker the day of event and introduce to chair

##### **Volunteer 3: MEID/ MW / SS (1 for all 3)**

- **Communications/ promotions**
  - Provide Communications team with information needed on upcoming events at prescribed intervals prior to events based upon guidelines established by director of education

### Finance

#### **Sponsorship Chair**

- Oversee all sponsorships (cash/in kind)

#### **Cash Sponsorships**

- Solicit/secure cash sponsorships

#### **In Kind**

- Solicit/secure in-kind sponsorships (Diamond Partners and other in kind sponsorships)

#### **Fulfillment**

- Working with sponsors on fulfillment of all sponsorship perks

## Membership

*All three positions require less than 30 minutes per week.*

### **New Member Chair**

- Contacts all new member to discuss member engagement, new member needs, different chapter opportunities and generally builds rapport with the new person

### **Member Recruitment**

- Chair-Facilitates recruiting new members, enacts recruitment efforts etc.

### **Member Care Chair**

- Reaches out to current member to check level of satisfaction, member needs etc.

## Leadership Development

### **Celebration Co-Chairs (2)**

- Site visit of venue
- Oversee team that plans Celebration logistics, including room set, F&B, décor, audio visual
- Coordinate with Awards team to build power point presentation of award winners
- Coordinate with communications team to promote the event

### **Awards Chair**

- Review award categories each year
- Oversee nominations and voting process; sent out through communications team
- Notify nominees and collect bios/photos
- Coordinate with chapter administrator to order awards
- Coordinate with Celebration team to build power point presentation of award winners

### **Engaged Member Chair**

- Oversee team that plans engaged member appreciation activities
- Coordinate with Education committee on charitable event
- Oversee team member that tracks engaged member spreadsheet

## Communications

*2 hours monthly*

**Instagram:** Time commitment - 20 minutes weekly.

- Represents and promotes MPI MI events, promotions and happenings on the social media platform Instagram.
- Contributes ideas for social media posts on request. Will post twice weekly on Instagram throughout the year.

**Twitter:** Time commitment - 20 minutes weekly.

- Represents and promotes MPI MI events, promotions and happenings on the social media platform Twitter.
- Contributes ideas for social media posts on request. Will post twice weekly on Twitter throughout the year.

**LinkedIn:** Time commitment - 20 minutes weekly.

- Represents and promotes MPI MI events, promotions and happenings on the professional network LinkedIn.
- Contributes ideas for social media posts on request. Will post twice weekly on LinkedIn throughout the year.