

MPI Job Description

Director of Member Recognition and Retention

Category: Membership

Term: 1 Year with 2 Term Max, Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Membership

Eligibility:

- Member in good standing
- Previous service on an MPI Committee, preferably Membership
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills

General Responsibilities:

- Serve as a voting member of the Chapter Board of Directors
- Attend Monthly Board Meetings, Chapter events, and Committee Meetings
- Act as coach, advisor, and counselor to assigned committees
- Keep the Board updated on the status of business plan items, board meeting agenda items, and team progress
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Identify, recruit and train Committee Chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Gain a comprehensive understanding of how the Leadership Development can assist in securing and developing your committees, along with monthly reporting as requested
- Utilize Google Docs for all documents/forms
- Ensure committee adherence to the Chapter Business Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism and Chapter's By-Laws and Policies and Procedures.
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Maintain complete and accurate records of the Chapter's membership and reconcile reports monthly
- Establish a retention goal with VP of Membership for the year, based on the strategic plan
- Develop and maintain an active and ongoing campaign to retain members
- Liaison with Chapter Administration and Retention Chair to develop and/or manage a minimum of annual new member trainings and/or activities
- Ensure the management of and the promotion to Chapter members of the following programs:
 - Awards
 - Scholarships
 - Member Recognition
- Submit content to Communications Committee in support of member care activities

Time Commitment:

- Attendance at a minimum of 7 Board meetings, either in person or via conference call (once), per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – up to 3 days total, per year
- Committee activities (10 hr/mo)