

MPI Job Description

Director of Special Events

Category: Finance

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 Finance

Eligibility:

- Member in good standing
- Previous service on an MPI Committee, preferably Awards
- 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
- Responsible for the Special Events budget lines
- 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:

- Ensure the management of and the promotion to Chapter members of the following programs:
 - Awards
 - Networking Events
 - CMP Recognition
- Liaise with the Director of Sponsorships and Administrator to ensure that promised sponsor benefits are received by the sponsor.
- Submit content to Communication Committee in support of events

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)