

MPI Job Description

PE – President Elect

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 an MPI Board of Directors
- Knowledgeable of the activities/affairs of the Chapter
- 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
- Member of Executive Committee
- Attend Monthly Board Meetings, Chapter events, and Committee Meetings
- Act as coach, advisor, and counselor to all committees
- Keep the Board updated on the status of business plan items, board meeting agenda items, and progress
- Report on the strategies, successes and challenges to Board of Directors
- Assist in the development and management of the overall budget
- Ensure the fiscal responsibility of the Chapter and Board of Directors
- 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
- Adhere to the guidelines found in MPI's Principles 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:

- Serve as direct support to the Chapter President
- In the absence of the President, perform the duties of the President with the powers of and subject to all the restrictions upon the President
- Keep knowledgeable about Chapter activities in order to take over for or represent the President
- Serve as liaison to the MPI Foundation – actively participate in calls from headquarters
- Serve on the Nominating Committee to develop a slate of qualified board members for the following year
- Plan and execute annual retreat to be before officially taking office
- Communicate strategic issues relating to the Chapter to Board of Directors
- Approve all bills of the committees within the President-Elect category and forward appropriate paperwork to the VP of Finance
- Ensure adherence to all MPI branding standards and MPI Standards
- Responsible for any fundraising for the MPI Foundation as directed by the Chapter Board of Directors.

Direct Reports: None

Time Commitment:

- Attendance at a minimum of 6 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
- Attendance at the Chapter Business Summit, in conjunction with WEC