

Office of the President

Term: Three year commitment: one year as President Elect, one year as President, one year as Immediate Past President.

Time Commitment: Estimated 5-8 hours per week, not including board meetings/retreats & chapter events

YEAR ONE: PRESIDENT ELECT

Specific Responsibilities:

- Chapter Administration:
 - Serves as direct support to the Chapter President.
 - In the absence of the President, performs the duties of the President with the powers of and subject to all the restrictions upon the President.
 - Participate in the annual review of the management company.
 - Chair and facilitate the financial audit as stated in the chapter's Policies and Procedures.
 - Work with the Board to create and execute a 3-Year Strategic Plan and Annual Business Plan.
 - Oversees the CAST Committee.
 - Attends leadership team meetings, management company meetings, monthly executive team meetings and meetings with the Chapter Operations Manager.
 - Review policies and procedures and bylaws to make sure they are current and in line with MPI Global. Ensure the chapter adheres to minimum chapter standards as prescribed by MPI Global.
 - Oversees annual audit with Chapter Administrator.
- Global initiatives:
 - Organizes/Coordinates joint reception with the Oregon and BC chapters at the World Education Congress (WEC) and communicates details to chapter attendees.
 - Attends annual Chapter Business Summit provided and paid for by MPI Global.
 - Oversees chapter efforts to support the MPI Foundation (this may include participation in conference calls, and promoting fundraising campaigns within the chapter).
- Presidential preparation:
 - Assist in the development of processes and programs to encourage leadership development and support chapter succession planning.
 - Organizes and leads a two-day board retreat for the following year's Board of Directors (which includes collaboration with the Director of Procurements and Sponsorships to secure a venue, and selecting and hiring a facilitator).
 - Serves on the Governance Committee to develop a slate of qualified board members for the following year.
 - Organizes and coordinates a half-day Board Transition Meeting for current and incoming board members.

YEAR TWO: PRESIDENT

Specific Responsibilities:

- General Roles:
 - Guides the board, membership and chapter. Acts as a mentor, teacher, leader, listener to all members.
 - As a Chapter Leader:
 - Global network
 - Business opportunities
 - Educational opportunities
 - Influence the meeting industry
 - Share your expectations
 - As President:
 - Strategic driver
 - Hold board members accountable
 - Drive member value
 - Ownership of outcomes
 - Develop and execute a plan
 - Identify future talent
 - Official spokesperson for the chapter
 - As a Manager of the Board:
 - Handle different people & personalities
 - Manage conflict resolution
 - Encourage teamwork
 - Listen
 - Help your leaders to prioritize
 - Time management
- General Responsibilities:
 - Directly responsible for communicating with and supervising the chapter officers and directors to ensure that all assignments are completed according to the strategic plan, the chapter is financially sound, and membership is advised of all progress.
 - Serve as chair of all meetings of both the Executive Committee and Board of Directors, serve as a member of the Budget and Finance Committee.
 - Ensure development and facilitation of a long-term strategic plan.
 - Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board.
 - Communicate with chapter officers and directors to ensure that all assignments are completed according to the chapter's strategic plan and goals, and that the membership is advised of all progress.
- Global Responsibilities:
 - Serve as liaison between the chapter and MPI Global Offices.
 - Serve as a member of the Council of Chapter Presidents or appoint a designee.
 - Ensure Chapter compliance with MPI Global Office.
 - Submit budget needs to Global and Membership for the following fiscal year.
 - Prepare the Annual Report reviewing chapter activities and finances within 90 days of the end of the fiscal year and present to membership and MPI Global Office.

- Chapter Administration:
 - Collaborate with Chapter Administrator to prepare consent agenda for each board meeting and distribute prior to meeting.
 - Attends leadership team meetings, management company meetings, monthly executive team meetings and meetings with the Chapter Operations Manager.
 - Prepare agenda and preside at chapter annual business meeting.
 - Serve as an ex-officio member on all committees except the Governance Committee.
 - Vote on issues brought before the Board of Directors only in the event of a tie.
 - Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures.
 - Support and defend policies and programs adopted by the Board of Directors.
 - Act as official spokesperson of the chapter.
 - Oversee performance of Chapter Administrator, including monthly meetings and a yearly performance review.
- Budget: Responsible for the following budget line items:
 - Presidential Travel and related expenses (WEC, CBS, CEC, Mileage to & from meetings)
 - January Mid-Year Board Retreat
 - Gifts for outgoing board members
 - Attendance at Industry Events
- Presidential Succession:
 - Conduct annual Board Orientation and mid-year Board Retreat.
 - Act as support/mentor to President Elect.
 - Conduct transition meeting with successor by June 30.

YEAR THREE: IMMEDIATE PAST PRESIDENT

Specific Responsibilities:

- Mentorship:
 - Mentor, support and advise the Chapter President and President Elect.
 - Act as coach, advisor and counselor to board members and committees.
 - Oversee the Past Presidents Council/ Mentor program to provide for continued involvement of past presidents to support the strategic plan of the chapter.
- Chapter Administration:
 - Attends monthly board meetings, chapter events and committee meetings.
 - Attends leadership team meetings, management company meetings, monthly executive team meetings and meetings with the Chapter Operations Manager.
 - Serve as voting member of Board of Directors and Executive Committee.
 - Submit monthly TSR reports at the designated time that include Board agenda items.
 - Support and defend all policies and programs set forth by the Chapter and MPI Global.
 - Oversee Governance Committee and ad-hoc committees as assigned by the President.
- Succession Planning:
 - Review current plan, brainstorm additional features and enhancements to the program, ensure all elements are working together and that chapter departments/leaders are working together to continually drive long-term succession. Update Succession Plan as necessary.
 - Identify and mentor future chapter leaders as outlined in the chapter's Succession Plan.
 - Chair the Governance Committee
 - Advise the chapter on governance policy.
 - Oversee the management and execution of the chapter's board election process and Succession Plan.
 - Board Elections
 - Create timeline develop marketing plan and collateral, update application and supporting documents, recruit candidates, determine interview process, questions, judging criteria, templates; collect consent forms and profiles; submit slate to membership for approval; submit approved slate to Global by April 1; coordinate board announcements/promotions.
 - Conduct transition meeting with successor.
- Chapter Initiatives:
 - Assist with recruiting new members to the chapter.
 - Report on the strategies, successes and challenges of assigned committees to Board
 - Perform other duties that may be delegated by the President and/or Board of Directors