

## President Elect

### Roles:

- Prior experience on the BOD and/or experience in communications and marketing
- Ability to think strategically and lead the Chairs
- Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan
- Advise, support and develop board of directors in executing initiatives
- Assist in chapter budget development
- Develop leadership development processes to support succession planning
- Target and mentor future leaders
- Schedule transition time with incoming VP's

### Skills and Experience Required:

- Previous BOD experience, preferably including a VP position
- Ability to think strategically and with long-term goals in mind
- Ability to lead and mentor both seasoned board members
- Ability to communicate effectively

### Reports to: President

### Specific Responsibilities:

- 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
- Attend quarterly leadership team meetings, bi-weekly management meetings with the management company, monthly executive team meetings and monthly meetings with Chapter Operations Manager
- Serve on the Nominating committee to develop a slate of qualified board members for the following year
- Review policies & procedures and bylaws to make sure they are current and in line with international
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI
- Organize joint reception and attendee list with Oregon & BC Chapters at WEC
- Oversee annual audit with management company
- Oversee efforts to support the MPI Foundation (which includes monthly calls with International, helping with Foundation Fundraiser and coordinating checks to be sent to International)
- Organize and lead a 2-3-day board retreat for the following year's Board of Directors (work with the Director of Procurement in selecting a venue and facilitator)

- Submit website updates and other communication as required based
- Oversee the CAST committee
- Participate in the annual review of management company
- Chair and facilitate the financial audit as stated in P&P

## President

### Roles:

- Guide the board, membership and chapter. Act as a mentor, teacher, leader, and 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

### Specific 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
- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
- Prepare consent agenda for each board meeting and distribute prior to meeting (OrgSupport does this for us)
- Prepare agenda and preside at chapter annual business meeting
- Serve as an ex-officio member on all committees except the Nominating committee
- Vote on issues brought before the Board of Directors only in the event of a tie
- Act as official spokesperson of the chapter
- Conduct annual Board Orientation and mid-year Board Retreat
- Responsible for the following budget line items:
  - A) Presidential Travel and related expenses (WEC, CBS, CEC)
  - B) Mid-Year Board Retreat
  - C) Gifts for outgoing board members
  - D) Attendance at Industry Events
- Work with Oregon Chapter President to oversee and hold accountable the Cascadia Committee, as well as approve contracts and payments per the joint chapter agreement.
- Sign all contracts and sponsorship agreements on behalf of the chapter.
- Review and approve 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
- Act as support/mentor to President Elect
- Conduct transition meeting with successor by June 30<sup>th</sup>
- Submit budget needs to Global and Membership for the following fiscal year
- (In the event of a Chapter Administrator) Oversee performance of Chapter Administrator/Executive Director, including monthly meetings and a yearly performance review.
- Serve as liaison between the chapter and MPI Global Offices
- Ensure Chapter compliance with MPI Global Office
- Serve as a member of the Council of Chapter Presidents or appoint a designee

## Immediate Past President

### Roles:

- Mentor, support and advisor the President and President-Elect along with provide coaching, direction and guidance for the rest of the board. The IPP acts as a mentor, teacher, leader, listener to all members. Being an active member of the Leadership Team only helped to foster a strong united front for the chapter and the board and provides the necessary support and back-up for the president when needed. One of the most valuable roles the IPP plays is trying to build consensus among board members and on the committees.

- Strategic Planning: work with the board to create and execute Strategic Plan and Annual Business Plan
- Advise, support and develop board of directors in executing initiatives
- Assist in chapter budget development
- Develop leadership development processes to support succession planning
- Target and mentor future leaders

Reports to: President

Specific Responsibilities:

- Mentor, support and advise the Chapter President and President Elect
- Attend monthly executive team meetings and monthly meetings with Presidential Trio
- Chair the Governance/Nominations committee, advise the chapter on governance policy, oversee the management and execution of the chapters board election process and succession plan
  - Board Elections
    - Create timeline, develop marketing plan and collateral, update app & supporting docs, recruit members, determine interview process, questions, judging criteria, templates; collect consent forms and profiles; submit slate to membership for approval; submit approved slate to headquarters by April 1st, complete necessary board announcement/ promotion
  - Succession Planning
    - Review current plan, brainstorm additional features and enhancements to the program, ensure all pieces / elements are working smoothly together (board members as mentors, members as active participants in the Emerging Leaders Program, and Past President's Council is developing and executing quarterly leadership training content
- Oversee the Past Presidents Council/ Mentor program to provide for continued involvement of past presidents to support the strategic plan of the chapter
  - Ensure the Council has a strong chair, purpose and direction in order to keep the past presidents engaged.
  - Utilizing the presidents as mentors to the current board. Assign one president to each team.