



Job Descriptions for MPI Rocky Mountain Chapter Board of Directors Nominations

The President-Elect (PE) shall preside at all Chapter meetings in the absence of the President, work with officers to ensure chapter minimum standards are met, develop leadership succession planning strategies for the chapter and shall perform such other duties that may be delegated by the President and/or the Chapter Board of Directors. It is a 3-year term, with first year served as President Elect to oversee Leadership Development Team and prepare for following year as Chapter President. Final year is served as Immediate Past President. Candidate must have served on an MPI Chapter Board in a VP position to be considered.

The Director of Leadership Development (DLD) is responsible for the tracking, support and growth of Chapter Volunteers. This individual will also serve as liaison to the MPI Foundation. Managing all tasks and activities there within. The DLD oversees the Leadership Development Committee, the Leader of the Quarter recognition program and committees for foundation activities. This person will work closely with all other teams to ascertain their volunteer needs as the year progresses; and will coordinate the New Member/Volunteer Recognition Event in conjunction with the Director of Member Care. This position reports into the President-Elect. Candidate must be a current chapter member in good standing.

The Vice President Education (VPEDU) shall oversee the educational offerings of the Chapter, to include program planning and educational alignment with the MPI strategic plan. The Vice President Education shall also oversee registration, logistics, content and speaker sourcing for all meetings. The Vice President Education will report at all meetings of the Board of Directors and at other times when called upon by the President.

Director of Education (EDU) - Candidate will serve as part of the Education Team with direct responsibility for securing the speakers and content for the monthly educational programs for the chapter. Candidate must be a current chapter member in good standing. They will also work with the VP of Education the coordination and implementation of the monthly Chapter meetings.

The Vice President Finance (FIN) shall oversee the Chapter's funds and financial records. The VP Finance shall oversee collection of all funds and/or assessments; shall establish proper accounting procedures for the handling of funds; and shall be responsible for keeping the funds in such banks, trust companies, and/or investments as are approved by the Board of Directors or by the Executive Committee, if the Chapter has chosen to establish an Executive Committee.

The Director of Fundraising (FDR) shall serve as part of the Finance team with direct responsibility for the Annual Auction in conjunction with the Annual Gala and the Annual Golf Tournament, along with any other fundraising events the board chooses to add. Candidate must be a current chapter member in good standing.

The Director of Special Events and Partnerships (SEP) is responsible for developing strategies to execute special events for the Chapter, specifically the MPI After 5 (networking events) and the Annual Awards Gala.



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Also responsible for developing strategies to establish strategic partnerships with Chapter Members. This includes the RFP and contract process as well as all cash or in-kind partnerships. The Director of Special Events and Partnerships will oversee the Chairpersons and Committee Members for each area of responsibility. Candidate must be a current chapter member in good standing.

The Director of Partnership and Sponsorship Fulfillment (PSF) TBD

The Vice President Communications (COM) shall oversee the chapter communications. Vice President of Communications will oversee the timely communications as needed to provide effective newsworthy information to the membership. In addition, the Vice President Communications shall oversee the production of the chapter newsletter, directory and website, their content and accuracy, and all written communication that is provided by the chapter both internally and externally. The Vice President Communications shall also ensure that all written communications follows the chapter Strategic Plan currently in place and MPI designated Policies and Procedures. The Vice President Communications will report at all meetings of the Board of Directors and at other times when called upon by the President.

The Director of Communications (DCOM) is responsible for overseeing any and all Chapter activities related to promotional, marketing and advertising activities. The Director of Communications will oversee the following committees: Social Media, Mobile App, Community Outreach, Table Host, Public Relations. The Director of Communications will be the Board liaison with these committee Chairpersons and the committee members along with the Vice President of Communications.

Also is responsible for overseeing any printed and electronic distributions of information to the Membership. This includes, but is not limited to, the Newsletter (when applicable), Directory (when applicable), weekly email blasts, and any information that is submitted by other teams. The Director of Communications will oversee the Newsletter and Directory Committees and act as liaison with the Committee Chairpersons, committee members and Vice President of Communications.

The Director of Publications (DPUB) is responsible for overseeing any printed and electronic distributions of information to the Membership. This includes, but is not limited to, the Newsletter (when applicable), Directory (when applicable), weekly email blasts, and any information that is submitted by other teams. The Director of Publications will oversee the Newsletter and Directory Committees and act as liaison with the Committee Chairpersons, committee members and Vice President of Communications. Candidate must be a current chapter member in good standing.

The Vice President Membership (MEM) shall oversee new member recruitment, new member orientation, member recognition programs, scholarships and Chapter retention. The Vice President Membership will access membership reports including new members and retention from the MPI database and report at all meetings of the Board of Directors and at other times when called upon by the President. A Director of Member Care and a Director of Recruitment will assist the Vice



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President in all operations related to Membership, including the appointment of Chairs for several committees: Member Orientation, Table Hosts, etc. Candidate must have served on an MPI Chapter Board to be considered.

The Director of Member Care (MEC) is responsible for developing and maintaining an active and ongoing campaign to retain Chapter Members. This includes overseeing the Hospitality Program, Rewards/Member Loyalty Program, Member Spotlight, and New Member Recognition Event(s). The Director of Member Care will oversee the Chairpersons and committee Members for each area of responsibility. The Director of Member Care and the VP of Membership will be primarily responsible for reaching the retention goal as set by the Board and MPI Global each year and create a strategic plan to reach this goal.

The Director of Recruitment (MER) will serve as part of the Membership team with direct responsibility for establishing a membership goal for the year with the board, maintaining and adjusting the ongoing campaign to attain that membership goal. Candidate must be a current chapter member in good standing.