



# MPINCC

## Leadership Process Guides

### (LPGs)

## LEADERSHIP ROLE: President

### PURPOSE:

Directly responsible for communicating with and supervising the Chapter Officers and Directors to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team.

### RESPONSIBILITIES:

- Ensure adherence to Policy & Procedures and Chapter Bylaws by Board and committees
- Preside over board meetings, chapter programs and events.
- Serve as chair of both the Board of Directors and Executive Committee
- Serve as a member of the Finance/Budget Committee
- Recruit members to leadership positions on the Board of Directors and committees
- Approve all committee Chairs and Co-Chairs for the year

### TASKS & PROCEDURES:

<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Assumes responsibility as the official liaison with the management firm	Ongoing	Office	Management firm contract
Assumes responsibility as the liaison with MPI Headquarters	Ongoing	Chapter Operations Manager	Leadership section of website Quarterly Chapter Presidents Call Monthly Chapter Leader Newsletter sent by Global
Plan all aspects of Annual Leadership Retreat	March preceding Presidential year	MPI Approved Facilitator Chapter Operations Manager Executive Director	Agenda from past annual retreats
Establish Chapter Metrics for the year for discussion/ approval by Board of Directors at Annual Leadership Retreat	April preceding Presidential year	Immediate Past President Executive Director	Current Chapter Dashboard report  Leadership Portal
Active participation in drafting annual budget for approval by current Board of Directors and submission to MPI Headquarters	March-May preceding Presidential year  Submit to MPI Global July 1	Executive Director Incoming Board of Directors	Current year's budget and financial reports  Proposed Business Plan drafted by incoming BOD
Active participation in creating the annual Education Plan and submission to MPI Headquarters	March-June preceding Presidential year  Submit to MPI Global July 1	Director of Education Program Committee Chair, Co-Chair Executive Director President President-Elect	MPI Template  Calendar of Events
Finalize Committee Chair slate and ask candidates	May-June preceding Presidential year	Dir, Leadership Dev.	Leadership Dev. Database  Committee Chair Survey
Compose the "President's Message" article for the website	June	Marketing Committee Chair Office	Existing "President's Message"
Approve the President's Welcome Letter for the New Member Packet	June	Membership Retention Committee Chair Executive Director	Sample letter from existing New Member Packet

<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Active participation in retaining the Association Management Company contract and renewal process 6 months from expiration.	Annually	Executive Director President-Elect VP Finance	AMC Contract
Active participation in Annual review and assessment of Association Management Company	Annually	Executive Director President President-Elect Immediate Past President	AMC Contract
Prepare agenda for and present at the Chapter annual business meeting in August	Early August / 2 weeks prior to scheduled meeting	Work with Executive Director on presentation and script	Chapter dashboard report  Annual business plan
Approve agendas for each chapter board meeting and ensure distribution to all board members prior to each meeting	10 days prior to each scheduled board meeting	Work with Executive Director to draft agenda and approve board packet  Committee Chairs, Co-Chairs and Board Directors for timely completion of committee reports	Past board of directors meeting agendas  Committee reports
Compose appropriate "President's Message" articles for each issue of <i>Perspective</i> (4), Annual Report, Member Directory and ACE	Based on <i>Perspective</i> schedule	<i>Perspective</i> Editor  Marketing Committee Chair  ACE Committee Chair	
Present Proposed Nominations Committee to Board of Directors for approval	October	Executive Director President	Past Nominations Committee rosters, Past Presidents list
Plan all aspects of Mid-Year Board Retreat	November-December	MPI Approved Facilitator Chapter Operations Manager Executive Director	Business Plan  Past retreat agenda
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	Various committees	Annual calendar  Committee timelines
Attend annual leadership retreat and mid-year leadership retreat	Apr-May preceding Presidential year and Jan of Presidential year		
Establish guest list for President's Reception preceding Gala	April	Executive Director	Past invitee lists
Represent the Chapter at chapter events and public speaking engagements. Assist with drafting, approve and perform each script for each chapter program.	Ongoing	Executive Director VP Education Director of Education Director of Special Events	Past program scripts
Present chapter awards to all recipients at chapter programs, when possible.	Ongoing	Executive Director Committee Chair and Co-Chair of Awards & Recognition VP Leadership Development Director of Leadership Development	
Serve as Chapter spokesperson for all media requests.	As needed	VP Communications	

## LEADERSHIP ROLE: President-Elect

### PURPOSE:

Act as coach, advisor and counselor to the leadership team.

### RESPONSIBILITIES:

- Preside over board meetings, chapter programs and events in the absence of the President
- Serve as member of both the Board of Directors and Executive Committee
- Serve as a member of the Finance/Budget Committee
- Serve as a member of the Nominations Committee
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<i>Item</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Develop a leadership succession plan for 2 to 3 years	Ongoing	VP Leadership Development Director of Leadership Development Immediate Past President President	Volunteer Development tracking
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	Committee Chairs for Volunteer Development	
Active participation in drafting annual budget for approval by Board of Directors and submission to MPI Headquarters	May	Executive Director President President-Elect VP Finance & Other Board Members	Current year's budget and financial reports
Active participation in creating the annual Education Plan and submission to MPI Headquarters	May	VP Education Director of Education Program Committee Chair, Co-Chair Executive Director President	MPI Template Calendar of Events
Plan all aspects of Annual Leadership Retreat	April – May	MPI Approved Facilitator Chapter Operations Manager Executive Director	Agenda from past annual retreats
Actively participate in the planning of the Gala and the Installation of Board during Annual Gala (set the theme, format, timing, approve décor)	Jan-May	Executive Director VP Finance Director of Special Events Gala Committee Chair and Co-Chair President	
Develop Presidential year theme/logo for introduction at Gala	April-May	Executive Director VP Communications Gala Committee Char and Co-Chair	
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.	Apr-May Jan	VP Leadership Development	
Work closely with IPP and President on recruiting members to apply for the Board of Directors	Oct – Jan	President Immediate Past President Executive Director	Volunteer Development Tracking Succession Plan

<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Recruit and assign members for Committee Chairs and Co-Chair roles	Feb-June	President VP of Leadership Development Director of Leadership Development	Volunteer Development Tracking Succession Plan
Actively plan Chair/Co-Chair Training	May-July	President VP of Leadership Development Director of Leadership Development Executive Director	Venue RFP Training Documents

Rev. 12-17-18

## LEADERSHIP ROLE: Immediate Past-President

### PURPOSE:

Act as coach, advisor and counselor to the leadership team.

### RESPONSIBILITIES:

- Act as guardian of the Chapter's Policy & Procedures and Chapter Bylaws to ensure they are up to date and aligned with MPI Headquarters
- Attend board meetings, chapter programs and events.
- Serve as chair of the Nominations Committee
- Serve as a member of the Executive Committee and Finance/Budget Committee
- Serve as Chapter Liaison to the MPI Foundation
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<i>Item</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Assumes responsibility as the liaison with MPI Foundation and communicate necessary information to the board and membership	Ongoing	Current Foundation Liaison Executive Director	Foundation conference calls Foundation materials
Assumes responsibility as the liaison with the Past President's Council	Ongoing	Executive Director	Past President's contact list
Active participation in Annual Leadership retreat as requested by the President	May-June	President	Retreat agenda
Oversee task force to Update Chapter Policies & Procedures as needed	December	Chapter Operations Manager Executive Director	Existing Policy & Procedures  MPI P&P Template
Actively recruit members to apply for leadership positions on the Board of Directors	Ongoing	President President-Elect	Leadership Roster Succession Plan
Assumes responsibility for Nominating Committee processes. Ensure distribution of Candidate Interest Application and collection of responses. Review these documents to ensure no updates or changes are to be made. Work with the President on the proposed slate for this committee and reach out to committee members once approved by the board.	October-December	Chair, Volunteer Development President President-Elect Executive Director	Leadership Roster  Volunteer Development tracking report
Submit Team Status Report (TSR) as required prior to board meetings.	14 days prior to each board meeting	Chapter Operations Manager	Foundation conference calls
Active participation in Mid-Year Leadership Retreat as requested by the President	January	President	Retreat agenda
Conduct Nominations Committee Meeting to determine slate of officers.	January	President President-Elect Executive Director Nominations Committee members	Venue  Budget for meeting

<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Present slate of officers to membership. If no contest of slate, send copy to MPI Headquarters. If slate is contested, refer to chapter policies and procedures	January  Submit to MPI Global by March 1	Executive Director	Mailing to all membership
Present final, chapter approved slate of officers to members at April meeting	April	Executive Director	
Participate with the submission of the RISE Award Nominations alongside other board members	October-December	VP of Leadership Development Director of Leadership Development President President-Elect	MPI Global Website
Review the LPGs yearly with the current board prior to sending out the board applications.	November	Entire Board	LPGs on website
Attend annual leadership retreat and mid-year leadership retreat, collaborating with OTP as needed for reporting.	Apr-May Jan	President	

Rev. 12-17-18

## LEADERSHIP ROLE: VP Leadership Development

### PURPOSE:

Supervise the Director of Leadership Development to ensure all objectives of the strategic business plan are met. Act as trainer, coach, advisor and counselor to the committee chairs and director.

### RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Assist President in recruiting members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Strategizes and oversees the Director of Leadership Development who supervises the ongoing activities of the Volunteer Development, Awards & Recognition and Inclusion & Diversity Committees. Oversees the fiscal responsibility of the aforementioned committees	Ongoing	Director of Leadership Development, Volunteer Development, Awards & Recognition and Inclusion & Diversity Chairs & Co-Chairs	Volunteer Interest Form Volunteer database
Active participation in developing a leadership succession plan for 2 to 3 years	Ongoing	Director of Leadership Development Volunteer Development Committee Chair President Elect President Immediate Past President	Volunteer Development tracking
Ensures the Director understands the committee chair roles and the Director conveys them to the chairs through training and reference to the Committee Process Guides (CPG)	July 1	President-Elect Director of Leadership Development Committee Chairs and Co-Chairs for Volunteer Development, Awards & Recognition and Inclusion & Diversity	CPG
Strategizes and oversees the review and update of the Committee Process Guides (CPG) and Leadership Process Guides (LPG)	Aug. 15	Chapter Leadership	CPG LPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensures the Director understands and communicates to the Committee Chairs their committee budgets	June-July	VP Finance Director of Leadership Development, Committee Chairs and Co-Chairs for Volunteer Development, Awards & Recognition and Inclusion & Diversity	Annual operating budget
Strategizes and oversees the Director's and Committee Chair's efforts to secure committee members	June-August	Director of Leadership Development, Volunteer Development Chair	Committee rosters Directory Committee Trade Show Online volunteer form
Oversees the welcoming and training of new committee chairs and Board (June/July Committee Chair Training and as needed throughout the year)	1 month from training events	Chapter Leadership	Volunteer Development files



<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Oversee the Director's active participation in mid-year check-in with all Board members, to discuss their potential leadership path via phone.	December/January	Director of Leadership Development  President and Immediate Past President to assist with outreach to emerging chapter leaders as part of recruitment /application to board of directors  All board of directors to assist in recruitment	Committee rosters  Historical volunteer information
Oversee the Director's active participation in mid-year check-in with all Committee chairs members, to discuss their potential leadership path via phone.	December/January	Director of Leadership Development, Volunteer Development chairs to assist with outreach to committee chairs. Dir. Of Leadership Development and Incoming President to reach out to emerging chapter leaders. All Committee Chairs to assist in recruitment	Committee rosters  Historical volunteer information
Oversee the Director's assistance to the Volunteer Development Committee to facilitate leadership training for Chapter and personal growth	September and March/April	President-Elect, President, Director of Leadership Development and other board members for content direction  Office for potential speakers/trainers  Education Committee if training in conjunction with Ed program	Annual Calendar  Historical information on topics  Survey data
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	President-Elect Director of Leadership Development Committee Chairs and Co-Chairs for Volunteer Development, Awards & Recognition and Inclusion & Diversity Office	Annual calendar  Committee timelines
Review Team Status Report (TSR) before submission as required prior to board meetings	1 week prior to board meeting TBD prior to retreat	Director of Leadership Development, Committee Chairs and Co-Chairs for Volunteer Development, Awards & Recognition and Inclusion & Diversity	Committee reports, TSR
Attend annual leadership retreat and mid-year leadership retreat, collaborating with Director as needed for committee reporting.	Apr-May Jan	Director of Leadership Development	

## LEADERSHIP ROLE: VP Finance

### PURPOSE:

Manage, supervise and maintain oversight of chapter financial funds and records with support of management firm. Supervise Director of Partnerships and Director of Special Events to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

### RESPONSIBILITIES:

- Sign bank documents and other financial information as required
- Serve as member of the Board of Directors and Executive Committee
- Serve as a Chair of the Finance/Budget Committee
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Lead the process for drafting annual budget for approval by Board of Directors and submission to MPI Headquarters	March-May	Executive Director President President-Elect	Current year's budget and financial reports
Assumes responsibility as the liaison with association management firm for handling and oversight of funds and financial position, including operating funds and investments	Ongoing	President-Elect President	Annual operating budget  Financial reports
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Report on financial condition of Chapter at August annual business meeting and at all Board of Directors meetings	August Ongoing	Management firm/accountant	Monthly financial reports  Dashboard report
Ensure financial reports are completed and submitted to MPI by established deadlines	Monthly	Management firm	Monthly financial reports Dashboard report
Ensure and train Committee Chairs to understand their specific committee budgets	June-July	All Board Directors All Committee Chairs, Co-Chairs	Annual operating budget
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary or assigned.	Monthly	Director of Special Events Director Partnerships Committee Chairs for Partnerships, ACE, Annual Gala, Holiday Event, Culinary Event	
Review Team Status Report (TSR) before submission as required prior to board meetings	1 week prior to board meeting TBD prior to retreat	Director of Special Events Director of Partnerships Committee Chairs for Partnerships, ACE, Annual Gala, Holiday Event, Culinary Event	Committee reports, TSR
Manage and supervise Director of Special Events and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director of Special Events.	Ongoing	Director of Special Events Committee Chairs for Annual Gala, Holiday Event, Culinary Event	

<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Manage and supervise Director of Partnerships and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director of Partnerships.	Ongoing	Director of Partnerships Committee Chairs for Partnerships	
Work closely with Director of Partnerships and Partnerships Committee to obtain annual chapter sponsors in addition to the key partnerships for MPINCC ACE.	June-August	Director of Partnerships Partnerships Committee Chair Executive Director	Existing partnership agreements  Target list for new annual sponsors
Attend annual leadership retreat and mid-year leadership retreat, collaborating with Director as needed for committee reporting.	Apr-May Jan	Director of Partnerships Director of Special Events	

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## LEADERSHIP ROLE: VP ACE (Annual Conference & Expo)

### PURPOSE:

Develop, with the assistance of the President, President-Elect, Executive Director and Director of ACE and VP Finance, the annual ACE plan in accordance with principles from MPI. Supervise Director of ACE to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

### RESPONSIBILITIES:

- Serve as liaison to related industry associations to research current conference & expo trends
- Serve as member of the Board of Directors and Executive Committee
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Assumes the responsibility as the liaison with MPI for all activities involved with ACE	Ongoing	MPI Global Contact President Executive Director	Monthly conference calls with MPI
Lead the process for drafting the annual ACE Plan including Partnerships< Marketing and Education Strategy for approval by Board of Directors and submission to MPI Headquarters	March-May	Executive Committee Executive Director Director of ACE Committee Chairs for ACE Committee Chairs for ACE Education VP Finance VP Education Director of Education VP Communications Director of Marketing	ACE Plan template  Annual event calendar
Manage and supervise Director of ACE and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director, ACE.	Ongoing	Director of ACE Committee Chairs for ACE and ACE Education VP Finance Director of Partnerships	CPG's
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings including /conference calls with other teams, as necessary.	Monthly	Director of ACE Committee Chairs for ACE Committee Chairs for ACE Education VP Finance VP Education Director of Education VP Communications Director of Marketing	
Review Team Status Report (TSR) before submission as required prior to board meetings	14 days prior to each board meeting	Director of ACE Committee Chairs for ACE and ACE Education	Committee reports, TSR
Attend annual leadership retreat and mid-year leadership retreat, collaborating with Director as needed for committee reporting.	Apr-May Jan	Director of ACE	

## LEADERSHIP ROLE: VP Communications

### PURPOSE:

Manage, with the assistance of all committees and Directors, all communications of the chapter including *Perspective*, social media marketing, and press releases. Supervise Director of Marketing to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

### RESPONSIBILITIES:

Serve as official Public Relations contact for MPINCC

- Oversee the Chapter's social media program and ensure proper use of name, identify and hashtags on all communications
- Oversee the Chapter's quarterly magazine publication, *Perspective*
- Serve as member of the Board of Directors and Executive Committee
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Assumes the responsibility as the liaison with MPI's Marketing department to ensure our programs, activities and accomplishments are highlighted.	Ongoing	MPI Marketing department Chapter Operations Manager President Executive Director Marketing Chair, Co-Chair	Contact information Regular conference calls with MPI Global
Supervise <i>Perspective</i> Editor to plan and execute the Chapter magazine	Ongoing Deadlines per issue (4)	Executive Director President <i>Perspective</i> committee chair/co-chair and committee	Naylor (ad sales)
Manage and supervise Director of Marketing and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director of Marketing.	Ongoing	Director of Marketing Committee Chairs for Marketing and <i>Perspective</i>	CPG's
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	Director of Marketing <i>Perspective</i> Editor Committee Chairs for Marketing and <i>Perspective</i>	
Review Team Status Report (TSR) before submission as required prior to board meetings	1 week prior to board meeting TBD prior to retreat	Director of Marketing <i>Perspective</i> Editor Committee Chairs for Marketing and <i>Perspective</i>	Committee reports, TSR
Attend annual leadership retreat and mid-year leadership retreat, collaborating with Director as needed for committee reporting.	Apr-May Jan	Director of Marketing	

## LEADERSHIP ROLE: VP Education

### PURPOSE:

Develop, with the assistance of the President-Elect, President, Executive Director and Director of Education, the annual education plan in accordance with principles from MPI. Supervise Director of Education to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

### RESPONSIBILITIES:

- Serve as liaison to related industry associations to research current education trends and topics
- Serve as member of the Board of Directors and Executive Committee
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Assumes the responsibility as the liaison with MPI for all education programs, certifications and training initiatives	Ongoing	Chapter Operations Manager President Executive Director	Monthly conference calls with MPI
Lead the process for drafting the annual Education Plan for approval by Board of Directors and submission to MPI Headquarters	March-May	Executive Committee Executive Director Director of Education Committee Chairs for Programs	Education Plan template Annual event calendar
Manage and supervise Director of Education and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director of Education.	Ongoing	Director of Education Committee Chairs for CMP/CMM and Programs	CPG's
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	Director of Education Committee Chairs for CMP/CMM and Programs	
Review Team Status Report (TSR) before submission as required prior to board meetings	1 week prior to board meeting TBD prior to retreat	Director of Education Committee Chairs for CMP/CMM and Programs	Committee reports, TSR
Attend annual leadership retreat and mid-year leadership retreat, collaborating with Director as needed for committee reporting.	Apr-May Jan	Director of Education	

## LEADERSHIP ROLE: VP Membership

### PURPOSE:

Oversee all membership-related activities of the Chapter for both new and existing members. Supervise Director of Membership to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

### RESPONSIBILITIES:

- Serve as member of the Board of Directors and Executive Committee
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<i>Item</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Assumes the responsibility as the liaison with MPI for all membership promotions and programs	Ongoing	Chapter Operations Manager President Executive Director	Monthly conference calls with MPI
Active participation in welcoming new members to the Chapter	Ongoing	Committee Chairs for Retention Executive Director	MPI membership reports Live MPINCC events
Manage and supervise Director of Membership and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director of Membership.	Ongoing	Director of Membership Committee Chairs for Emerging Professionals, Recruitment and Retention	CPG's
Ensure New Member Packets are updated annually	July 1	President Executive Director VP Communications	Existing New Member Packet
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	Director of Membership Committee Chairs for Emerging Professionals, Recruitment and Retention	
Review Team Status Report (TSR) before submission as required prior to board meetings	1 week prior to board meeting TBD prior to retreat	Director of Membership Committee Chairs for Emerging Professionals, Recruitment and Retention	Committee reports, TSR
Provide list of non-members who attended ACE to Recruitment committee chairs/Director	One week after ACE	Recruitment ACE Committee MPINCC Office	Cvent Reports
Provide list of non-members who attended monthly meetings to Recruitment committee chairs/Director	1 week after events	Recruitment Committee MPINCC Office	Cvent Reports

## LEADERSHIP ROLE: Director, Leadership Development

### PURPOSE:

Act as Human Resources manager for the Chapter to identify and develop future leaders. Supervise Volunteer Development and Emerging Professionals committee Chairs and Co-Chairs to ensure all objectives of the strategic business plan are met. Act as trainer, coach, advisor and counselor to the committee chairs.

### RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Supervise the ongoing activities of the Volunteer Development, Awards & Recognition and Inclusion & Diversity Committees. Responsible for ensuring fiscal responsibility of the committees.	Ongoing	VP Leadership Development Committee Chairs & Co-Chairs for Volunteer Development, Awards & Recognition, and Inclusion & Diversity	Volunteer Interest Form  Volunteer database
Active participation in developing a leadership succession plan for 2 to 3 years	Ongoing	VP Leadership Development Volunteer Development Committee Chair President Elect President Immediate Past President	Volunteer Development tracking
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	President-Elect VP Leadership Development Committee Chairs and Co-Chairs for Volunteer Development, Awards & Recognition, and Inclusion & Diversity	CPG
Review and update the Committee Process Guides (CPG) and Leadership Process Guides (LPG)	Aug. 15	Chapter Leadership	CPG LPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	June-July	VP Leadership Development VP Finance Committee Chairs and Co-Chairs for Volunteer Development, Awards & Recognition, and Inclusion & Diversity	Annual operating budget
Help Committee Chairs obtain committee members	June-August	VP Leadership Development Volunteer Development Chair	Committee rosters Directory Committee Trade Show Online volunteer form
Welcome and train new committee chairs and Board (June/July Committee Chair Training and as needed throughout the year)	1 month from training events	Chapter Leadership	Volunteer Development files



<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Active participation in mid-year check-in with all Board members, to discuss their potential leadership path via phone.	December/January	President, Immediate Past President and VP Leadership Development to assist with outreach to emerging chapter leaders as part of recruitment /application to board of directors All board of directors to assist in recruitment	Committee rosters  Historical volunteer information
Active participation in mid-year check-in with all Committee chairs members, to discuss their potential leadership path via phone.	December/January	VP Leadership Development Volunteer Development chairs to assist with outreach to committee chairs. Director off Leadership Development and President-Elect to reach out to emerging chapter leaders. All Committee Chairs to assist in recruitment	Committee rosters  Historical volunteer information
Assist the Volunteer Development Committee to facilitate leadership training for Chapter and personal growth	September and March/April	President-Elect, President, VP Leadership Development and other board members for content direction  Office for potential speakers/trainers  Education Committee if training in conjunction with Ed program	Annual Calendar  Historical information on topics  Survey data
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	President-Elect VP Leadership Development Committee Chairs and Co-Chairs for Volunteer Development and Emerging Professionals Office	Annual calendar  Committee timelines
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings. Review the information submitted by the committees.	14 days prior to each board meeting	VP Leadership Development Committee Chairs and Co-Chairs for Volunteer Development and Emerging Professionals	Committee reports, TSR
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.			

Rev. 12-17-18

## LEADERSHIP ROLE: Director, Partnerships

### PURPOSE:

Renew &/or obtain annual sponsors. Supervise Partnerships committee Chair and Co-Chair to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

### RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<i>Item</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	VP Finance Committee Chair and Co-Chair for Partnerships	CPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	June-July	VP Finance Committee Chair and Co-Chair for Partnerships	Annual operating budget
Help Committee Chairs obtain committee members	June-August	Volunteer Development Chair Committee Chair and Co-Chair for Partnerships	Committee rosters Membership Directory Volunteer Development Committee Tradeshow
Renew and/or obtain annual sponsors	June-July Ongoing	Office VP Finance	Partnership agreement information Current letters of agreement Partnerships documents
Assist Chair and Co-Chair in soliciting cash sponsorships for programs as necessary	Ongoing	Committee Chair and Co-Chair for Partnerships Office for lists/resources	Past committee call lists
Assist with securing in-kind sponsors and reviewing terms of in-kind partnerships	Ongoing	VP Finance Committee Chair and Co-Chair for Partnerships Office	Past committee call lists
Oversee organization and execution of raffles and auctions	Ongoing	VP Finance Committee Chair and Co-Chair for Partnerships Office	Annual calendar Committee timelines Past donor lists Membership Directory
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	VP Finance Committee Chair and Co-Chair for Partnerships Office	Annual calendar Committee timelines
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings. Review the information submitted by the committees.	14 days prior to each board meeting	Committee Chair and Co-Chair for Partnerships	Committee reports, TSR
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.	Apr-May Jan	VP Finance	

## LEADERSHIP ROLE: Director, Special Events

### PURPOSE:

Supervise all Special Events Committee Chairs and Co-Chairs (Holiday Event, Culinary Event, Annual Gala) to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the Committee Chairs.

### RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	VP Finance Committee Chairs and Co-Chairs for Holiday Event, Culinary Event, Annual Gala	CPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	July-August	VP Finance Committee Chairs and Co-Chairs for Holiday Event, Culinary Event, Annual Gala	Annual operating budget
Help Committee Chairs obtain committee members	Ongoing	Volunteer Development Chair Committee Chairs and Co-Chairs for Holiday Event, Culinary Event, Annual Gala	Committee rosters  Directory  Volunteer Development  Committee Tradeshow
Assist Co-Chairs as needed to solve challenges, provide resources	Ongoing	VP Finance Committee Chairs and Co-Chairs for Holiday Event, Culinary Event, Annual Gala	
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	VP Finance Committee Chairs and Co-Chairs for Holiday Event, Culinary Event, Annual Gala	Annual calendar  Committee timelines
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings. Review the information submitted by the committees.	14 days prior to each board meeting	Committee Chairs and Co-Chairs for Holiday Event, Culinary Event, Annual Gala	Committee reports, TSR
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.	Apr-May Jan	VP Finance	

## LEADERSHIP ROLE: Director, Annual Conference & Expo

### PURPOSE:

Supervise the Annual Conference & Expo committee Chair and Co-Chair and the ACE Education committee Chair and Co-Chair to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

### RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<i>Item</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	VP ACE Committee Chairs and Co-Chairs for ACE and ACE Education	CPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	July-August	VP ACE Committee Chairs and Co-Chairs for ACE and ACE Education	Annual operating budget
Help Committee Chairs obtain committee members and member/student volunteers for onsite support	Ongoing	Volunteer Development Chair Emerging Professionals Chair Director, Leadership Development Committee Chairs and Co-Chairs for ACE	Committee rosters Directory Volunteer Development Committee Tradeshow Student directory
Assist Co-Chairs as needed to solve challenges, provide resources	Ongoing	VP ACE Committee Chairs and Co-Chairs for ACE	
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	VP ACE Partnerships, and Marketing Committee Chairs for ACE, ACE Education, Partnerships, Marketing  Office (for ACE)	Annual calendar Committee timelines
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings. Review the information submitted by the committees.	14 days prior to each board meeting	Committee Chairs for ACE and ACE Education	Committee reports, TSR
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.	Apr-May Jan	VP ACE	

## LEADERSHIP ROLE: Director, Marketing

### PURPOSE:

Supervise the Marketing committee Chair and Co-Chair and *Perspective* committee Chair and Co-Chairs to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

### RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<b>Item</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	VP Communications Committee Chairs and Co-Chairs for Marketing and <i>Perspective</i>	CPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	June-July	VP Finance VP Communications Committee Chairs and Co-Chairs for Marketing and <i>Perspective</i>	Annual operating budget
Help Committee Chairs obtain committee members	June-August	Volunteer Development Chair Committee Chairs and Co-Chairs for Marketing and <i>Perspective</i>	Committee rosters  Directory  Volunteer Development  Committee Tradeshow
Assist Co-Chairs as needed to solve challenges, provide resources	Ongoing	VP Communications Committee Chairs and Co-Chairs for Marketing and <i>Perspective</i>	
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	VP Communications Committee Chairs and Co-Chairs for Marketing and <i>Perspective</i>	Annual calendar  Committee timelines
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings. Review the information submitted by the committees.	14 days prior to each board meeting	Committee Chairs and Co-Chairs for Marketing and <i>Perspective</i>	Committee reports, TSR
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.	Apr-May Jan	VP Communications	
Act as chapter liaison for Global Meetings Industry Day (GMID) event in Northern California	April (date varies based on when GMID falls)	Chapter liaisons from other industry organizations in the Bay area.	

## LEADERSHIP ROLE: Director, Education

### PURPOSE:

Supervise the CMP/CMM committee Chair and Co-Chair and Programs committee Chair and Co-Chair to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

### RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<i>Item</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	VP Education Committee Chairs and Co-Chairs for CMP/CMM and Programs	CPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	June-July	VP Finance VP Education Committee Chairs and Co-Chairs for CMP/CMM and Programs	Annual operating budget
Help Committee Chairs obtain committee members	June-August	Volunteer Development Chair Committee Chairs and Co-Chairs for CMP/CMM and Programs	Committee rosters  Directory  Volunteer Development  Committee Tradeshow
Assist Co-Chairs as needed to solve challenges, provide resources	Ongoing	VP Education Committee Chairs and Co-Chairs for CMP/CMM and Programs	
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	VP Education Committee Chairs and Co-Chairs for CMP/CMM and Programs	Annual calendar  Committee timelines
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings. Review the information submitted by the committees.	14 days prior to each board meeting	VP Education Committee Chairs and Co-Chairs for CMP/CMM and Programs	Committee reports, TSR
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.	Apr-May Jan	VP Education	

## LEADERSHIP ROLE: Director, Membership

### PURPOSE:

Supervise the Emerging Professionals committee Chair and Co-Chair, Recruitment committee Chair and Co-Chair, and Retention committee Chair and Co-Chair to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

### RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

### TASKS & PROCEDURES:

<i>Item</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	VP Membership Committee Chairs and Co-Chairs for Emerging Professionals, Recruitment and Retention	CPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	June-July	VP Finance VP Membership Committee Chairs and Co-Chairs for Emerging Professionals, Recruitment and Retention	Annual operating budget
Help Committee Chairs obtain committee members	June-August	Volunteer Development Chair Committee Chair and Co-Chairs for Emerging Professionals, Recruitment and Retention	Committee rosters  Directory  Volunteer Development  Committee Tradeshow
Assist Co-Chairs as needed to solve challenges, provide resources	Ongoing	VP Membership Committee Chairs and Co-Chairs for Emerging Professionals, Recruitment and Retention	
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	VP Membership Committee Chairs and Co-Chairs for Emerging Professionals, Recruitment and Retention	Annual calendar  Committee timelines
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings. Review the information submitted by the committees.	14 days prior to each board meeting	Committee Chairs and Co-Chairs for Emerging Professionals, Recruitment and Retention	Committee reports, TSR
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.	Apr-May Jan	VP Membership	