

## CHAPTER PRESIDENT:

### Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"><li>• Strategic Planning: work with the Board of Directors to create and execute a strategic business plan</li><li>• Create goals and objectives for the Board of Directors and committees</li><li>• Advise, support and develop Board of Directors of directors in executing initiatives</li><li>• Assist in Chapter budget development</li><li>• Mediate discussions and create consensus within the Board of Directors</li><li>• Communicate with members regarding all MPI initiatives and objectives</li><li>• Target future leaders within existing Board of Directors, committees and membership</li><li>• Schedule transition time with PE</li></ul>	<ul style="list-style-type: none"><li>• Visionary</li><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Organization</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Empowerment</li><li>• Effective Communication</li><li>• Execution</li><li>• Innovation</li></ul>

*Term:* One year or as determined by the Board of Directors and MPI Chapter Bylaws

*Qualifications:*

- Member in good standing with (when possible) previous service as President Elect
- Knowledgeable of the activities/affairs of the Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

*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
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board of Directors
- Ensure Chapter adherence to MPI Chapter Bylaws and MPI Chapter Policy Manual
- Support and defend policies and programs adopted by the Board of Directors
- Prepare consent agenda for each Board of Directors meeting and distribute

- prior to meeting
- Serve as an ex-officio member on all committees except the Governance and 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 of Directors Orientation and mid-year Board of Directors Retreat
  - Submit budget needs 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
  - Performs any other duties as assigned by the Board of Directors

*Time Commitment:*

- Regular attendance at Chapter events, Board of Directors meetings and Executive Committee meetings
- Attendance at Board of Directors retreats
- Attendance at Chapter Leadership Summit

**PRESIDENT- ELECT:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the Board of Directors to create and execute a strategic business plan</li><li>• Advise, support and develop Board of Directors in executing initiatives</li><li>• Assist in Chapter budget development</li><li>• Develop leadership development processes to support succession planning</li><li>• Target and mentor future leaders</li><li>• Schedule transition time with incoming VP's</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Organization</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* One year or as determined by the Board of Directors and MPI Chapter Bylaws

*Qualifications:*

- Member in good standing with service (when possible) in a Board of Directors position
- Knowledgeable of the activities/affairs of the Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

*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
- Serve as voting member of Board of Directors, Executive Committee and Budget and Finance Committee
- Serve as a non-voting member of the Governance and Nominating Committee to develop a slate of qualified Board of Directors members for the following year
- Develop and implement a leadership succession/mentoring program
- Ensure the Chapter adheres to minimum Chapter standards as prescribed by MPI
- Act as coach, advisor and counselor to Board of Directors members and committees
- Attend monthly Board of Directors meetings, Chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors

- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Perform other duties that may be delegated by the President and/or the Board of Directors

*Reports to: President*

*Time Commitment:*

- Regular attendance at Chapter events, Board of Directors meetings and Executive Committee meetings
- Attendance at Board of Directors retreats
- Attendance at Chapter Leadership Summit (virtual)

## IMMEDIATE PAST PRESIDENT:

### Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"><li>• Strategic Planning: work with the Board of Directors to create and execute a strategic business plan</li><li>• Create goals and objectives for the Board of Directors and committees</li><li>• Advise, support and develop Board of Directors in executing initiatives</li><li>• Assist in Chapter budget development Mediate discussions and create consensus within the Board of Directors</li><li>• Communicate with members regarding all MPI initiatives and objectives</li><li>• Target future leaders within existing Board of Directors, committees and membership</li><li>• Schedule transition time with PE</li></ul>	<ul style="list-style-type: none"><li>• Visionary</li><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Organization</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Empowerment</li><li>• Effective Communication</li><li>• Execution</li><li>• Innovation</li></ul>

*Term:* One year or as determined by the Board of Directors and MPI Chapter Bylaws

#### *Qualifications:*

- Member in good standing with previous service as President
- Knowledgeable of the activities/affairs of the Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

#### *Specific Responsibilities:*

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Governance and Nominating Committee, ensuring compliance with MPI Chapter Bylaws and MPI Chapter Policy Manual, providing an open nominations and elections process, and ensuring compliance with MPI elections calendar requirements.
- Support and defend policies and programs adopted by the Board of Directors
- Act as support/mentor to President
- Act as coach, advisor and counselor to Board of Directors members and committees
- Attend monthly Board of Directors meetings, Chapter events and committee meetings

- Submit agenda items for Board of Directors meetings in advance of meetings
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Chair Chapter's Past Presidents Council (if applicable) to provide for continued involvement of past presidents to support the strategic plan of the Chapter
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

*Reports to:* President

*Time Commitment:*

- Regular attendance at Chapter events and Board of Directors meetings
- Attendance at Board of Directors mid-year retreat (optional)
- Attendance at all official Chapter activities and functions

**VP FINANCE:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the Board of Directors to create and execute a strategic business plan</li><li>• Advise, support and develop Board of Directors in executing initiatives</li><li>• Assist in Chapter budget development and fiscal planning</li><li>• Target future leaders within existing Board of Directors, committees and membership</li><li>• Schedule transition time with incoming VP's</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* Two years or as determined by the Board of Directors and MPI Chapter Bylaws

*Eligibility:*

- Member in good standing
- Previous service (when possible) on Board of Directors
- Willing to give the time, energy, talents and enthusiasm required of the position

*General Responsibilities*

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Budget and Finance Committee
- Act as coach, advisor and counselor to assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities: (to be determined based on individual Chapter needs)*

- Manage and supervise Chapter financial efforts, including:
  - Fundraising - fundraising events, auction
  - Special Events - golf event, trade shows, special networking events
  - Strategic Alliances - sponsorships, partnership marketing
  - Investments and Reserves - mutual funds, prudent reserve
- Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and paying all authorized invoices

- Ensure safekeeping of Chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors
- Renew all permits and authorized post office box(es)
- Prepare annual operating budget and ensure compliance once approved by the Board of Directors
- Ensure Chapter is incorporated according to MPI Chapter Bylaws
- Comply with all local governmental tax regulations and file Chapter tax reports as required
- Ensure Chapter complies with MPI bonding requirements
- Present up-to-date financial statements at each Board of Directors meeting
- Research current funding, partnership and investment trends and topics pertinent to the Chapter and report findings to Board of Directors

*Reports to: President*

*Time Commitment:*

- Regular attendance at Chapter events, Board of Directors meetings and Executive Committee meetings
- Attendance at Board of Directors retreats
- Attendance at Chapter Leadership Summit (virtual)



**VP of MEMBERSHIP:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the Board of Directors to create and execute a strategic business plan</li><li>• Advise, support and develop Board of Directors and direct committee reports in executing initiatives</li><li>• Assist in Chapter budget development</li><li>• Target future leaders within existing Board of Directors, committees and membership</li><li>• Schedule transition time with incoming VPs</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* Two years or as determined by the Board of Directors and MPI Chapter Bylaws

*Eligibility:*

- Member in good standing
- Previous service on Board of Directors or Committee chair (when possible) preferably in a membership capacity
- Willing to give the time, energy, talents and enthusiasm required of the position

*General Responsibilities:*

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Provide direction and leadership for the Chapter's program to maintain and increase MPI membership
- Work to maintain a current roster of Chapter members
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities: (to be determined based on individual Chapter needs)*

- Manage and supervise Chapter membership efforts, including

- Recruitment – member recruitment, new member orientation
- Member Care – member retention, hospitality
- Awards and Scholarships – recognition programs, scholarships
- Communicate strategic issues relating to membership to Board of Directors
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors

*Reports to: President*

*Time Commitment:*

- Regular attendance at monthly meetings, Chapter activities and functions
- Attendance at Board of Directors meetings and retreats
- Attendance at Chapter Leadership Summit (virtual)

**VP of EDUCATION:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the Board of Directors to create and execute a strategic business plan</li><li>• Advise, support and develop Board of Directors in executing initiatives</li><li>• Assist in Chapter budget development</li><li>• Target future leaders within existing Board of Directors, committees and membership</li><li>• Schedule transition time with incoming VPs</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* Two years or as determined by the Board of Directors and MPI Chapter Bylaws

*Eligibility:*

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

*General Responsibilities:*

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities: (to be determined based on individual Chapter needs)*

- Manage and supervise Chapter educational efforts, including
- Monthly Programs - registration, site selection and logistics
- Professional Development - educational content and speaker sourcing
- Special Educational Projects - Chapter/regional education conference, leadership institutes, women's leadership initiative, CMP/CMM, multi-cultural initiatives
- Develop annual education plan in accordance with Chapter strategies and MPI standards

- Communicate strategic issues relating to professional development to Board of Directors
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of the committees within the Education category and forward appropriate paperwork to the VP of Finance

*Reports to: President*

*Time Commitment:*

- Regular attendance at Chapter events
- Attendance at Board of Directors meetings and retreats
- Attendance at Chapter Leadership Summit (virtual)

**VP of MARKETING & COMMUNICATIONS:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Strategic Planning: work with the Board of Directors to create and execute a strategic business plan</li> <li>• Advise, support and develop Board of Directors in executing initiatives</li> <li>• Assist in Chapter budget development</li> <li>• Target future leaders within existing Board of Directors, committees and membership</li> <li>• Schedule transition time with incoming VPs</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial</li> <li>• Motivational</li> <li>• Conflict/Resolution</li> <li>• Execution</li> </ul>

*Term:* Two years or as determined by the Board of Directors and MPI Chapter Bylaws

*Eligibility:*

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

*Overall Responsibilities: (to be based on individual Chapter needs)*

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes, and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities: (to be based on individual Chapter needs)*

- Manage the publications, marketing, advertising, public relations, community outreach, and advocacy efforts of the Chapter, including:
  - Marketing - website/technology, job bank
  - Publications - newsletter, Annual report
  - Public Relations - media relations, press releases with guidance from MPI
  - Advertising - newsletter ads, website ads
  - Community Outreach - philanthropic activities
  - Advocacy - government affairs

- Ensure Chapter programs, activities and accomplishments are highlighted on an international level by communicating with MPI Public Relations and Marketing Departments
- Communicate strategic issues relating to communications/technology to Board of Directors
- Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of the committees within the communications category and forward appropriate paperwork to the VP of Finance

*Reports to: President*

*Time Commitment:*

- Regular attendance at Chapter events
- Attendance at Board of Directors meetings and retreats
- Attendance at Chapter Leadership Summit (virtual)

**DIRECTOR of RECURITMENT & RETENTION:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Create objectives to support the chapter's Business and Strategic plan</li><li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li><li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li><li>• Target incoming director from committees who report to you</li><li>• Transition with incoming Director</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Eligibility:*

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

*Overall Responsibilities:*

- Serve as voting member of Board of Directors
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities:*

- Maintain complete and accurate records of the Chapter's membership and reconcile reports monthly through MPI Association Management Software (AMS)
- Meet or exceed the chapter retention goal for the year, based on the chapter matrix
- Develop and maintain an active and ongoing campaign to retain members
- Encourage member involvement in committees
- Conduct an annual Chapter needs assessment survey
- Provide hospitality at Chapter functions by welcoming attendees
- Submit articles to newsletter and website in support of member care activities

*Reports to:* Vice President of Membership

*Time Commitment:*

- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions

**DIRECTOR of EDUCATION:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Create objectives to support the chapter's Business and Strategic plan</li><li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li><li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li><li>• Coordination of all logistics of monthly meetings</li><li>• Identify incoming director from committees who report to you</li><li>• Transition with incoming Director</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Eligibility:*

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

*General Responsibilities:*

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train Committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

*Specific Responsibilities:*

- Develop, implement and manage a Request For Proposal (RFP) process for all monthly educational programs
- Perform site selection for all monthly educational programs
- Coordinate all logistics for monthly educational programs, including menu selection, audiovisual needs, room setup requirements, registration and hotel arrangements
- Facilitate a registration process for monthly educational programs with Executive Director.
- Develop, implement and manage a system for providing Continuing Education Units (CEU) at chapter educational programs.
- Assist Communications with promoting CEU opportunities and tracking methods to chapter members
- Responsible for ensuring chapter programming meets the requirements for CEU's
- Assist all committees to facilitate the production of their events



*Reports to:* Vice President of Education

*Commitment:*

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats

## DIRECTOR OF MARKETING & COMMUNICATION:

### Leadership Expectations

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Create objectives to support the chapter's Business and Strategic plan</li><li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li><li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li><li>• Target incoming director from committees who report to you</li><li>• Transition with incoming Director</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Eligibility:*

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Previous service on Board of Directors, preferably in a communications capacity

*Overall Responsibilities:*

- Serve as voting member of Board of Directors
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Director

*Specific Responsibilities:*

- Assist with publications, marketing, advertising, public relations, community outreach and advocacy efforts of the chapter, including:
  - Publications – Emails, News, Directory
  - Social Media Sites – Facebook, Instagram and LinkedIn
  - Coordinate and Organize with the Monthly Education Chair to compile the Know before You Go and assist with Website Information.
- Ensure Chapter programs, activities and accomplishments are highlighted on an International level by communicating with MPI Public Relations and Marketing Departments
- Communicate strategic issues relating to communications/technology to

Board of Directors

- Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of the committees within the Communications category and forward appropriate paperwork to the Vice President of Finance

*Reports to:* VP of Marketing & Communications

*Time Commitment:*

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats

**DIRECTOR of EVENTS:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Create objectives to support the chapter's Business and Strategic plan</li><li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li><li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li><li>• Target incoming director from committees who report to you</li><li>• Transition with incoming Director</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Eligibility:*

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

*General Responsibilities:*

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

*Specific Responsibilities:*

- Develop strategies to establish a rotating special networking event
- Monitor association and meetings industry trends to discover best practices in special events by other organizations
- Promotion of fundraising efforts that will be running within special events, such as silent auctions, and raffles
- Report on special event strategies to the Board of Directors
- In conjunction with PDC, manage the RFP development for special event sponsorship, venues, vendors, etc.
- Perform site selection for assigned events in collaboration with VP/ co-chairs and partnership development committee

- Oversee the coordination of logistics for assigned events, including menu selection, audiovisual needs, room setup requirements, registration, and speaker arrangements
- Ensure promotion of the event to the chapter members by submitting marketing content
- Oversee the execution and completion of the event(s) master sheet
- Oversee the Chapter Manager's registration process for the event
- Oversee the development and summary of attendee evaluations & report summarized information to Board of Directors
- Work with Partnership Development to ensure each event achieves their cash sponsorship goals
- Assist in the strategy and development of next year's fiscal budget
- Collaborate with other committees, when possible, to enhance and promote all chapter events

*Reports to:* Vice President of Education & Events

*Time Commitment:*

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats

**DIRECTOR of STRATEGIC ALLIANCE:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Create objectives to support the chapter's Business and Strategic plan</li><li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li><li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li><li>• Target incoming director from committees who report to you</li><li>• Transition with incoming Director</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

*Eligibility:*

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

*General Responsibilities:*

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

*Specific Responsibilities:*

- Develop strategies to increase revenue and in-kind support for the Chapter
- Monitor association and meetings industry trends to discover best practices in resource development by other organizations
- Develop, implement and manage Chapter fundraising efforts and events
- Ensure promotion of fundraising effort
- Follow through with collection of Strategic Partners funds and deliverables.

*Reports to:* Vice President of Finance

*Time Commitment:*

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats