**President**

Directly responsible for communicating with and supervising the chapter officers and directors to ensure that all assignments are completed according to the business plan, the chapter is financially sound, and membership is advised of all progress.  The President shall serve as chair of all meetings of both the Executive Committee and Board of Directors while ensuring the development and facilitation of a long term strategic plan.

*Time Commitment:*

* Regular attendance at monthly meetings, Board meetings and Executive Committee meetings Attendance at two Board retreats
* Attendance at all official chapter activities and functions
* Attendance at COCP meetings held in conjunction with WEC
* Chapter management activities (20 hours/month)

*Specific Responsibilities:*

* Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board
* Appoints Nominating Committee.
* Communicate with chapter officers 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
* Support and defend policies and programs adopted by the Board of Directors
* Approve agenda for each board meeting and distribute prior to meeting
* 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:
* CBC participation, Annual Retreat, Pres/Pres Elect Travel, Exec. Comm. Expenses
* Act as support/mentor to President Elect
* Conduct transition meeting with successor
* Submit budget needs for the following fiscal year
* Oversee performance of Chapter Administrator, including monthly meetings and a yearly performance review.
* Monitor and review all contracts entered into by the Chapter with various entities to ensure they are current and carried out as defined
* Serve as liaison between the chapter and MPI Headquarters
* Ensure Chapter compliance with MPI Headquarters
* Serve as a member of the Council of Chapter Presidents or appoint a designee
* Participate in the Past Presidents Advisory Council
* Performs any other duties as assigned by the Board of Directors
* Conducts Annual Executive Director Performance Evaluation and executes contract if appropriate

## Executive Director Yearly Performance Review:

Involvement includes feedback from President Elect, President, Immediate Past President, Vice Presidents, and Directors for the year in review. Directors are to reach out to Committee Chairs (for the year in review) for feedback when appropriate. Executive Director evaluations should correlate to current scope of services. Executive Director and Office of the President should be present for review. Copy of signed review to be kept on file. President keeps board informed throughout the process.

**Timeline:**

May President sends evaluations to the Board

June President receives completed evaluations and compiles Chapter Admin Review.

June       Office of the president schedule and complete Performance Review with Executive Director