

MPI Arizona Sunbelt Chapter 2027 Board of Directors Position Descriptions

Updated: April 8, 2026

Overview

The following job descriptions outline the roles, responsibilities, and duties for each leadership position within the MPI Arizona Sunbelt Chapter Board of Directors for 2027. This document serves to clarify expectations and provide guidance for all board members and committee chairs.

Board of Directors and Chair Positions

President

- Chair – Annual Awards & Board Installation

President-Elect

Immediate Past President

- Chair – Governance
- Chair – Nominations

V.P. Finance

- Director – Fundraising
 - Chair – Fundraising Fulfillment
 - Chair - Raffles
- Director of Sponsorships
 - Chair - Strategic Alliances

VI.P. Education

- Director – Education
 - Chair – EduCon
 - Chair - GMID
 - Chair – Educational Programs/EduMixers
- Director – Leadership Development

VII.P. Membership

- Director – Membership Recruitment
- Director – Membership Retention
 - Chair – Member Recruitment and Retention
 - Chair – Networking/Social Events
 - Chair – Student Relations and Host & Hospitality

VIII.P. Communications

- Director – Communications
 - Chair – Digital Marketing
 - Chair – E-Newsletter
 - Chair – Social Media
 - Chair – Strategic Marketing

Applying for a Board Position and Commitment

- All individuals must re-apply for board positions, except for the Incoming President and Incoming Immediate Past President. VPs and Directors who choose to remain in the same role for a second year are not required to re-apply.
- Familiarity with consecutive term policies as specified in Chapter Bylaws: Article VI, Section 4, is required.
- Regular attendance is expected at Chapter events, Board of Directors meetings (typically bi-monthly, approximately six per year), and Executive Committee meetings (for Office of the President and VP positions only, typically bi-monthly, approximately six per year).
- Completion of Board Reports and Business Plan up to ten days prior to board meetings is required.
- Attendance at Board of Directors' retreats is mandatory (members are responsible for their own travel and hotel room costs; typically, two per year).
- Participation in the Chapter Leadership Summit (virtual meeting) is required.
- Committee meeting participation is encouraged, though not mandatory.

Leadership Position Descriptions

President

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

Eligibility:

- Member in good standing with previous service as President-Elect
- Knowledgeable of chapter activities and affairs
- Willingness to contribute time, energy, talents, and enthusiasm
- Strong organizational and leadership skills
- Good relationship with the Chapter Executive Director

Responsibilities:

- Communicate with and supervise the chapter, ensuring assignments are completed according to the business strategic plan
- Chair all meetings of the Executive Committee and Board of Directors
- Maintain connection with the VP of Finance regarding budget and finances
- Oversee the development and facilitation of a long-term business strategic plan
- Ensure chapter adherence to bylaws, policies, and procedures
- Support and defend policies and programs adopted by the Board
- Serve as an ex-officio member on all committees except the Nominating Committee
- Act as a non-voting member on board issues except in a tie situation
- Serve as the chapter's official spokesperson
- Conduct mid-year Leadership/Board retreat and assist with the Fall Board Retreat
- Manage budget line items for the Office of the President
- Prepare the Annual Report on chapter activities and finances within 90 days of the end of the calendar year; present to membership and MPI headquarters
- Submit agenda items for Board meetings in advance
- Support and mentor the President-Elect, offering growth opportunities and visibility within the chapter
- Conduct a transition meeting with the successor
- Submit budget needs for the following fiscal year
- Assemble materials for Chapter Awards and ensure timely entry of application and support materials
- Oversee performance of Chapter Administrator/Executive Director, including monthly meetings and annual review
- Serve as liaison between the chapter and MPI Headquarters, ensuring compliance
- Perform other duties as assigned by the Board
- Support government relations by advocating for chapter interests, updating members on relevant legislation, and liaising with MPI Headquarters on advocacy programs

Time Commitment:

- Monthly meetings, Board meetings, and Executive Committee meetings
- Board retreats
- All official chapter activities and functions
- Chapter Leadership Summit
- Chapter management activities (approx. 45 hours/month)

President-Elect

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

Reports to: President

Eligibility:

- Member in good standing with previous (preferably VP) board service
- Knowledgeable of chapter activities
- Willingness to contribute time, energy, talents, and enthusiasm
- Strong organizational and leadership skills

Responsibilities:

- Serve as direct support to the Chapter President
- Act as President in the President's absence
- Remain informed about chapter activities to step in as needed
- Serve as a voting member of the Board and Executive Committee
- Serve as a non-voting member of the Nominating Committee to help select the following year's board slate
- Develop and implement leadership succession and mentoring programs
- Mentor members and students
- Ensure the chapter meets minimum standards as prescribed by MPI
- Act as coach, advisor, and counselor to board members and committees
- Attend all required meetings and events
- Report committee strategies, successes, and challenges to the Board
- Support and defend Board policies and programs
- Submit agenda items for Board meetings in advance
- Conduct a transition meeting with the successor
- Conduct an annual Fall Board Retreat to finalize next year's budget, business plan, and SMART goals, orient new Board Members, and establish the cadence
- Establish and facilitate orientation/training for incoming Board members, possibly at the retreat as President
- Ensure fiscal responsibility of assigned committees
- Oversee all Vice Presidents, communicating updates and issues to the President
- Perform other duties as assigned by the President and/or Board

Time Commitment:

- Monthly meetings, Board meetings, and Executive Committee meetings
- Board retreats
- All official chapter activities and functions
- Virtual Chapter Leadership Summit
- Other related activities (approx. 30 hours/month)

Immediate Past President

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

Reports to: President

Eligibility:

- Member in good standing
- Completion of the previous year's term as President
- Strong organizational and leadership skills

Responsibilities:

- Serve as a voting member of the Board and Executive Committee
- Chair the Nominating Committee, ensuring compliance with bylaws and an open nominations process
- Chair the Governance Committee, updating bylaws and policy manual as needed
- Support and defend Board policies and programs
- Mentor and support the President
- Encourage leadership development as a coach and advisor to board members and committees
- Participate in all meetings and events
- Manage the budget for the Nominating Committee
- Ensure fiscal responsibility of assigned committees
- Conduct a transition meeting with the successor
- Perform other duties as assigned by the President and/or Board

Time Commitment:

- Monthly meetings, Board meetings, and Executive Committee meetings
- Board retreats
- All official chapter activities and functions
- Related committee activities (approx. 8 hours/month)

Vice President of Finance

Category: Finance

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

Reports to: President

Eligibility:

- Member in good standing
- Previous board service, preferably in a financial role
- Willingness to contribute time, energy, talents, and enthusiasm
- Strong organizational and leadership skills

Responsibilities:

- Voting member of the Board and Executive Committee
- Chair the Budget & Finance Committee
- Attend all required meetings and events
- Report committee strategies, successes, and challenges to the Board
- Coach and advise the assigned committees
- Support and defend Board policies and programs
- Submit agenda items for Board meetings in advance
- Manage budget line items for Fundraising, Strategic Alliances, and Sponsorships
- Ensure fiscal responsibility of assigned committees
- Conduct a transition meeting with the successor
- Perform other duties as assigned by the President and/or Board
- Oversee investments and reserves, including CDs, mutual funds, savings accounts, and prudent reserve
- Prepare a proposed operating budget, working with all Departments
- Present the proposed operating budget to the OTP (Budget and Finance Committee) for approval prior to presenting to the Board to vote
- Work with the Executive Director to ensure the operating budget for the following year is submitted to Global on time
- Monitor annual operating budget
- Present financial statements at each Board meeting along with the Executive Director
- Research funding and investment trends and report to the Board
- Ensure investment allocation complies with policy
- Maintain and report on investment holdings quarterly
- Ensure reserve fund compliance
- Identify a successor and mentor them for the following year transition planning

Time Commitment:

- Monthly meetings, Board meetings, and Executive Committee meetings
- Board retreats
- Potential attendance at Chapter Leadership Summit

- All official chapter activities and functions
- Maintenance of financial records
- Committee activities (approx. 8 hours/month)

Director of Fundraising

Category: Finance

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

Reports to: VP of Finance

Eligibility:

- Member in good standing
- Willingness to contribute time, energy, talents, and enthusiasm
- Strong organizational and leadership skills

Responsibilities:

- Voting member of the Board
- Attend all required meetings and events
- Report on committee activities monthly to the Board
- Coach and advise the assigned committees
- Identify, recruit, and train committee chairs with the approval of the Chapter President
- Submit agenda items requiring Board action in advance
- Manage budget for fundraising activations, events and efforts
- Monitor event budgets, ensuring goals are met or exceeded
- Support and defend Board policies and programs
- Create succession plans for each committee and ensure smooth transitions
- Perform other duties as assigned by the President and/or Board
- Monitor industry trends for best practices in special events and fundraising
- Promote special events and fundraising, and collaborate with committees to develop/manage programs
- Report on special event and fundraising strategies to the Board

Time Commitment:

- Monthly meetings and Board meetings
- Board retreats
- Committee meetings as available
- All official chapter activities and functions
- Committee activities (approx. 12 hours/month)

Director of Sponsorship

Category: Finance

Reports to: VP of Finance

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
- Strong organizational and relationship-building skills

General Responsibilities:

- Serve as a voting member of the Board of Directors
- Attend monthly board meetings, chapter events, and committee meetings
- Act as coach, advisor and counselor to assigned committees and chairs (Sponsorships and Raffles)
- Submit agenda items for Board of Directors meetings in advance of meetings
- Ensure all sponsorship efforts align with chapter goals and fiscal responsibility
- Work in collaboration with Communications and Education Program chairs to ensure fulfillment of sponsorship benefits
- Support and defend policies and programs adopted by the Board of Directors
- Conduct a transition meeting with your successor

Specific Responsibilities:

- Develop sponsorship opportunities and packages aligned with chapter needs and events
- Manage sponsorship outreach, relationships, recognition, and renewals
- Maintain and track all sponsor benefits and ensure they are fulfilled across communications, signage, programs, and other benefits
- Oversee and support the Raffle Committee and Chair
- Collaborate with Communications Liaison to ensure sponsor visibility on web, social, and digital channels
- Provide monthly sponsorship updates to the VP of Finance and Board

Time Commitment:

- Regular attendance at monthly Finance meetings and bi-monthly Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Committee activities (~10–12 hrs/month)

Vice President of Education

Category: Education

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

Reports to: President

Eligibility:

- Member in good standing
- Previous board service, preferably in education
- Willingness to contribute time, energy, talents, and enthusiasm
- Strong organizational and leadership skills

Responsibilities:

- Voting member of the Board and Executive Committee
- Attend all required meetings, retreats, events, and committee meetings
- Coach and advise committees within the education department
- Submit agenda items for Board meetings in advance
- Report on committee strategies, successes, and challenges
- Manage budgets for Educational Programs, EduCon, and Certification
- Ensure fiscal responsibility of assigned committees
- Support and defend Board policies and programs
- Ensure proper transition with successor and mentor successors
- Other duties as assigned by the President or Board
- Communicate with Director of Education to ensure progress
- Develop and maintain an 18-month education plan with the Director of Education
- Review and submit annual education budgets to VP of Finance
- Communicate professional development strategies to the Board
- Research into educational trends and report to the Board
- Approve education-related bills and forward to VP of Finance
- Participating in MPI conference calls for VPs of Education
- Update business plan monthly to the Executive Director
- Review and update policy manual job descriptions for education department roles

Time Commitment:

- Monthly meetings, Board meetings, and Executive Committee meetings
- Board retreats
- All official chapter activities and functions
- Attendance at Chapter Leadership Summit
- Committee activities (approx. 20 hours/month)

Director of Education

Category: Education

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

Reports to: VP of Education

Eligibility:

- Member in good standing
- Willingness to contribute time, energy, talents, and enthusiasm
- Strong organizational and leadership skills

Responsibilities:

- Voting member of the Board
- Attend all required meetings, events, retreats, and committee meetings
- Coach and advise assigned committees
- Report committee activities to the Board
- Submit agenda items for Board meetings in advance
- Identify, recruit, and train committee chairs with President's approval
- Manage budgets for Educational Programs, GMID0, and EduCon
- Ensure fiscal responsibility of assigned committees
- Support and defend Board policies and programs
- Conduct transition meeting with successor
- Other duties as assigned by President, VP of Education, or Board
- Guide leadership for Education Programs, GMID, and EduCon
- Communicate monthly with VP of Education regarding committee progress
- Establish educational topics and speakers with VP of Education and committees
- Oversee committee logistics (travel, honoraria, expenses)
- Implement and manage RFP process for educational programs
- Conduct site inspections or delegate as needed, involving Board as necessary
- Coordinate supplier contracts and send to Executive Director for review prior to sending for signature to President and VP Finance
- Collaboration with Executive Director for marketing/registration and Communications for digital promotion
- Develop and manage attendee evaluations and report to the Board
- Ensure Clock Hours (CE credits) at educational programs
- Assist committees as needed with event production
- Mentor potential successors for Director and committee chair positions
- Ensure committee chairs are on task for deliverables
- Schedule monthly education calls with committee

Time Commitment:

- Monthly meetings and Board meetings
- Board retreats
- All official chapter activities and functions

- Attendance at Chapter Leadership Summit
- Committee meetings
- Committee activities (approx. 20 hours/month)

Director of Leadership Development

Category: Education

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

Reports to: VP of Education

Eligibility:

- Member in good standing
- Previous board service, preferably in education
- Willingness to contribute time, energy, talents, and enthusiasm
- Strong organizational and leadership skills

Responsibilities:

- Voting member of the Board and Executive Committee
- Attend all required meetings, retreats, events, and committee meetings
- Coach and advise committees within the education department
- Submit agenda items for Board meetings in advance
- Report on committee strategies, successes, and challenges
- Manage budgets for assigned committees
- Ensure fiscal responsibility of assigned committees
- Support and defend Board policies and programs
- Ensure proper transition with successor and mentor successors
- Other duties as assigned by the President or Board
- Communicate with VP of Education to ensure progress
- Develop and maintain an 18-month development plan with the Director of Education
- Review and submit annual education budgets to VP of Finance
- Communicate professional development strategies to the Board
- Research into educational trends and report to the Board
- Approve education-related bills and forward to VP of Finance
- Participating in MPI conference calls for VPs of Education
- Update business plan monthly to the Executive Director
- Review and update policy manual job descriptions for education department roles

Time Commitment:

- Monthly meetings, Board meetings, and Executive Committee meetings
- Board retreats
- All official chapter activities and functions
- Attendance at Chapter Leadership Summit
- Committee activities (approx. 20 hours/month)

Vice President of Membership

Category: Membership

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

Reports to: President

Eligibility:

- Member in good standing
- Previous board service, preferably in membership
- Willingness to contribute time, energy, talents, and enthusiasm
- Strong organizational and leadership skills

Responsibilities:

- Voting member of the Board and Executive Committee
- Set membership goals and provide direction for membership maintenance and growth
- Work with Executive Director to maintain current membership roster
- Attend all required meetings and events
- Coach and advise assigned committees
- Submit agenda items for Board meetings in advance
- Report on committee strategies, successes, and challenges
- Manage budgets for Membership Recruitment/Retention, Networking/Social Events, Student Relations, and Host & Hospitality
- Ensure fiscal responsibility of assigned committees
- Support and defend Board policies and programs
- Conduct transition meeting with successor
- Other duties as assigned by the President or Board
- Supervise recruitment, retention, and hospitality efforts
- Communicate membership strategies to the Board
- Research membership trends and report to the Board
- Approve committee bills and forward to VP of Finance
- Maintain business plans for membership activities

Time Commitment:

- Monthly meetings, Board meetings, and Executive Committee meetings
- Board retreats
- All official chapter activities and functions
- Potential attendance at Chapter Leadership Summit
- Committee activities (approx. 8 hours/month)

Director of Membership Recruitment

Category: Membership

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

Reports to: VP of Membership

Eligibility:

- Member in good standing
- Willingness to contribute time, energy, talents, and enthusiasm
- Strong organizational and leadership skills

Responsibilities:

- Voting member of the Board
- Attend all required meetings, events, and committee meetings
- Coach and advise assigned committees
- Submit agenda items for Board meetings in advance
- Identify, recruit, and train committee chairs with President's approval
- Manage budgets for Membership Recruitment/Retention and Networking/Social Events
- Ensure fiscal responsibility of assigned committees
- Support and defend Board policies and programs
- Conduct transition meeting with successor
- Other duties as assigned by President or Board
- Set membership goals with VP Membership according to strategic plan
- Develop and sustain campaigns to achieve membership goals
- Welcome and orient new members quarterly
- Coordinate with MPI for timely processing of new member applications
- Submit newsletter and website articles for recruitment
- Work with students on recruitment strategies and support
- Work with Executive Director to maintain membership records
- Encourage member involvement in committees and show hospitality at events
- Expand volunteers' long-term involvement with the chapter

Time Commitment:

- Monthly meetings and Board meetings
- Board retreats
- All official chapter activities and functions
- Potential attendance at Chapter Leadership Conference
- Committee activities (approx. 10–12 hours/month)

Director of Membership Engagement

Category: Membership

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

Reports to: VP of Membership

Eligibility:

- Member in good standing
- Willingness to contribute time, energy, talents, and enthusiasm
- Strong organizational and leadership skills

Responsibilities:

- Voting member of the Board
- Attend all required meetings, events, and committee meetings
- Coach and advise assigned committees
- Submit agenda items for Board meetings in advance
- Identify, recruit, and train committee chairs with President's approval
- Responsible for the following budget line items related to: Membership Recruitment and Retention, Networking/Social Events
- Ensure fiscal responsibility of assigned committees
- Support and defend Board policies and programs
- Conduct transition meeting with successor
- Establish membership goals with VP of Membership for the year
- Develop and maintain an active and ongoing campaign to attain membership goal
- Welcome and orient new members (quarterly)
- Coordinate a Member of the Month or Member Spotlight program to recognize outstanding members throughout the year
- Submit articles to newsletters and website in support of recruitment activities
- Coordinate social events as calendared for the year, approved by Board of Directors
- Work with the Executive Director to maintain accurate chapter membership records
- Receive and review volunteer interest forms and help connect members to appropriate committees or leadership opportunities
- Encourage member involvement in committees
- Show hospitality at chapter functions by welcoming attendees
- Work with Committee(s) to expand each volunteer's long-term involvement with the chapter

Time Commitment:

- Monthly meetings and Board meetings
- Board retreats
- All official chapter activities and functions
- Potential attendance at Chapter Leadership Conference
- Committee activities (approx. 10–12 hours/month)

Vice President of Communications

Director of Communications

Category: Communications

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

Reports to: VP of Communications

Eligibility:

- Member in good standing
- Willingness to contribute time, energy, talents, and enthusiasm
- Strong organizational and leadership skills
- Willing to learn communications platforms and be an expert on the chapter website
- General knowledge of digital communications and event marketing
- Willing to collaborate with all committees for event promotion
- Willing to perform committee tasks as needed

Responsibilities:

- Ensure committee operations comply with chapter policies and international bylaws
- Voting member of the Board
- Attend all required meetings, events, and department meetings
- Coach and advise assigned committees
- Identify, recruit, and train committee chairs with VP approval
- Report on Website, annual member survey, and all Digital Marketing activities
- Submit agenda items to the Board for discussion or vote
- Manage budgets for Website, Social Media, and Technology
- Ensure fiscal responsibility of assigned committees
- Conduct transition and training meetings with successor
- Other duties as assigned by VP of Communications or Board
- Generate new revenue through web marketing, advertising, and sponsorships
- Administer annual membership survey
- Improve operational systems and processes for information flow and planning
- Increase effectiveness of chapter communications through committee oversight
- Assist in long-term planning, focusing on technology and volunteer support
- Implement technology tools for communications effectiveness
- Manage development and distribution of electronic communications
- Mentor and lead volunteers for communications support

Time Commitment:

- Communications and Board meetings
- Board retreats
- All official chapter activities and functions
- Chapter Leadership Summit
- Committee management and support (approx. 10 hours/week, depending on volunteer support)