

Executive Committee - Immediate Past President

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> ● Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan ● Create goals and objectives for the board and committees ● Advise, support and develop board of directors in executing initiatives ● Assist in chapter budget development Mediate discussions and create consensus within the board ● Target future leaders within existing board, committees and membership ● Schedule transition time with President-Elect ● Mentor the president 	<ul style="list-style-type: none"> ● Visionary ● Facilitation ● Collaboration ● Delegation ● Organization ● Mentoring ● Coaching ● Teaching ● Financial ● Motivational ● Conflict/Resolution ● Empowerment ● Effective Communication ● Execution ● Innovation

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws
(July 1 - June 30)

Eligibility:

- Member in good standing
- Knowledge of the activities/affairs of the Greater Edmonton Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Completion of previous year's term as President

Specific Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & 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 members and committees
- Attend monthly Board meetings, Chapter events and committee meetings
- Submit agenda items for Board of Directors meetings in advance of meetings
- Ensure the fiscal responsibility of the committee(s) to which position is assigned

- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Reporting Structure:

- Reports to: President
- Direct Reports: Board of Directors

Commitment:

- Regular attendance at monthly events, Chapter activities and functions;
- Regular attendance at Board meetings and Executive Committee meetings
- Attendance at Board retreats (2 times per year)
- Attendance at Chapter Business Summit, as directed by President