

Executive Committee - 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 • Communicate with members regarding all international initiatives and objectives • Target future leaders within existing board, committees and membership • Transition with President-Elect • Mentor the President-Elect 	<ul style="list-style-type: none"> • Visionary • Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial Responsibility • Motivational • Conflict Resolution • Empowerment • Effective Communication • Execution • Innovation

Job Descriptions

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

Qualifications:

- Member in good standing with previous service as President-Elect
- Knowledge of the activities/affairs of the Greater Edmonton Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Previous service (when possible) two (2) of the following positions: Vice President of Membership, Vice President of Finance or Vice President of Education

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 (if applicable)
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board

- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
- Support and defend policies and programs adopted by the Board of Directors
- 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 Greater Edmonton Chapter
- Conduct annual Board Orientation and mid-year Board Retreat
- Submit budget needs for the following fiscal year
- Oversee performance of Chapter Administrator (if applicable), including monthly meetings and a yearly performance review
- Serve as liaison between the Chapter and MPI Global headquarters
- Perform any other duties as assigned by the Board of Directors

Reporting Structure:

- Reports to: Members
- 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