

POSITIONS DESCRIPTIONS

Position: President-Elect

Term:

- Three Years in total: one year as President-Elect; one year as President; one year as Immediate Past-President

Eligibility:

- Member in good standing
- Previous service on the Board of Directors
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Govern MPI Toronto by the broad policies developed by the Board
- Approve and oversee the organization's strategic plan and maintain strategic oversight of operational matters
- Oversee the financial reporting and audit process, internal controls and legal compliance
- Hold management, the Board and all committees accountable for performance
- Provide oversight of the organization's financial stability
- Provide oversight of the protection of the organization's brand
- Attend Board meetings and meetings of appropriate committees
- Prepare in advance for Board meetings
- Obtain information, before voting, to make sound decisions
- Follow trends in the industry, keep informed and share information with the Board and/or committees
- Exercise independent judgment
- Adhere to the Conflict of Interest Policy, all MPI By-laws and Policies, the Principles of Professionalism of MPI and the MPI Toronto Chapter Board Code of Conduct (Oath of a Director)
- Act in the best interest of MPI, and not use position for furtherance of a personal goal or agenda, be aware and abstain from any conflict of interest
- Protect the confidentiality and ensure the privacy of privileged information received verbally, in writing or electronically
- Make recommendations to Leadership Selection Committee on future MPI Toronto Chapter leaders
- Follow and support the decisions of the Board
- Be an ambassador: Represent MPI Toronto Chapter responsibly and diligently in the community by telling our story and presenting accomplishments as well as its needs and current challenges and represent the community to the organization by bringing back concerns, ideas, suggestions and compliments when you believe they have merit or possibility
- Perform other duties that may be delegated by the President and/or the Board of Directors
- 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 direct support to the Chapter President
- Participate in the Leadership Selection Committee
- Seek opportunities for innovation and strategic development and bring them forward to the Board for discussion and action
- Research and promote opportunities for operational excellence
- Act as a mentor to Board members with the development of leadership skills and competencies in mind

Time Commitment:

- Regular attendance at Board meetings and Executive Committee meetings (10-15 meetings/year)
- Mandatory attendance at two Leadership Summits
- Attendance at any other Board functions that may be called by the President
- Attendance at official chapter activities and functions
- Attendance at leadership meetings held in conjunction with WEC
- Attendance at Chapter Business Summit
- 20 hr/month

Position: Vice President

Term:

- One year – serving no more than 1 consecutive term in same portfolio

Eligibility:

- Member in good standing
- Previous service on the Board of Directors
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Govern MPI Toronto by the broad policies developed by the Board
- Approve and oversee the organization's strategic plan and maintain strategic oversight of operational matters
- Oversee the financial reporting and audit process, internal controls and legal compliance
- Hold management, the Board and all committees accountable for performance
- Provide oversight of the organization's financial stability
- Provide oversight of the protection of the organization's brand
- Attend Board meetings and meetings of appropriate committees
- Prepare in advance for Board meetings
- Obtain information, before voting, to make sound decisions
- Follow trends in the industry, keep informed and share information with the Board and/or committees
- Exercise independent judgment
- Adhere to the Conflict of Interest Policy, all MPI By-laws and Policies, the Principles of Professionalism of MPI and the MPI Toronto Chapter Board Code of Conduct (Oath of a Director)
- Act in the best interest of MPI, and not use position for furtherance of a personal goal or agenda, be aware and abstain from any conflict of interest
- Protect the confidentiality and ensure the privacy of privileged information received verbally, in writing or electronically
- Make recommendations to Leadership Selection Committee on future MPI Toronto Chapter leaders
- Follow and support the decisions of the Board.
- Be an ambassador: Represent MPI Toronto Chapter responsibly and diligently in the community by telling our story and presenting accomplishments as well as its needs and current challenges and represent the community to the organization by bringing back concerns, ideas, suggestions and compliments when you believe they have merit or possibility
- Act as a mentor to Board members with the development of leadership skills and competencies in mind
- Perform other duties that may be delegated by the President and/or the Board of Directors

Time Commitment:

- Regular attendance at Board meetings and Executive Committee meetings (10-15 meetings/year)
- Mandatory attendance at two Leadership Summits
- Attendance at any other Board functions that may be called by the President
- Attendance at official chapter activities and functions
- Potential attendance at Chapter Business Summit as directed by President
- Approximately 20 hr/month depending on portfolio

VICE PRESIDENT RESPONSIBILITIES ASSIGNED AS REQUIRED

Focus on finance

Responsibilities:

- Ensure compliance with all governmental tax regulations, filing of tax reports, MPI Bonding requirements
- Prepare and monitor annual operating budget with input from the Board of Directors
- Present annually the financial report to the membership at the AGM
- Identify opportunities for strategic partnership development (i.e. sponsors, foundation, industry associations, etc) and develop an annual strategic partnership plan
- Chair the Educational Reserve Fund and review and approve requests for disbursement of funds (i.e. scholarships, chapter committee requests, etc)
- Oversee maintenance of proper accounting procedures for the receipt and handling of funds, maintenance of financial records
- Act as a liaison with the Awards Gala, Holiday Gala, Golf and Strategic Partnership Directors/Chairs

Focus on learning

Responsibilities:

- Research in consultation with members, industry colleagues, other chapter boards current trends, opportunities and developments in meeting industry education (i.e. meeting design, industry topics, adult learning, etc) that will influence the annual education plan
- Develop annual education plan
- Act as a liaison with the Education Conference (the EVENT), Professional Development and CMP Study Group Directors/Chairs

Focus on membership

Responsibilities:

- Develop strategies for membership growth
- Direct strategy to demonstrate the ROI of membership
- In consultation with the Board, annually review and revise member value proposition (return on investment/return on involvement) statements
- Act as a liaison with the Membership (includes Just Networking, Global Meetings Industry Day), Marketing and Communications Directors/Chairs

Position: Director

Term:

- Two years - may be assigned a different committee portfolio each year of the two-year term

Eligibility:

- Member in good standing
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Previous MPI Toronto Chapter Chair experience is strongly recommended

General Responsibilities:

- Govern MPI Toronto by the broad policies developed by the Board
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- Provide oversight of the organization's financial stability
- Provide oversight of the protection of the organization's brand
- Attend Board meetings and meetings of appropriate committees
- Prepare in advance for Board meetings
- Obtain information, before voting, to make sound decisions
- Follow trends in the industry, keep informed and share information with the Board and/or committees
- Exercise independent judgment
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- Protect the confidentiality and ensure the privacy of privileged information received verbally, in writing or electronically
- Make recommendations to Leadership Selection Committee on future MPI Toronto Chapter leaders
- Follow and support the decisions of the Board.
- Be an ambassador: Represent MPI Toronto Chapter responsibly and diligently in the community by telling our story and presenting accomplishments as well as its needs and current challenges and represent the community to the organization by bringing back concerns, ideas, suggestions and compliments when you believe they have merit or possibility
- Act as a mentor to Chairs with the development of leadership skills and competencies in mind
- Perform other duties that may be delegated by the President and/or the Board of Directors
- Accountable for the development and monitoring of budgets as directed by the Executive Committee & Administration
- Responsible for the strategic initiatives and activities assigned

Time Commitment:

- Regular attendance at Board meetings (8-10 meetings/year)
- Mandatory attendance at two Leadership Summits
- Attendance at any other Board functions that may be called by the President
- Attendance at official chapter activities and functions
- Approximately 20 hr/month depending on portfolio

Portfolios:

- Communications
- Diversity, Equity & Inclusion
- Education
- Marketing
- Membership
- Special Events
- Strategic Partnerships

Directors are assigned portfolios by the Leadership Selection Committee