

Director, Charity Auction and Community Outreach – Job Description

Category: Membership

Reports to: VP of Membership

Responsible for: Charity Auction Dinner and Community Outreach

Term: Two consecutive one (1) year terms, total two (2) years

Eligibility:

1. MPI Member in good standing;
2. Previous service on MPI Ottawa committee;
3. Knowledgeable of the activities and affairs of the Chapter;
4. Willing to give the time, energy, talents and enthusiasm required of the position;
5. Good organizational skills.

General Responsibilities:

1. Support and defend policies and programs adopted by the Board of Directors.
2. Serve as voting member of Board of Directors.
3. Assist in the development of the annual Chapter Business Plan.
4. Submit to VP Membership written report for inclusion in the Chapter's Annual Report.
5. Submit written Board reports, in advance, for monthly Board meetings; request agenda time as required. Board reports to include progress on the annual Business Plan commitments and current status on projects.
6. Provide monthly statistics to the VP Membership for inclusion in the Chapter dashboard metrics as required.
7. Approve appropriate invoices and forward supporting paperwork to the Chapter Administrator for payment when required.
8. Ensure fiscal responsibility of the committee to which position is assigned.
9. Responsible for the following budget line: Charity Auction Dinner.
10. Submit budget needs for the following fiscal year to the VP Finance in consultation with the VP Membership.
11. Update documents and monitor appropriate Projects on Basecamp (the Chapter's online project management tool).
12. Cultivate and motivate leadership/leaders within the committee structure and identify successors within the first year.
13. Complete transition plan and conduct transition meeting with successor.
14. Perform other duties that may be delegated by the President and/or Board of Directors.

Specific Responsibilities:

1. Work with VP Membership and Director of Partnerships to develop, implement and assess strategic goals and objectives that support the Chapter's business plan.
2. Act as a coach, advisor, and counselor to the Charity Auction committee members.
3. Identify, recruit and train chair(s)/project leads(s) and/or sub-committees to assist in the achievement of committee goals and objectives.
4. Director to work with the Chair, Community Outreach to establish and maintain a community service program in which the Chapter supports a minimum of one charity as a means of giving back to its community.
7. Oversee appointed project leads as they provide coordination of all logistics for the Charity Auction Dinner.
8. Manage and coordinate specification and logistic needs for RFP processes related to venue RFP based on RFP Schedule and for all specific event suppliers as needed including proposal review and recommendations for the Chapter's Charity Auction Dinner.
9. Collaborate with Director, Partnerships to ensure all potential partnership opportunities are attained and commitments are fulfilled.
11. Develop and disseminate an evaluation survey for the event, reporting summarized responses to the Board of Directors.
12. Report to the Board of Directors on the strategies, successes and challenges of the Committee.
13. Review, adhere and update all policies and procedures related to committee work.
14. Ensure minutes of committee meetings and project meetings are taken and upload a final electronic copy to Basecamp (the Chapter's online project management tool).
16. Collaborate with the Director of Leadership and Volunteer Management to secure sufficient number of volunteers to perform work of the Committee.

Attendance and Time Commitment:

1. Mandatory attendance at monthly Board of Directors meetings (virtual or in-person).
2. Attendance at two Board retreats.
3. Attendance at the Annual General Meeting (mandatory).
4. Attendance at official Chapter activities and functions, whenever possible.
5. Attendance at committee meetings and activities/events planned by the Committee.

Estimated time per month: 15-20 hours (more during the month of the event)