

## **Director, Education Programs - Job Description**

Category: Education

Reports to: VP Education

Responsible for: Education Programs Committee

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, preferably Education Programs.
3. Knowledgeable of the activities/affairs of the Chapter.
4. Willingness to give the time, energy, talents and enthusiasm required of the position.
5. Good organizational and communication 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 Education written report for inclusion in the Chapter's Annual Report.
5. Submit written Board reports, in advance, for monthly Board meetings; request agenda time if required. Board reports to include progress on the annual Business Plan commitments and current status on projects.
6. Provide monthly statistics to the VP Finance and VP Education for inclusion in the Chapter dashboard metrics as required.
7. Approve appropriate invoices and forward supporting paperwork to the Chapter Administrator for payment as required.
8. Ensure fiscal responsibility of the committee to which position is assigned.
9. Responsible for the following budget line: Education Programs.
10. Submit budget needs for the following fiscal year to the VP Finance in consultation with the VP Education.
11. Update documents and monitor appropriate Projects on Basecamp (the Chapter's online project management tool).
12. Act as a coach, advisor and counsellor to the committee volunteers.
13. Cultivate and motivate leadership/leaders within your committee and identify successors within the first year.

14. Complete transition plan and conduct transition meeting with successor.
15. Perform other duties that may be delegated by the President and/or Board of Directors.

### **Specific Responsibilities:**

1. Work with VP Education to develop, implement and assess strategic goals and objectives that support the Chapter's business plan.
2. Work with VP Education to develop strategic goals for each event.
3. Work with the VP Education to develop the annual education plan in accordance with Chapter strategies, needs assessment survey results, relevance to Chapter members (planners/suppliers; novice/experienced) and MPI standards (compliance).
4. Coordinate with all other board members to ensure compatibility and balance within the annual program.
5. Contribute to the Chapter's 18-month Calendar and ensure that contribution is up to date.
6. Monitor the usage of the AEF (Advanced education fund) in conjunction with VP Education. (Note: AEF is put on hold currently.)
7. Develop, with assistance from Chapter Administrator the RFP process to appropriate suppliers for all educational programs (e.g. venue, A/V, décor).
8. Collaborate and coordinate with other Directors of other programs (Member Events and Signature Events) to provide requirements for inclusion in the venue RFP as required and assist in selection process.
9. Perform site selection for each of the education programs confirmed.
10. Monitor and guide Committee efforts in marketing events, planning programs and projecting revenues.
11. Identify chair and sub-committee for each of the mandatory four (4) educational programs per fiscal year (January- December).
12. Oversee the development of the Global Meetings Industry Day (GMID) education plan/format in accordance with agreed-upon theme or the theme determined by Meetings Mean Business, Chapter strategies, and MPI standards to meet strategic objectives.
13. Liaise with and support the Chair responsible for certifications and designations and specifically CMP education – determine number, venue, refreshments, collaterals, etc. requirements for CMP boot camp training required.
14. Develop a breakdown of committee responsibilities per educational program. Ensure sub-committee chair acts as Project Manager for educational program assigned and ensure that chair and sub-committee volunteers are on track to; coordinate venue and other logistics for education program including speaker(s) negotiation and confirmation, menu selection, audiovisual needs, room setup requirements and site plan layout, registration, CMP credentials, develop the Production Script and Schedule (scenario), determine committee member to open and close the program, etc.
15. Ensure Committee chair completes the event communications checklist and submits to the Marketing Committee. If photography is needed, ensure the

Photographer's checklist is completed and submitted to the Marketing Committee.

16. Work with Committee chairs to provide accurate registration template to Chapter Administrator.
17. Collaborate with Director, Partnerships to ensure on-site requirements/entitlements for sponsors are met.
18. Liaise with Chapter Administrator and Committee program chair to develop an evaluation survey for each educational program, reporting summarized responses to the Board of Directors.
19. Ensure minutes of Committee meetings are taken and upload these minutes to Basecamp under the appropriate event folder.
20. Review, adhere and update all policies and procedures related to Committee work.
21. Report to the Board of Directors on the strategies, initiatives, successes and challenges of the Committee.
22. Complete and submit the Committee Volunteer Assessment to VP by mid-November to include the list of volunteers, their level of engagement, identify volunteers interested in succession, in addition to identifying gaps within the Committee.
23. Collaborate with the Member Care volunteer management sub-committee chair to secure sufficient number of volunteers to perform work of the Committee.
24. Work with the VP Education to ensure that MPI Ottawa applies for CE credits through the Events Industry Council (EIC) for education events.

**Attendance and Time Commitment:**

1. Mandatory attendance at monthly Board of Directors meetings (virtual).
2. Attendance at two Board retreats (in person).
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.
6. Attendance at the Chapter Leader Summit in September 2025 (virtual).

**Estimated time per month: 20-25 hours.**