



BOARD POSITIONS AND RESPONSIBILITIES

Revised 03.27.25 by Kalie Zakar

Office of the President

PRESIDENT:

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a strategic and business plan • 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 international initiatives and objectives • Target future leaders within existing board, committees and membership 	<ul style="list-style-type: none"> • Visionary • Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Empowerment • Effective Communication • Execution • Innovation

Term: Two Year Commitment (One Year Terms)

Qualifications:

- Member in good standing with (when possible) previous service as President Elect
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

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 Finance Committee
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board
- Communicate with chapter officers and directors to ensure that all assignments are completed according to the chapter's strategic plan and goals, and that the membership is advised of all progress

- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
- Support and defend policies and programs adopted by the Board of Directors
- Approve consent agenda for each board meeting
- 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 & representative of the chapter
- Submit budget needs for the following fiscal year
- Oversee performance of Chapter Administrator/Executive Director, including monthly meetings and a yearly performance review.
- Serve as liaison between the chapter and MPI Headquarters
- Serve as a member of the Council of Chapter Presidents or appoint a designee

Time Commitment:

- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at WEC and Chapter Business Summit
- Attendance of at least 5 annual official chapter activities and functions

PRESIDENT- ELECT:

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 Plan and Annual Business Plan • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development • Develop leadership development processes to support succession planning • Target and mentor future leaders • Schedule transition time with incoming VP's 	<ul style="list-style-type: none"> • Visionary • Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Empowerment • Effective Communication • Execution • Innovation 	

Term: Three year Commitment - One year terms

Qualifications:

- Member in good standing with service (when possible) in a Board position
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

Specific Responsibilities:

- Serve as direct support to the Chapter President

- Oversee & update the Chapter calendar
- 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 voting member of Board of Directors, Executive Committee and Budget and Finance Committee
- Partner with the IPP to discuss the Nominations Committee to develop a slate of qualified board members for the following year
- Implement a leadership succession/mentoring program & update coordinating documents as needed.
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI
- Act as coach, advisor and counselor to board members and committees
- Attend monthly board meetings, chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Plan Annual Board Retreat & Secure Facilitator
- Work with VP of Finance to draft preliminary budget for next fiscal year
- Perform other duties that may be delegated by the President and/or the Board of Directors

Time Commitment:

- Regular attendance at monthly meetings, official chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at WEC and Chapter Business Summit
- Attendance of at least 5 annual official chapter activities and functions

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 strategic and 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 ● Schedule transition time with PE 	<ul style="list-style-type: none"> ● Visionary ● Facilitation ● Collaboration ● Delegation ● Organization ● Mentoring ● Coaching ● Teaching ● Financial ● Motivational ● Conflict/Resolution ● Empowerment ● Effective Communication ● Execution ● Innovation

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing with previous service as President
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

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
- Submit agenda items for Board of Directors meetings in advance of meetings
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Chair Chapter's Past Presidents Council to provide for continued involvement of past presidents to support the strategic plan of the chapter

Commitment:

- Regular attendance at monthly meetings and Board meetings
 - Attendance at Board retreats
 - Attendance of at least 5 annual official chapter activities and functions
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The following positions report to the OOP/President:

VP of FINANCE:

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none">• Strategic Planning: work with the board to create and execute Annual Business Plan• Advise, support and develop board of directors in executing initiatives• Assist in chapter budget development and fiscal planning• Target future leaders within existing board, committees and membership• Schedule transition time with incoming VP	<ul style="list-style-type: none">• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Execution• Networking

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Previous service (when possible) on Board of Directors
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities

- Serve as voting member of Board of Directors and Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board

Specific Responsibilities:

- Manage and supervise chapter financial efforts, including Investments & Reserves
- Review all monthly financial transactions and registration reports
- Present updated financial statements at each board meeting
- Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and paying all authorized invoices
- Ensure safekeeping of chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors
- Prepare annual operating budget and ensure compliance once approved by the Board
- Ensure chapter is incorporated according to chapter minimum bylaws
- Comply with all governmental tax regulations and file chapter tax reports as required
- Ensure chapter complies with MPI bonding requirements
- Present up-to-date financial statements at each Board of Directors meeting
- Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to Board of Directors
- Assist President/President Elect with logistical planning of the Annual & Mid-Year Retreat – to include working with sponsorship to secure locations and meals and assist with content as needed by President/President Elect

Time Commitment:

- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance of at least 5 annual official chapter activities and functions

VP of MEMBERSHIP:

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none">• Strategic Planning: work with the board to create and execute Annual Business Plan• Advise, support and develop board of directors and direct committee reports in executing initiatives• Assist in chapter budget development• Target future leaders within existing board, committees and membership• Schedule transition time with incoming VP	<ul style="list-style-type: none">• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Execution• Networking

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Previous service on Board of Directors or Committee chair (when possible) preferably in a membership capacity
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Provide direction and leadership for the chapter's program to maintain and increase MPI membership
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors

Specific Responsibilities:

- Manage and supervise chapter membership efforts, including:
 - o Recruitment – member recruitment, new member orientation
 - o Member Care – member retention, hospitality (ambassador/table host)
 - o Awards & Scholarships – recognition programs, scholarships
- Communicate strategic issues relating to membership to Board of Directors
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors

Time Commitment:

- Regular attendance at monthly meetings, chapter activities and functions
- Attendance at Board meetings and retreats
- Attendance of at least 5 annual official chapter activities and functions

VP of EDUCATION:

Leadership Expectations		
Management	Leadership Skills	
<ul style="list-style-type: none">• Strategic Planning: work with the board to create and execute Annual Business Plan• Advise, support and develop board of directors in executing initiatives• Assist in chapter budget development• Target future leaders within existing board, committees and membership• Schedule transition time with incoming VP	<ul style="list-style-type: none">• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Execution	

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors

Specific Responsibilities:

- Manage and supervise chapter educational efforts, including -
 - o Monthly Programs – Education Topic & Logistics and Site Selection
 - o Professional Development - Educational Content & Speaker Sourcing
 - o Special Education Projects - Chapter/Regional Education
- Moderate monthly committee meetings
- Develop annual education plan in accordance with chapter strategies and MPI standards
- Communicate strategic issues relating to professional development to Board of Directors
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of the committees within the Education category and forward appropriate paperwork to the VP of Finance

Time Commitment:

- Regular attendance at monthly meetings, chapter activities and functions
 - Attendance at Board meetings and retreats & Chapter Business Summit
 - Attendance of at least 5 annual official chapter activities and functions
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VP of SPECIAL EVENTS:

Leadership Expectations

Management	Leadership Skills	
<ul style="list-style-type: none">• Strategic Planning: work with the board to create and execute a 18-Month Strategic• Plan and Annual Business Plan• Assist in chapter budget development• Target future leaders within existing board, committees and membership• Schedule transition time with incoming VP	<ul style="list-style-type: none">• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Execution• Communication	

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors

Specific Responsibilities:

- Provide vision and goals for yearly Special Events

Time Commitment:

- Regular attendance at monthly meetings, chapter activities and functions
 - Attendance at Board meetings and retreats
 - Regular attendance at Special Events committee meetings
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VP of MARCOMM:

Leadership Expectations

Management	Leadership Skills
<p>Strategic Planning: work with the board to create and execute Annual Business Plan</p> <p>Advise, support and develop board of directors in executing initiatives</p> <p>Assist in chapter budget development</p> <p>Target future leaders within existing board, committees and membership</p> <p>Schedule transition time with incoming VP</p>	<ul style="list-style-type: none">• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Execution

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors

Specific Responsibilities:

- Direct and oversee the management of the MPI Orlando brand, publications, digital channels including social media, marketing, advertising, public relations, community outreach, and advocacy efforts of the chapter, including:
 - Marketing – electronic, print and web based.
 - Publications – Electronic and print
 - Public Relations – support media and public relations
 - Advertising – internal and external advertising
 - Support chapter programs, activities and accomplishments are highlighted on an international level by communicating with the chapter facilitator, Office of the President and the Director of Marketing & Communications.
 - Communicate strategic issues relating to communications/technology to Board of Directors
 - Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
 - *Time Commitment:*
 - Regular attendance at monthly meetings and chapter activities and functions
 - Attendance at Board meetings and retreats
 - Attendance of at least 5 annual official chapter activities and functions
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VP of PARTNERSHIPS:

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none">• Create objectives to support the chapter's Strategic and Business plan• Educate committee chairs with processes, procedures and tools to achieve committee objectives• Assist in budget development for all committees reporting to director based on line items in overall chapter budget• Target incoming VP from committee which reports to you• Schedule transition time with incoming VP	<ul style="list-style-type: none">• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Conflict/Resolution• Execution• Networking

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Works closely with the VP of Finance

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors

Specific Responsibilities:

- Develop strategies to establish strategic partnerships with chapter members
- Will work with appropriate VP's to ensure in-kind sponsorship locations meet the needs of the specified meeting
- Monitor association and meetings industry trends to discover best practices in strategic alliances by other organizations
- Develop and Mentor a committee with no less than 3 committee members for succession and to manage in-kind sponsorship programs
- Ensure promotion of in-kind sponsorships and partnerships through sponsor level designations
- Report on sponsorships to the Board of Directors
- Ensure that promised in-kind sponsorship benefits are received by the sponsor and that the chapter has received the entire sponsor agreed to. To include receiving and maintaining an in-kind sponsorship agreement for all in-kind sponsorships (this is mandatory before any sponsorship can be utilized)

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
 - Attendance at Board retreats
 - Attendance of at least 5 annual official chapter activities and functions
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VP of LEADERSHIP:

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none">• Create objectives to support the chapter's Strategic and Business plan• Educate committee chairs with processes, procedures and tools to achieve committee objectives• Assist in budget development for all committees reporting to director based on line items in overall chapter budget• Target incoming VP from committees who report to you• Schedule transition time with incoming VP	<ul style="list-style-type: none">• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Conflict/Resolution• Execution• Networking

Term: One year or as determined by the Board of Directors and Chapter Bylaws
Works closely with the student chapter at UCF & Rosen- MPI Knights

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors

Specific Responsibilities:

- Track volunteers for chapter reporting and recognition
- Help committees identify, encourage and develop new leaders within the chapter
- Mentor and assist new leaders
- Re-engage former leaders in the chapter
- Prepare and provide any committee needs or announcements for newsletters and website with appropriate VP of Communications
- Assist with Succession Grid for Board Positions
- Responsible for building a committee of no less than two members, mentor and develop for succession
- Enable Succession training and transition training at annual and mid-year retreat
- Assisting the student chapter with growth and development through connecting students with professionals

- Supporting new members by helping them find a committee that suits both their interests and the committee's goals
- Promoting non-member conversion through the communication of MPI membership information (committee information, advantages of joining, etc.)
- Assisting committees with growth and development by sending them new members who are interested in joining

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance of at least 5 annual official chapter activities and functions