



**GREATER
ORLANDO
CHAPTER**

MPI Greater Orlando Chapter Board of Directors Positions 2027

President

Term: One year or as determined by the Board of Directors and MPI Chapter Bylaws, three years total for the Office of the President

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 Budget and Finance Committee

- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board of Directors

- Ensure Chapter adherence to MPI Chapter Bylaws and MPI Chapter Policy Manual

- Support and defend policies and programs adopted by the Board of Directors

- Prepare consent agenda for each Board of Directors meeting and distribute prior to meeting
- Serve as an ex-officio member on all committees except the Governance and Nominating Committee
- Vote on issues brought before the Board of Directors only in the event of a tie
- Act as official spokesperson of the Chapter
- Conduct annual Board of Directors Orientation and mid-year Board of Directors Retreat
- Submit budget needs for the following fiscal year
- In the event of a Chapter Administrator, oversee performance of Chapter Administrator/Executive Director, including monthly meetings and a yearly performance review
- Serve as liaison between the Chapter and MPI
- Respond to emails directed to OOP (Office of the President) in a timely manner, not to exceed 72 hours
- Attend all committee meetings
- Act as a liaison between MPI Global and the chapter
- Attend and serve as a host for as many chapter events as possible
- Provide final approval for chapter website updates
- Send blank board report 2 weeks prior to the board meeting
- Put together the board packet at least one week before the board meeting
- Join monthly finance call with the VP of Finance and accountant
- Sign off on invoices and finance requests in a timely manner, within 24 hours whenever possible
- Host a quarterly check in with each Board member

- Performs any other duties as assigned by the Board of Directors
- **Time Commitment:**
- Attend monthly committee meetings for each department
- Attend as many Chapter events as possible
- Attend Board of Directors monthly meetings
- Attend Board of Directors retreats (annual and mid-year)
- Attend Chapter Leadership Business Summit (virtual)

President-Elect

Term: One year or as determined by the Board of Directors and MPI Chapter Bylaws but is a THREE year commitment, including President and Immediate Past President roles.

Qualifications:

- Member in good standing with service (when possible) in a Board of Directors 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
- 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

- Serve as a non-voting member of the Governance and Nominating Committee to develop a slate of qualified Board of Directors members for the following year
- Develop and implement a leadership succession/mentoring program
- Ensure the Chapter adheres to minimum Chapter standards as prescribed by MPI
- Act as coach, advisor and counselor to Board of Directors members and committees
- Attend all committee meetings monthly
- Attend monthly Board of Directors meetings and committee meetings
- Attend and serve as a host for as many Chapter events as possible
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Responsible for the 18-month calendar for all chapter activities
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Perform other duties that may be delegated by the President and/or the Board of Directors Reports to: President
 - Join monthly finance call with VP of Finance and accountant
 - **Time Commitment:**
 - Attend as many Chapter events as possible
 - Attend Board of Directors meetings and Executive Committee meetings
 - Attend Board of Directors retreats (annual and mid-year)

- Attend Chapter Leadership Business Summit (virtual)
- Attend virtual committee meetings monthly for each department

Immediate Past President:

Term: One year or as determined by the Board of Directors and MPI Chapter Bylaws, following two years of prior service in the Office of the President

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 Governance and Nominating Committee, ensuring compliance with MPI Chapter Bylaws and MPI Chapter Policy Manual, providing an open nominations and elections process, and ensuring compliance with MPI elections calendar requirements.
- Support and defend policies and programs adopted by the Board of Directors
- Sit in all regional council meetings and provide updates to chapter
- Select nominations committee by the end of January
- Act as support/mentor to President
- Act as coach, advisor and counselor to Board of Directors members and committees
- Attend monthly Board of Directors meetings and committee meetings
- Attend and serve as a host for as many Chapter events as possible

- 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 (if applicable) to provide for continued involvement of past presidents to support the strategic plan of the Chapter
- Join monthly finance call with VP of Finance and accountant
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors Reports to: President

Time Commitment:

- Sit in all regional council meetings and provide updates to chapter
- Select nominations committee by the end of January
- Attend as many Chapter events as possible
- Attend Board of Directors monthly meetings
- Attend Board of Directors mid-year retreat (optional)
- Attend committee virtual meetings when time permits

Vice President of Finance:

Term: One year or as determined by the Board of Directors and MPI 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
- Chair the Budget and Finance 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 of Directors

Specific Responsibilities: (to be determined based on individual Chapter needs)

- Manage and supervise Chapter financial efforts, including:
 - Fundraising - fundraising events, auction
 - Special Events - golf event, trade shows, special networking events
 - Strategic Alliances - sponsorships, partnership marketing
 - Investments and Reserves - mutual funds, prudent reserve
- 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 of Directors
- Ensure Chapter is incorporated according to MPI Chapter Bylaws

- Comply with all local 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

Reports to: President

Time Commitment:

- Attend Board of Directors monthly meetings
- Attend Board of Directors retreats (annual and mid-year)
- Attend Chapter Leadership Business Summit (virtual)
- Attend as many Chapter events as possible
- Facilitate and attend monthly committee meeting
- Meet monthly via finance call with OOP and accountant

Vice President of Membership

Term: One year or as determined by the Board of Directors and MPI 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
- Work to maintain a current roster of Chapter members
- 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
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors
- **Specific Responsibilities:** (to be determined based on individual Chapter needs)
- Manage and supervise Chapter membership efforts, including:
 - Recruitment – member recruitment, new member orientation
 - Member Care – member retention, hospitality
 - Awards – recognition programs, responsible for Spark Award nominations and award presentation
- 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

Reports to: President

Time Commitment:

- Join any Global Membership orientations

- Attend Board of Directors monthly meetings
- Attend Board retreats (annual and mid-year)
- Facilitate monthly committee meetings
- Attend Chapter Leadership Business Summit (virtual)
- Attend as many Chapter events as possible

Vice President of Education

Term: One year or as determined by the Board of Directors and MPI 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
- Member of Executive Committee
- 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
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors
- **Specific Responsibilities:** (to be determined based on individual Chapter needs)

- Manage and supervise Chapter educational efforts
- Monthly Programs - registration, site selection and logistics
- Professional Development - educational content and speaker sourcing
- Special Educational Projects - Chapter/regional education conference, leadership institutes, women's leadership initiative, CMP/CMM, multi- cultural initiatives
- 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

Reports to: President

Time Commitment:

- Facilitate and attend monthly committee meetings
- Attend Board of Directors monthly meetings
- Attend Board retreats (annual and mid-year)
- Attend Chapter Leadership Business Summit (virtual)
- Attend as many Chapter events as possible

Vice President of Leadership

Role Summary:

The Vice President of Leadership is responsible for cultivating a strong, sustainable leadership pipeline for the MPI Greater Orlando Chapter. This role oversees leadership development, past chapter leader engagement, volunteer placement and the chapter's relationship with the MPI Knights student chapter at UCF Rosen. The VP ensures that committees have the support, tools and talent needed to execute the chapter's Strategic and Business Plan.

Updated Job Description - Leadership Expectations:

- Create annual objectives that directly support the chapter's Strategic and Business Plan.
- Provide committee chairs with clear processes, tools, and training to achieve their goals.
- Guide committees in building and managing budgets aligned with the chapter's financial plan
- Identify and mentor emerging leaders for future board and committee roles.
- Facilitate a smooth transition for the incoming VP through structured handoff and documentation.
- Model and promote collaboration, delegation, coaching, conflict resolution, and execution excellence.
- Maintain strong relationships with the MPI Knights student chapter and support their growth.
- Maintain strong relationships (partnering with the Chair of the Past Presidents Council) with past presidents and chapter leaders.

Eligibility:

Member in good standing

Demonstrated organizational skills and follow-through

Willing to commit the time, energy, and enthusiasm required

Passion for leadership development and community building

General Responsibilities:

- Serve as a voting member of the Board of Directors
- Attend monthly board meetings and committee meetings.
- Ensure fiscal responsibility for all committees under the Leadership portfolio
- Support and uphold policies and programs approved by the Board
- Represent the Leadership function at chapter events and in communications

Specific Responsibilities:

- Track volunteer engagement for reporting, recognition, and succession planning.
- Oversee leadership pipeline and succession
- Identify, encourage, and develop new leaders within the chapter.
- Re-engage former leaders and past board members to strengthen continuity.
- Maintain and update the Succession Grid for board positions.
- Build and mentor a committee of at least two members, preparing them for future leadership roles.
- Facilitate leadership and transition training at the annual and mid-year retreats. Volunteer & Member Engagement:
- Support new members by helping them find committees that match their interests and chapter needs.
- Promote non-member conversion by communicating the value of MPI membership.

- Connect committees with new members who express interest in volunteering
- Ensure committees have the tools, clarity, and support needed to achieve their goals
- Serve as the primary liaison to the MPI Knights at UCF & Rosen School
- Connect students with professionals for mentorship, internships, and networking.
- Support student leadership development and chapter programming
- Assist with raising funds to support student access for education.
- Provide committee updates, volunteer highlights, and leadership announcements to the VP of Communications for newsletters and the website.
- Maintain accurate volunteer and leadership records for chapter reporting

Time Commitment:

- Attend monthly Board of Directors meetings
- Facilitate and attend monthly committee meetings
- Attend Board retreats (annual and mid-year)
- Attend as many Chapter events as possible
- Attend Chapter Leadership Business Summit (virtual)
- Communicate regularly with committees, students, and leadership candidates

Vice President of Marketing:

- 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

- Educate committee chairs with processes, procedures and tools to achieve committee objectives
- Schedule transition time with incoming VP in September/October

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 promotion and visibility of the chapter through marketing channels
- Manage and execute marketing across digital, social media, email platforms
- Ensure all marketing efforts align with MPI brand standards
- Plan and manage advertising strategies, sponsor visibility through marketing deliverables and promotional opportunities
- Oversee performance and optimization of digital platforms (website, email, social media), tracking engagement metrics
- Amplify chapter visibility within the meetings and events industry

- Communicate marketing performance, trends, opportunities to the Board of Directors
- Research and report on market trends, tools, and technology relevant to audience growth and engagement
- Collaborate with MPI Global, chapter facilitator and OPP to ensure chapter programs and initiatives are promoted and visible at the international level

Time Commitment:

- Attend monthly Board meetings
- Facilitate and attend monthly committee meetings
- Attend Board retreats (annual and mid-year)
- Attend as many Chapter events as possible
- Attend Chapter Leadership Business Summit (virtual)
- 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
- Educate committee chairs with processes, procedures and tools to achieve committee objectives
- Schedule transition time with incoming VP in September/October
- Collaborate with the VP of Communication:

The Vice President of Marketing shall be responsible for strategic promotion, audience development, and campaign execution, while the Vice President of Communications shall be responsible for messaging, content development, and communication delivery. Both roles shall work collaboratively to ensure brand consistency and alignment with chapter objectives.

Vice President of 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:

- Direct and oversee the development, integrity and delivery of all chapter communications
- Ensure communications alignment with MPI global brand standards
- Oversee development and distribution of chapter publications ensuring accuracy, timeliness, and meets objectives
- Develop and maintain messaging frameworks, editorial standards, upholding consistency across touch points
- Support communication of chapter advocacy efforts and partner with chapter leadership to communicate key messages to members
- Communicate strategic issues related to communications and messaging to Board of Directors

- Coordinate with MPI Global (Chapter Facilitator, OPP) to ensure chapter accomplishments and messaging are represented at the international level
- Manage the slide deck template for chapter signature events

Time Commitment:

- Facilitate and attend monthly committee meetings
- Attend monthly Board of Directors meetings
- Attend Board retreats (annual and mid-year)
- Attend at as many Chapter events as possible
- Attend Chapter Leadership Business Summit (virtual)
- Collaborate with VP of Marketing: The Vice President of Marketing shall be responsible for strategic promotion, audience development, and campaign execution, while the Vice President of Communications shall be responsible for messaging, content development, and communication delivery. Both roles shall work collaboratively to ensure brand consistency and alignment with chapter objectives.

Vice President of Partnerships

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 development of relationships with vendors, sponsors, venues, and outside companies on behalf of the chapter
- Procure venues and sponsors for events and educational functions in collaboration with those committees
- Represent the chapter and MPI global brand standards to all entities
- Draft and sign contracts and request payments on behalf of the chapter for goods and services that utilize partners

Time Commitment:

- Facilitate monthly committee meetings
- Attend monthly Board of Directors meetings
- Attend Board retreats (annual and mid-year)
- Attend as many Chapter events as possible
- Attend Chapter Leadership Business Summit (virtual)

Vice President of Special Events:

Term: One year or as determined by the Board of Directors and MPI 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
- Member of Executive Committee
- 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
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors
- **Specific Responsibilities:** (to be determined based on individual Chapter needs)
- Manage and supervise Chapter special event efforts, including
- Quarterly Programs - registration, site selection and logistics
- Networking, Pop-Up events, and joint events with other organizations
- Annual Ignite Gala
- 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 Special Events category and forward appropriate paperwork to the VP of Finance

Reports to: President

Time Commitment:

- Facilitate and attend monthly committee meeting
- Attend Board of Directors monthly meetings
- Attend Board retreats (annual and mid-year)
- Attend Chapter Leadership Business Summit (virtual)
- Attend at as many Chapter events as possible

Director of Membership:

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

Eligibility:

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

Responsibilities:

- Serve as voting member of Board of Directors and attend monthly board meetings
- Serve the Vice President of Membership in areas of need and help provide resources and knowledge in the area of finance

Reports to: Vice President of Membership

Time Commitment:

- Create agenda for and attend monthly committee meetings
- Attend Board of Directors monthly meetings
- Attend Board retreats (annual and mid-year)
- Attend as many Chapter events as possible
- Attend Chapter Leadership Business Summit (virtual)

Director of Education:

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

Eligibility:

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

Responsibilities:

- Serve as voting member of Board of Directors and attend monthly board meetings
- Serve the Vice President of Education in areas of need, and help provide resources and knowledge in the area of educational programming and planning

Reports to: Vice President of Education

Time Commitment:

- Attend at as many Chapter events as possible
- Attend Board of Directors monthly meetings
- Attend Board retreats (annual and mid-year)
- Create agenda for and attend monthly committee meetings

- Attend Chapter Leadership Business Summit (virtual)

Director of Special Events:

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

Eligibility:

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

Responsibilities:

- Serve as voting member of Board of Directors and attend monthly board meetings
- Serve the Vice President of Special Events in areas of need, and help provide resources and knowledge in the area of special events programming and planning

Reports to: Vice President of Special Events

Time Commitment:

- **Attend at as many Chapter events as possible**
- Create agenda for and attend monthly committee meetings
- Attend Board of Directors monthly meetings
- Attend Board retreats (annual and mid-year)
- Attend Chapter Leadership Business Summit (virtual)