



experience. connect. inspire. learn. meet. MPI Greater Calgary Chapter

## **Position: Immediate Past President**

### *Term:*

1 year (July 1 – June 30)

### *Experience Level:*

Senior

### *Commitment Level:*

Casual (up to 10 hours per month)

### *Overall Objective / Role:*

Mentor the president and board and provide transitional support to the board and chapter

### *Reporting Structure:*

- Reports to: President
- Direct Reports: Board of Directors

### *Eligibility:*

- Membership in good standing
- Completion of previous year's term as President
- Knowledgeable of the activities/affairs of the chapter
- Willingness to give the time, energy, talents and enthusiasm required of the position

### *General Responsibilities:*

- 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.
  - Approve all bills of assigned committees and forward appropriate paperwork to the Vice President of Finance
- Conduct transition meeting with successor
- Perform any other duties as assigned by the Board
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Provide direction and leadership to maintain and increase MPI membership
- Attend monthly board meetings, chapter events and committee meetings
- Submit budget needs for the following fiscal year
- Submit agenda items for Board of Directors meetings in advance of meetings
- Communicate strategic issues to Board of Directors

*Last revision: May 2017*



experience. connect. inspire. learn. meet. MPI Greater Calgary Chapter

- Research current trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Meet or exceed the chapter retention goal for the year, based on the chapter matrix
- Develop strategies to increase revenue and in-kind support for the Chapter
- Provide hospitality at Chapter functions by welcoming attendees

*Specific Responsibilities:*

- Act as support/mentor to President
- Chair Chapter's Past Presidents Council to provide for continued involvement of Past Presidents to support the strategic plan of the Chapter
- Sit on Nominating Committee

*Time commitment:*

In addition to portfolio and committee work (specific responsibilities), the following are expected of this position:

- Regular attendance at monthly programs and official chapter activities and functions
- Regular attendance at Board meetings, per chapter bylaws and policies
- Attendance at two Board retreats (up to two days each)

*Benefits of serving on the board:*

1. Expand your network
2. Meet people who are passionate about the event industry
3. Develop your leadership skills
4. Mentor colleagues and help people reach their full potential
5. Serve MPI in one of the most important committees
6. Boost your resume
7. Potential attendance at leadership retreats and conferences
8. Have lots of fun