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Position: President-Elect

Term:

1 year (July 1 – June 30)

Experience Level:

Senior

Commitment Level:

Significant (20+ hours per month)

Overall Objective / Role:

Act as second-in-command to the president and support the president and board as needed.

Reporting Structure:

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

Eligibility:

- Membership in good standing
- Previous service on the board
- 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



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- 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:

- 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
- Keep knowledgeable about chapter activities in order to take over for or represent the President
- Establish and facilitate an orientation program for the incoming Board of Directors
- Work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan
- Communicate with Chair of Member Development to develop leadership development processes to support succession planning
- Ensure the Chapter adheres to minimum Chapter standards as prescribed by MPI
- Serve as chapter liaison to the MPI Foundation
- Ensure promotion and implementation of all MPI Foundation initiatives
- Participate in national council for National Meetings Industry Day (NMID); chair local committee and plan/implement local event
- Oversee performance of Chapter Administrator, including monthly meetings and a yearly performance review

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)
- Attendance at Council of Chapter Presidents (COCP) meetings and Chapter Leaders Forum held in conjunction with World Education Conference (WEC)
- Attendance at Chapter Business Summit (March-April)

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

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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