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.
  o 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
• 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
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