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## **Position: President**

### *Term:*

1 year (July 1 – June 30)

### *Experience Level:*

Senior

### *Commitment Level:*

Significant (20+ hours per month)

### *Overall Objective / Role:*

Serve as the public face of the chapter and lead the board of directors in creating goals and implementing activities to achieve the objectives of the chapter and the association.

### *Reporting Structure:*

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

### *Eligibility:*

- Membership in good standing
- Previous service as President-Elect
- 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



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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:*

- 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 official meetings
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board
- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
- Act as official spokesperson of the Chapter
- Conduct annual Board Orientation and mid-year Board Retreat
- Serve as liaison between the Chapter and MPI headquarters
- Work with the board to create and execute a strategic and business plan
- Create goals and objectives for the board and committees

*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)

*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