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Position: VP of Education & Programs

Term:

1 year (July 1 – June 30)

Experience Level:

Intermediate to Senior

Commitment Level:

Significant (20+ hours per month)

Overall Objective / Role:

Execute regular educational and networking programs that support the needs of the chapter membership

Reporting Structure:

- Reports to: Office of the President
- Direct Reports: VP Membership may structure the portfolio and delegate specific responsibilities and tasks listed below as he/she sees fit. Recommended positions are
 - ONE Conference Co-Chair
 - Director of Monthly Programs

Eligibility:

- Membership in good standing
- 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

Last revision: May 2017



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- 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
- 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:

- Manage and supervise Chapter educational efforts, including:
 - Monthly Programs - Registration, Site Selection & Logistics
 - Professional Development
 - Special Educational Projects – ONE Conference
- Develop annual education plan in accordance with Chapter strategies and MPI standards
- Research educational content & source quality speakers, ensuring CEU credits are available/accounted for
- Develop, implement and manage a Request For Proposal (RFP) process for all monthly educational programs
- Perform site selection for all monthly educational programs
- Coordinate all logistics for monthly educational programs, including menu selection, audiovisual needs, room setup requirements, registration and hotel arrangements
- Source venues, suppliers and partners for monthly programs
- Coordinate and execute annual education conference
- Communicate with Sponsorship regarding financial support and in-kind partnerships for specific events
- Ensure promotion of monthly programs, professional development and special education projects, working with Communications
- Communicate with Chair of Member Development to ensure CEUs are available
- Develop strategies to establish special events, such as golf outing, trade shows, or other special networking events.
- Monitor association and meetings industry trends to discover best practices in special events by other organizations
- Report on special event strategies to the Board of Directors
- Research and generate ideas for event content/source speakers
- Liaise with membership to determine education needs



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- Facilitate a registration process for monthly programs with Chapter Administrator
- Facilitate Continuing Education Units (CEU) availability with Membership

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)
- Potential attendance at 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