

## **CHAPTER LEADER JOB DESCRIPTION**

Executive Committee - Vice President of Education

### **Leadership Expectations**

- Strategic Planning: work with the board to create and execute a 1-2-3-Year Strategic and Annual Business Plan
- Advise, support and develop board of directors in executing initiatives
- Create educational programs for members and non-members
- Assist in chapter budget development
- Target future leaders within existing board, committees and membership
- Schedule transition time with incoming Vice President of Education

### **Job Description**

*Term:* One year or as determined by the Board of Directors and Chapter bylaws

#### *Helpful Skills:*

- Adaptability, Project Management, Communicator (oral and written), Motivator, Conflict Resolution, Trend Watcher (or willing to research), Team Builder

#### *Eligibility:*

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

#### *General Responsibilities:*

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

#### *Specific Responsibilities:*

- Manage and supervise Chapter educational efforts, including:
  - Monthly Programs - Registration, Site Selection & Logistics
  - Professional Development - Educational Content & Speaker Sourcing
  - Special Educational Projects - Chapter/Regional Education Conference, Leadership Institutes, Women's Leadership Initiative, CMP/CMM, Multi-Cultural Initiatives
- Develop annual education plan in accordance with Chapter strategies and MPI standards
- Communicate strategic issues relating to professional development to Board of Directors
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of assigned committees and forward appropriate paperwork to the Vice President of Finance

*Reports to:* President



*Commitment:*

- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Business Summit, as directed by President

*Location:* Remote

*Compensation:* This is a volunteering leadership position

**How to apply:** Please send a short cover letter to Elina Jutelyté [president@mpi-belgium.be](mailto:president@mpi-belgium.be), in case of any questions, please do not hesitate to call + 32 489 218 534