

CHAPTER LEADER JOB DESCRIPTION

Executive Committee - Vice President of Members Engagement

Leadership Expectations

- Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan
- Advise, support and develop board of directors and direct committee reports in executing initiatives
- Assist in chapter budget development
- Target future leaders within existing board, committees and membership
- Transition with incoming Vice President of Membership

Job Description

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

Helpful Skills:

- Delegation organization, Marketing Skills, Listening Skills

Eligibility:

- Member in good standing
- Previous service on Board of Directors, preferably in a membership capacity
- 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
- Provide direction and leadership to maintain and increase MPI members engagement
- Work with chapter administrator to maintain a current roster of Chapter members
Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for ensuring 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 other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise Chapter membership efforts, including:
 - Recruitment – member recruitment, new member orientation
 - Member Care – member retention, hospitality
 - Awards & Scholarships – recognition programs, scholarships
 - Communicate strategic issues relating to membership to Board of Directors
 - Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors
 - Work with Regional Outreach teams as it pertains to communications, education and membership.

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, in case of any questions, please do not hesitate to call + 32 489 218 534