

CHAPTER LEADER JOB DESCRIPTIONS

Executive Committee – President Elect

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Create goals and objectives for the board and committees • Advise, support, and develop board of directors in executing initiatives • Act as coach, advisor, and counselor to assigned committees • Assist in chapter budget development • Target future leaders within existing board, committees and membership • Conduct transition meeting with successor • Perform other duties that may be delegated by the President and/or Board of Directors 	<ul style="list-style-type: none"> • Visionary • Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/ Resolution • Empowerment • Effective Communication • Execution • Innovation

Job Description

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

Eligibility:

- Member in good standing
- Previously served at least one year on the Executive Committee
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents, and enthusiasm required for the position

Specific Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Serve on the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process and ensuring compliance with MPI elections calendar requirements
- Support and defend policies and programs adopted by the Board of Directors
- Act as a direct support to the President
- Keep knowledgeable about chapter activities in order to take over for or represent the President if needed
- 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
- Submit agenda items for Board of Directors meetings in advance of meetings
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Involvement with the Past Presidents Council
- Conduct transition meeting with successor
- Oversee the transition process from one Board to the next prior to the beginning of the PE term
- Establish and facilitate an orientation program for the incoming Board of Directors
- Perform any other duties as assigned by the President and/or Board of Directors

Reports to: President

Commitment:

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

Executive Committee - Vice President of Finance

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> 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 in executing initiatives Assist in chapter budget development and fiscal planning Target future leaders within existing board, committees and membership Transition with incoming Vice President of Finance 	<ul style="list-style-type: none"> Facilitation Collaboration Delegation Mentoring Coaching Teaching Financial Motivational Conflict/ Resolution Execution

Job Description

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

Helpful Skills:

- Attention to detail, Knowledge of basic financial concepts, Basic knowledge of Excel

Eligibility:

- Member in good standing
- Previous service (when possible) on Board of Directors, preferably in a finance capacity
- Willing to give the time, energy, talents, and enthusiasm required for the position

General Responsibilities

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Budget & Finance Committee
- 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.
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board

Specific Responsibilities

- Manage and supervise Chapter financial efforts, including:
 - Fundraising - fundraising events, auction
 - Special Events - trade shows, special networking events, Annual Golf Event, etc.
 - Strategic Alliances - Sponsorships, Partnership Marketing
 - Investments & Reserves - CDs, mutual funds, prudent reserve
- Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records and paying of all authorized invoices
- Ensure safekeeping of Chapter funds in such banks, trust companies and/or investments as approved by the Board of Directors
- Renew all permits as needed
- Prepare annual operating budget and ensure compliance once approved by the Board
- Ensure Chapter is incorporated according to Chapter minimum bylaws
- Comply with all government tax regulations and file Chapter tax reports as required
- Present up-to-date financial statements at each Board of Directors meeting
- Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to Board of Directors
- Make each Director and Executive Committee aware when chapter is close to budgetary limits
- Perform any other duties as assigned by the President and/or Board of Directors

Reports to: President

Commitment:

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

Executive Committee - Vice President of Membership

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

Job Description

Term: One 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 for the position

General Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Member of Executive Committee
- Provide direction and leadership to maintain and increase MPI membership
- Work with chapter administrator to maintain a current roster of Chapter members
- Act as coach, advisor and counselor to assigned Committees
- 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 any other duties as assigned 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 including anniversary celebrations with pins for milestone years, facilitate available Chapter scholarship programs
 - 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

Reports to: President

Commitment:

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

Executive Committee - Vice President of Education

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • 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 in executing initiatives • Assist in chapter budget development • Target future leaders within existing board, committees and membership • Schedule transition time with incoming Vice President of Education 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

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 for the position
- Previous service on Board of Directors, preferably in a education capacity

General Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- 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 meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Business Summit, as directed by President

Executive Committee - Vice President of Communications

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • 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 in executing initiatives • Assist in chapter budget development • Target future leaders within existing board, committees and membership • Transition with incoming VP of Communications 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

Job Description

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

Helpful Skills:

- Delegation, Motivational, Deadline driven, Strong proofreader, General understanding of communications tools and technology (i.e. Websites, social medial sites, constant contact, blogs).

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents, and enthusiasm required for the position
- Previous service on Board of Directors, preferably in a communications capacity

Overall Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- 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 the publications, marketing, advertising, public relations, community outreach and advocacy efforts of the chapter, including:
 - Marketing - Website/technology, Job Bank
 - Publications - Newsletter, Directory
 - Public Relations - Media Relations, Press Releases
 - Advertising - Newsletter Ads, Website Ads
 - Community Outreach - Philanthropic Activities
- Ensure Chapter programs, activities and accomplishments are highlighted on an International level by communicating with MPI Public Relations and Marketing Departments
- Communicate strategic issues relating to communications/technology to Board of Directors
- Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of the committees within the Communications category and forward appropriate paperwork to the Vice President of Finance
- Development and enforce editorial calendar for all publications and solicit submissions
- Appoint Chapter photographer and oversee Administrator's placement of photos into Chapter publications
- Liaise with directors to ensure promotion of Chapter activities
- Provide an open channel of communications between committees to facilitate flow of information to newsletter editor
- Perform annual review of Chapter publications to ensure efficacy as Chapter communications tools
- Perform any other duties as assigned by the President and/or Board of Directors

Reports to: President

Commitment:

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

Director, Education

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none">• Create objectives to support the chapter's Business and Strategic plan• Educate committee chairs with processes, procedures and tools to achieve committee objectives• Assist in budget development for all committees reporting to director based on line items in overall chapter budget• Coordinate all logistics of monthly meetings• Identify incoming director from committees• Transition with incoming Director	<ul style="list-style-type: none">• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Conflict/Resolution• Execution

Job Description

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

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train Committee chair for assigned committees
- 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:

- Develop, implement and manage a Request For Proposal (RFP) process for all educational programs
- Perform site selection for all educational programs
- Coordinate all logistics for educational programs, including menu selection, audiovisual needs, room setup requirements, registration and hotel arrangements
- Facilitate a registration process for educational programs with Chapter Administrator.
- Develop, implement, and manage a system for providing Continuing Education Units (CE) at chapter educational programs.
- Assist Communications with promoting CE opportunities and tracking methods to chapter members
- Responsible for ensuring chapter programming meets the requirements for CE's
- Assist other committees where needed to facilitate the production of their events

Reports to: Vice President of Education

Commitment:

- Regular attendance at meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions

Director, Special Events

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • Create objectives to support the chapter's Business and Strategic plan • Educate committee chairs with processes, procedures and tools to achieve committee objectives • Target incoming director from committees • Transition with incoming Director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

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

Helpful Skills:

- Knowledge of the industry and the people in the industry, organization, GREAT follow-up, comfort with sales

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train committee chair for assigned committees
- 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:

- Oversee the Chapter Administrator in development of strategies to increase sponsorship revenue and in-kind support for the Chapter
- Monitor association and meetings industry trends to discover best practices in fundraising development by other organizations
- Develop, implement and manage a strategic plan for Chapter fundraising efforts and events with a goal to generate revenues for the Chapter
- Ensure promotion of fundraising effort
- Oversee the Chapter Administrator with the follow through on collecting funds from sponsorships and strategic partners and verify deliverables were met
- Manage "The Annual Golf Event"
 - Select venue and manage contracts and vendors for the event
 - Prepare budget for event and get approval from the Executive Committee
 - Activate a committee and assign appropriate tasks with timeline goals
 - Oversee all logistics and operations of the event
 - Work with VP of Communications and Chapter Administrator on all marketing efforts
- Manage the Annual Virtual Silent Auction
 - Source vendor to manage online auction
 - Prepare budget for event and get approval from the Executive Committee
 - Activate a committee and assign appropriate tasks with timeline goals
 - Oversee the donation of items and logistics of the event
 - Work with VP of Communications and Chapter Administrator on all marketing efforts
- Work with Communications & Chapter Administrator on marketing efforts to secure optimal participation
- Prepare monthly reports/updates for the Board of Directors on status of Special Events and Fundraising efforts and recommend solutions as necessary

Reports to: Vice President of Finance

Commitment:

- Regular attendance at meetings and Board meetings

- Attendance at Board retreats
- Attendance at all official chapter activities and functions

Director, Membership

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • Create objectives to support the chapter's Business and Strategic plan • Educate committee chairs with processes, procedures and tools to achieve committee objectives • Assist in budget development for all committees reporting to director based on line items in overall chapter budget • Target incoming director from committees • Transition with incoming Director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

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

Helpful Skills:

- Delegation, Motivation, Facilitation, Supportiveness

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend board meetings, Chapter events and committee meetings
- 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 other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Maintain complete and accurate records of the Chapter's membership and reconcile reports monthly through MPI Association Management Software (AMS)
- Meet or exceed the chapter retention goal for the year, based on the chapter metrics
- Develop and maintain an active and ongoing campaign to retain members
- Encourage member involvement in committees
- Conduct an annual Chapter needs assessment survey
- Provide hospitality at Chapter functions by welcoming attendees
- Submit articles to newsletter and website in support of member care activities
- Facilitate Mastering Your Membership class (member orientation) a minimum of three (3) times per year

Reports to: Vice President of Membership

Commitment:

- Regular attendance at meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions