

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

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:
 - 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: Office of the President

Commitment:

- Regular attendance at chapter meetings, chapter activities, functions, Board meetings and Executive Committee meetings
- Attendance at Board retreats

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: Office of the President

Commitment:

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

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: Office of the President

Commitment:

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

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: Office of the President

Commitment:

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

Executive Committee - Vice President of Special Events

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

Eligibility:

- Member in good standing
- Previous service on Board of Directors
- 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
- 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 financial efforts, including:
 - Fundraising - fundraising events, auction
 - Special Events - trade shows, special networking events, Annual Golf Event, etc.
- 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
- Oversight of chapter Community Outreach efforts (may include coordination with existing committees and volunteers or the formation of a new committee to lead these efforts)
- Oversight of "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
- Oversight of 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

Reports to: Office of the 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:

- Ensure promotion of fundraising effort
- Manage chapter Community Outreach efforts (may include coordination with existing committees and volunteers or the formation of a new committee to lead these efforts)
- 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 Special Events

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