

# CHAPTER LEADER JOB DESCRIPTIONS

## Executive Committee - Vice President of Education

### Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> <li>Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan</li> <li>Advise, support and develop board of directors in executing initiatives</li> <li>Assist in chapter budget development</li> <li>Target future leaders within existing board, committees and membership</li> <li>Schedule transition time with incoming Vice President of Education</li> </ul>	<ul style="list-style-type: none"> <li>Facilitation</li> <li>Collaboration</li> <li>Delegation</li> <li>Mentoring</li> <li>Coaching</li> <li>Teaching</li> <li>Financial</li> <li>Motivational</li> <li>Conflict/Resolution</li> <li>Execution</li> </ul>

### 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
- Previous service on Board of Directors, preferably in a education capacity

#### 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

# Director, Education

## Leadership Attributes

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

## 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 of 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 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
- Facilitate a registration process for monthly educational programs with Executive Director.
- 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 monthly 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"> <li>• Create objectives to support the chapter's Business and Strategic plan</li> <li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li> <li>• Target incoming director from committees who report to you</li> <li>• Transition with incoming Director</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial</li> <li>• Conflict/Resolution</li> <li>• Execution</li> </ul>

## 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, organized, GREAT follow-up, comfortable with sales

### 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
- 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:

- Oversee the 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 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 Marcom and Administrator on all marketing efforts
- Work with Marcom & Administrator for marketing events to secure optimal attendance
- 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 monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and function