



**TAMPA BAY  
AREA  
CHAPTER**

## **2027 Board of Directors Position Summary & Board Service Expectations**

Thank you for your interest in serving on the MPI Tampa Bay Area Chapter Board of Directors. Board members play a critical role in advancing the chapter's mission, supporting member engagement, and ensuring the long-term success of the organization. The following position summaries are intended to provide an overview of the responsibilities associated with each Board role. Detailed position descriptions are available upon request.

### **Board Service Expectations**

Board members are expected to:

- Maintain MPI membership in good standing throughout their term of service.
- Attend a minimum of 75% of scheduled Board meetings.
- Actively participate in chapter programs, events, and initiatives.
- Support the chapter's strategic goals and objectives.
- Serve as ambassadors for MPI Tampa Bay and the meetings and events industry.
- Work collaboratively with fellow Board members, volunteers, sponsors, and chapter members.

### **Term of Service**

Most Board positions serve a one-year term from January 1 through December 31.

The President-Elect position provides continuity of leadership for the chapter through a three-year succession path of President-Elect, President, and Immediate Past President.

---

### **President-Elect**

Serves as a member of the Executive Leadership Team and supports the strategic direction of the chapter. Collaborates with Board leaders, assists with leadership succession planning, and prepares to assume the role of Chapter President.

---

### **Vice President, Finance**

Provides oversight of the chapter's financial health, budget, and long-term financial planning. Reviews monthly financial reports prepared by the chapter administrator and accounting support team and works with the Board to ensure responsible stewardship of chapter resources. No accounting or bookkeeping responsibilities are required; the role focuses on leadership, oversight, and financial decision-making.

---

## **Vice President, Membership**

Leads membership recruitment, retention, engagement, and recognition efforts. Works to enhance the member experience and ensure members receive value from their MPI Tampa Bay membership.

---

## **Vice President, Education**

Provides leadership and strategic direction for the chapter's educational programming and professional development initiatives. Oversees educational offerings and works to ensure programs meet the needs of chapter members.

---

## **Vice President, Marketing & Communications**

Leads the chapter's communications and marketing efforts, including member communications, website content, social media, branding, and promotional activities. Ensures consistent messaging and visibility for chapter programs and initiatives.

---

## **Vice President, Special Events**

Provides strategic oversight for chapter networking events, fundraising initiatives, and special programs. Works with volunteers and industry partners to create engaging experiences that support member engagement and chapter objectives.

---

## **Director Positions**

Director positions are ideal for members looking to expand their leadership experience and gain exposure to Board service while working closely with a Vice President in a specific functional area. Directors play an important role in supporting chapter initiatives and helping execute the chapter's strategic goals.

---

## **Director, Chapter Educational Programs**

Works under the direction of the Vice President, Education to support the planning and execution of chapter educational programs. Assists with speaker coordination, venue selection, event logistics, continuing education opportunities, and program delivery.

---

## **Director, Strategic Alliance**

Works with the Vice President, Finance to develop and maintain relationships with sponsors and strategic partners. Supports sponsorship sales, partner benefits fulfillment, fundraising initiatives, and revenue-generating opportunities that support chapter programs and events.

---

## **Director, Member Care**

Works with the Vice President, Membership to support member engagement, retention, recognition, and volunteer involvement. Helps create a welcoming and positive experience for members while encouraging participation in chapter programs and leadership opportunities.

---

Questions regarding Board service, available positions, or the application process. Please contact:

Pauline Navarro  
Immediate Past President  
MPI Tampa Bay Area Chapter

[Pauline.MPITBA@gmail.com](mailto:Pauline.MPITBA@gmail.com)