

KENTUCKY  
BLUEGRASS  
CHAPTER  


MEETING PROFESSIONALS INTERNATIONAL

# CHAPTER LEADER JOB DESCRIPTIONS

2015-2016

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# Executive Committee - President

## 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>• Create goals and objectives for the board and committees</li> <li>• Advise, support and develop board of directors in executing initiatives</li> <li>• Assist in chapter budget development</li> <li>• Mediate discussions and create consensus within the board</li> <li>• Communicate with members regarding all international initiatives and objectives</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Transition with President-Elect</li> <li>• Mentor the President-Elect</li> </ul>	<ul style="list-style-type: none"> <li>• Visionary</li> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Organization</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial Responsibility</li> <li>• Motivational</li> <li>• Conflict Resolution</li> <li>• Empowerment</li> <li>• Effective Communication</li> <li>• Execution</li> <li>• Innovation</li> </ul>

## Job Descriptions

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

### *Helpful Skills:*

- Diplomacy, Resourceful, Visionary, Delegator, Leadership organization, Communicator (written and oral)

### *Qualifications:*

- Member in good standing with previous service as President-Elect
- Knowledge of the activities/affairs of the Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Previous service (when possible) two (2) of the following positions: Vice President of Membership, Vice President of Finance or Vice President of Education

### *Specific Responsibilities:*

- Directly responsible for communicating with and supervising the Chapter officers and Directors to ensure that all assignments are completed according to the strategic plan, the chapter is financially sound and membership is advised of all progress
- Serve as Chair of all meetings of both the Executive Committee and Board of Directors, serve as a member of the Audit and Finance Committee
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board

- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
- Support and defend policies and programs adopted by the Board of Directors
- Serve as an ex-officio member on all committees except the Nominating Committee
- Vote on issues brought before the Board of Directors only in the event of a tie
- Act as official spokesperson of the Chapter
- Conduct annual Board Orientation and mid-year Board Retreat
- Submit budget needs for the following fiscal year
- Oversee performance of Chapter Administrator, including monthly meetings and a yearly performance review
- Serve as liaison between the Chapter and MPI headquarters
- Serve as a member of the Past Leaders Council or appoint a designee
- Perform any other duties as assigned by the Board of Directors

*Reports to: Members*

*Commitment:*

- Regular attendance at monthly meetings, Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Past Leaders Council meetings
- Attendance at Chapter Business Summit (if funded to do so)

# Executive Committee - President-Elect

## 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>• Mentor the leadership development processes to support succession planning</li> <li>• Target and mentor future leaders</li> <li>• Transition with incoming President-Elect</li> <li>• Schedule one on ones with Vice Presidents to discuss future vision</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Organization</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial Responsibility</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:*

- Diplomacy, Resourceful, Visionary, Delegator, Leadership organization, Communicator (written and oral).

### *Qualifications:*

- Member in good standing
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Previous service (when possible) two (2) of the following positions: Vice President of Membership, Vice President of Finance or Vice President of Education.

### *Specific Responsibilities:*

- Serve as direct support to the Chapter President
- 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
- Serve as voting member of Board of Directors, Executive Committee and Audit and Finance Committee
- Serve as ex-officio member of the Nominating and Bravo Committee
- Ensure the Chapter adheres to minimum Chapter standards as prescribed by MPI
- Develop and implement a leadership succession/mentoring program
- Cultivate volunteer opportunities and encourage participation
  - Work with committees to expand volunteer long-term involvement with Chapter
- Act as coach, advisor and counselor to Board members and committees

- Attend monthly Board meetings, Chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Perform any other duties as assigned by the President and/or the Board of Directors

*Reports to: President*

*Commitment:*

- Regular attendance at monthly meetings, official Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Past Leaders Council meetings
- Attendance at Chapter Business Summit

# Executive Committee - Immediate Past President

## 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>• Create goals and objectives for the board and committees</li> <li>• Advise, support and develop board of directors in executing initiatives</li> <li>• Assist in chapter budget development</li> <li>• Mediate discussions and create consensus within the board</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Schedule transition time with President-Elect</li> <li>• Mentor the president</li> </ul>	<ul style="list-style-type: none"> <li>• Visionary</li> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Organization</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial</li> <li>• Motivational</li> <li>• Conflict/Resolution</li> <li>• Empowerment</li> <li>• Effective Communication</li> <li>• Execution</li> <li>• Innovation</li> </ul>

## Job Description

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

### *Eligibility:*

- Member in good standing
- Completion of previous year's term as President
- Willing to give the time, energy, talents and enthusiasm required of the position

### *Specific Responsibilities:*

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Governance and Nominations 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 support/mentor to President
- Act as coach, advisor and counselor to Board members and committees
- Attend monthly Board meetings, Chapter events and committee meetings
- 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
- Chair Chapter's Past Presidents Council to provide for continued involvement of Past Presidents to support the strategic plan of the Chapter
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

*Reports to: President*

*Commitment:*

- Regular attendance at monthly 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"> <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 and fiscal planning</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Transition with incoming Vice President of Finance</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:*

- 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 of the position

### *General Responsibilities*

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Audit & 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:
  - Investments & Reserves - CDs, mutual funds, prudent reserve
  - New Projects – Coordinate with New Projects Committee in financial vetting of possible new initiatives



- Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records and paying 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 and authorized post office boxes
- Prepare annual operating budget and ensure compliance once approved by the Board
- Ensure Chapter is incorporated according to Chapter minimum bylaws
- Comply with all governmental 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 member aware when chapter is close to budgetary limits

*Reports to: Office of President*

*Commitment:*

- Regular attendance at monthly 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"> <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 and direct committee reports in executing initiatives</li> <li>• Assist in chapter budget development</li> <li>• Target future leaders within existing board, committees and membership</li> <li>• Transition with incoming Vice President of Membership</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:*

- 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 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 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: Office of 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

# 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, CMP/CMM
- 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 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

# Executive Committee – Vice President of Communication

## Leadership Expectations

<b>Management</b>	<b>Leadership Skills</b>
<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>• Transition with incoming VP of Communication</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:*

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

### *Overall 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:*

- Oversee the publications, marketing, advertising, public relations, community outreach and advocacy efforts of the chapter, including:
  - Marketing – StarChapter Platform (website) and Social Media
  - Publications - Newsletter
  - Public Relations - Media Relations, Press Releases
  - Advertising - Newsletter Ads, Website Ads
  - Community Outreach - Philanthropic Activities
  
- Facilitate production, writing, proofreading and design of Chapter printed materials to ensure professional appearance and consistent “look” of the Association brand
- 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

*Reports to:* Office of 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

# Executive Committee, Vice President of Strategic Partnership

## 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 Directors with processes, procedures and tools to achieve objectives</li> <li>• Target incoming VP from committees who report to you</li> <li>• Transition with incoming VP</li> </ul>	<ul style="list-style-type: none"> <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
- Recruit and train Directors for Sponsorship and Networking/Special Events
- 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 strategies to increase cash revenue and in-kind support for the Chapter
- Monitor association and meetings industry trends to discover best practices in resource development by other organizations
- Develop, implement and manage Chapter fundraising efforts (with the exclusion of MAC and newsletter advertising)
- Ensure promotion of fundraising effort
- Oversee solicitation for monthly meeting and networking venues and cash sponsorships



*Reports to:* Office of President

*Commitment:*

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

**Strategic Partnership Team Structure:**

- **Director of Sponsorship:** Oversees efforts related to obtaining in-kind venue sponsors for monthly educational meetings, evening networking receptions and Bravo. Also oversees efforts related to obtaining cash sponsorships. Thirdly, oversees efforts related to monthly raffle drawings and the silent auction at Bravo.
  1. **Chair of In-Kind Sponsorships:** Leads a team to secure in-kind sponsors for monthly meetings, evening networking receptions, Bravo and Raffle Items. Ensures that marketing benefits for sponsors are fulfilled.
  2. **Chair of Cash Sponsorships:** Leads a team to obtain cash sponsorships. Ensures that all marketing benefits for sponsors are fulfilled.
- **Director of Networking/Special Events:** Oversees all logistical efforts related to evening networking receptions and Bravo.
  1. **Chair of Networking Events:** Ensure all logistical details related to evening networking events are handled.
  2. **Chair of Bravo:** Lead a team to plan all logistical aspects of Bravo; including set-up and silent auction.

# Director, Member Recruitment

## 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>• 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:

- Delegation, Motivator, Facilitator, Supportive

### Eligibility:

- 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
- 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 assigned
- Support and defend policies and programs adopted by 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:

- Establish membership goal for the year, based on the strategic plan
- Provide direction and leadership for the Chapter's program to increase member involvement
- Development and maintain an active and ongoing campaign to attain membership goal
- Cooperate with Director of Member Care in welcoming and orienting new members through strategic New Member Onboarding Program
- Encourage new member involvement in committees in conjunction with the Director of Member Care

- Work closely with MPI to assure the timely and accurate processing of new member applications
- Submit articles to newsletter and website in support of recruitment activities
- Create and submit a committee succession plan to the VP of Membership

*Commitment:*

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

# Director, Member Care

## 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>• 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:*

- Delegation, Motivator, Facilitator, Supportive

### 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
- 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)
- Oversee the efforts to meet or exceed the chapter retention goal for the year, based on the chapter metrics.

- Establish the Chapter's New Member Onboarding Plan
- Cooperate with Director of Member Recruitment in welcoming and orienting new members through strategic New Member Onboarding Program
- Encourage new member involvement in committees in conjunction with the Director of Member Recruitment
- 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

*Reports to: Vice President of Membership*

*Commitment:*

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

# Director, Programming

## 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 educational programming and initiatives</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 comprehensive plan for offering educational programs to members
- Coordinate educational content between monthly education, Synergy and additional educational programs as developed
- Facilitate the contracting of speakers, panelists or other presenters and submit to VP of Education for completion.

- Facilitate a registration process for monthly educational programs and Synergy programs with Chapter Administrator.
- Develop, implement and manage a system for providing Continuing Education Units (CEU) at chapter educational programs.
- Assist Communications with promoting CEU opportunities and tracking methods to chapter members
- Responsible for ensuring chapter programming meets the requirements for CEU's
- Assist all committees 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, Program Logistics

## 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>• Coordination of all logistics of monthly meetings</li> <li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</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:*

- Organization, Creativity, Adaptability, Team Builder

### *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:*

- Consult with Strategic Partnership on all meeting sponsorship benefits for venues hosting programming events
- Perform site selection for all monthly educational programs
- Oversee the coordination of all logistics for monthly educational programs, Synergy, and special education event programs including menu selection, audiovisual needs, room setup requirements, registration and hotel arrangements, and speaker needs
- Ensure that there is onsite representation for Logistics for each educational offering



*Reports to:* Vice President of Education

*Commitment:*

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

# Director, PR/Marketing

## 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>• 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:*

- Problem Solver, Creativity, Project Management, Base Knowledge of Media (Print, Electronic, Internet), Communicator (oral and written), Motivator

### *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:*

- Manage the marketing, advertising, public relations, community outreach and advocacy efforts of the chapter, including:
  - Marketing – on StarChapter Platform (website) and Social Media
  - Public Relations - Media Relations, Press Releases
  - Advertising - Newsletter Ads, Website Ads (in cooperation with Chapter Administrator)
  - Community Outreach - Philanthropic Activities

- Develop and enforce editorial calendar for all social media efforts for the Chapter, including, but not limited to Facebook and Twitter
- Appoint Chapter photographer and coordinate placement of photos into Chapter publications
- Liaise with board of directors to ensure promotion of Chapter activities
- Develop a strategy of communication between committees to facilitate flow of information to newsletter editor
- Perform annual review of Chapter publications to ensure efficacy as Chapter communications tools

*Reports to:* Vice President of Communications

*Commitment:*

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

# Director, Internal Communication

## 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>• 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:*

- Problem Solver, Creativity, Project Management, Base Knowledge of Media (Print, Electronic, Internet), Communicator (oral and written), Motivator

### *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:*

- Manage the internal communication to members about the Chapter’s initiatives, activities and any information about MPI International’s policies through:
  - StarChapter Platform – maintain, with the Chapter Administrator, all aspects of the platform
  - Newsletter – Develop and maintain an editorial timeline for the newsletter on StarChapter

- Email / Event Registration – along with the Chapter Administrator, develop a workflow for the board and membership for communication through mass email, and proper event info/registration deadlines
- Develop a strategy of communication between committees to facilitate flow of information to newsletter editor
- Collect appropriate articles of interest, industry news, and member profiles for monthly newsletter
- Appoint Chapter photographer and coordinate placement of photos into Chapter publications
- Liaise with board of directors to ensure promotion of Chapter activities through the newsletter
- Perform annual review of Chapter publications to ensure efficacy as Chapter communications tools

*Reports to:* Vice President of Communications

*Commitment:*

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

# Director, Sponsorship

## 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 for succession</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Coaching</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:*

- Attend monthly chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Recruit and train committee chairs (In-Kind Sponsorship and Cash Sponsorship)
- 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 strategies to increase cash revenue and in-kind support for the Chapter.
- Oversees all efforts related to obtaining in-kind venue sponsors for monthly educational meetings, evening networking receptions, and Bravo.
- Oversees all efforts related to obtaining cash sponsorships.
- Oversees all efforts related to obtaining donations for monthly raffle drawings and the Bravo silent auction.
- Follow through with collection of Strategic Partners funds and deliverables.
- Manage and lead committee chairs in an effort to attain objectives

*Reports to:* Vice President of Strategic Partnership



# Director, Networking and 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 for succession</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Coaching</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, highly detail oriented

### *Eligibility:*

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

### *General Responsibilities:*

- Attend monthly chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Recruit and train committee chairs (Networking Events and Bravo)
- 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 all logistics efforts related to evening networking receptions.
- Oversees all efforts related to Bravo (with the exclusion of obtaining the venue and soliciting raffle items).
- Manage and lead committee chairs in an effort to attain objectives

*Reports to:* Vice President of Strategic Partnership



# Past Presidents' Liaison

## Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> <li>• Mentor the Office of the President and the Board of Directors</li> <li>• Assist the Office of the President in Advising, supporting and developing board of directors in executing initiatives</li> <li>• Assist in mediating discussions and creating consensus within the board</li> <li>• Communicate with past presidents of the Chapter and offer their perspectives on current Chapter initiatives</li> <li>• Transition with Past Presidents' Liaison</li> <li>• Mentor the Office of the President</li> </ul>	<ul style="list-style-type: none"> <li>• Visionary</li> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial Responsibility</li> <li>• Motivational</li> <li>• Conflict Resolution</li> <li>• Empowerment</li> <li>• Effective Communication</li> <li>• Innovation</li> </ul>

## Job Description

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

### *Helpful Skills:*

- Diplomacy, Resourceful, Visionary, Delegator, Communicator (written and oral)

### *Qualifications:*

- Member in good standing with previous service as President
- Knowledge of the activities/affairs of the Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

### *General Responsibilities:*

- Attend monthly chapter events and committee meetings
- Act as coach, advisor and counselor to the Board of Directors
- 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 Office of the President and/or Board of Directors

### *Specific Responsibilities:*

- \* Call 1 annual meeting of Past Presidents to gather perceptions, suggestions, and offer a time for the Board of Directors Initiatives to be vetted with them. Meeting will be attended by the Executive Committee and Past Presidents' Liaison and Chapter Administrator
- \* Create an article for the newsletter relaying Past Presidents' perspective.

**POSITION:** \_\_\_\_\_

**Leadership Expectations**

Management	Leadership Skills
<ul style="list-style-type: none"><li>• <i>Expectation</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Skill</i></li></ul>

**Job Description**

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

*Helpful Skills:*

- *Skill*

*Qualifications:*

- Member in good standing
- Knowledge of the activities/affairs of the Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Other:

*General Responsibilities:*

- Attend monthly chapter events and committee meetings
- Other:

*Specific Responsibilities:*

- Directly responsible for

*Reports to:*

*Commitment:*

- Regular attendance at monthly meetings, Chapter activities and functions;
- OTHER:

