

KENTUCKY
BLUEGRASS
CHAPTER


MEETING PROFESSIONALS INTERNATIONAL

CHAPTER LEADER JOB DESCRIPTIONS

2016-2017

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Executive Committee - President

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

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

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 and the Award's Committee
- Appoint at least two members to the Nomination's Committee 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 to VP of Finance
- Oversee performance of Chapter Administrator, including monthly meetings and a yearly performance review
- Chair of Annual Award's Committee
- Serve as liaison between the Chapter and MPI headquarters
- 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 Chapter Business Summit (if funded to do so)

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 • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development • Mentor the leadership development processes to support succession planning • Target and mentor future leaders • Transition with incoming President-Elect • Schedule one on ones with Vice Presidents to discuss future vision 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial Responsibility • Motivational • Conflict/Resolution • Execution

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, Nomination's Committee and Audit and Finance 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 Chapter Business Summit

Executive Committee - Immediate Past President

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 • Assist in chapter budget development Mediate discussions and create consensus within the board • Target future leaders within existing board, committees and membership • Schedule transition time with President-Elect • Mentor the president 	<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
- 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, when applicable
- Serve on the Award's committee
- 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"> • 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 of the position

General Responsibilities

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Audit & Finance Committee
- Oversee the Director of Auctions, Director of In-Kind Sponsorships, and Director of Special Events
- 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
- Prepare annual operating budget and ensure compliance once approved by the Board
- Comply with all governmental tax regulations and file Chapter tax reports (Executive Director has an accounting firm prepare the tax reports, the VP of Finance reviews the completed documents before they are sent to the IRS).
- 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: 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"> • 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 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
 - 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: 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"> • 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 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: 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

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 Communication 	<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 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: 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, Member Recruitment

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 who report to you • 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, Motivator, Facilitator, Supportive

Eligibility:

- Serve as voting member of Board of Directors and reports to VP of Membership
- 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 BOD
- 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
- 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

Director, Member Care

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 • 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, 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 and reports to VP of Membership
- 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 BOD
- 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
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Oversee the efforts to meet or exceed the chapter retention goal for the year, based on the chapter metrics.
- Welcome new members through strategic New Member Onboarding Program
- Encourage new member involvement in committees
- Develop and maintain an active and ongoing campaign to retain members
- Conduct an annual Chapter needs assessment survey
- Submit articles to newsletter and website in support of member care activities

Director, Programming

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 • Coordination of all educational programming and initiatives • 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 of the position

General Responsibilities:

- Serve as voting member of Board of Directors and report to VP of Education
- 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
- Perform any other duties as assigned by the VP of Education 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 and additional educational programs as developed
- Facilitate the contracting of speakers, panelists or other presenters

Director of In-Kind Sponsorship

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • Create objectives to support the chapter’s Business and Strategic plan • Educate committee members with processes, procedures and tools to achieve objectives 	<ul style="list-style-type: none"> • Collaboration • Delegation • Mentoring/Coaching • Financial • Conflict/Resolution

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. Reports to VP of Finance.
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and mentor to 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 VP of Finance and/or Board of Directors

Specific Responsibilities:

- Develop strategies to increase in-kind and cash 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, the Holiday auction and newsletter advertising)
- Ensure promotion of fundraising effort
- 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.

Director, Auctions

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 who report to you for succession	<ul style="list-style-type: none">• Collaboration• Delegation• Mentoring• Coaching• 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, 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 and report to VP of Finance
- 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
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Develop strategies to encourage in-kind donation of items for auction/s
- Oversees all efforts related to securing, physically obtaining, and promoting silent auction items
- Oversees all efforts related to the Bidding for Good auction platform
- Reports results of donation solicitation to BOD
- Analyzes auction results to make suggestions for future years.
- Manage and lead committee chairs in an effort to attain objectives

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 who report to you for succession	<ul style="list-style-type: none">• Collaboration• Delegation• Mentoring• Coaching• 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, 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
- Voting member of the Board of Directors and reports to VP of Finance
- 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) and the Holiday event.
- Manage and lead committee chairs in an effort to attain objectives

Past Presidents' Liaison

Leadership Expectations

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

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

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:

Commit

ment:

- Regular attendance at monthly meetings, Chapter activities and function

