



President Volunteer Description

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

Qualifications:

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

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 in both Executive Committee and Board of Directors, serve as a member of the Budget and Finance Committee
- Ensure development and facilitation of a long-term strategic plan
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of Board of Directors
- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures. Support and defend policies and programs adopted by the Board of Directors
- Prepare consent agenda and submit agenda items for each board meeting and distribute prior to meeting
- Prepare agenda and preside at Chapter annual business meeting
- 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
- Maintain chapter operations calendar with event dates, board/committee meeting dates, newsletter and event mailing submission deadlines, and other industry-related event dates
- Act as official spokesperson of the Chapter. Conduct annual Board Orientation
- Act as support/mentor to President-Elect. Conduct transition meeting with successor
- Submit budget needs for the following fiscal year
- Oversee performance of Chapter Administrator/Executive Director, including monthly meetings and a yearly performance review
- Serve as liaison between the Chapter and MPI Headquarters. Ensure Chapter compliance with MPI Global
- Performs any other duties as assigned by the Board of Directors

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings, and board retreats
- Attendance at all official Chapter activities and functions, as able
- Attendance at Chapter Leadership conferences and/or trainings by MPI Global
 - Chapter management activities (20 hr/mo)

President-Elect Volunteer Description

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

Qualifications:

- Member in good standing with previous service in a board position
- Knowledgeable of the activities/affairs of the Chapter
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills

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
- Keep knowledgeable about Chapter activities in order to take over for or represent the President
- Become knowledgeable of all Bylaws, Policy Manual and other required chapter compliance requirements
- Serve as voting member of Board of Directors
- Serve on the Nominating Committee, as a non-voting member, to develop a slate of qualified board members for the next fiscal year
- Develop and implement a leadership succession/mentoring program for members and students
- Ensure the Chapter adheres to minimum Chapter standards as prescribed by MPI Global
- Act as coach, advisor and counselor to board members and committees
- Report on strategies, successes, and challenges of assigned committees to Board of Directors
- Support and defend policies and programs adopted by the Board of Directors
- Submit agenda items for Board of Directors meetings in advance of meetings
- Conduct Annual Board Retreat for all incoming board members of next fiscal year
- Conduct transition meeting with successor
- Establish and facilitate an orientation program for the incoming Board of Directors
- Perform other duties that may be delegated by the President and/or the Board of Directors

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings, and board retreats
- Attendance at all official Chapter activities and functions, as able
- Attendance at Chapter Leadership conferences and/or trainings by MPI Global
- Chapter management activities (20 hr/mo)

Immediate Past President Volunteer Description

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

Qualifications:

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

Specific Responsibilities:

- Serve as voting member of Board of Directors
- Chair the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process, and ensuring compliance with MPI Board Slate Submission requirements
- Support and defend policies and programs adopted by the Board of Directors
- Act as support/mentor to President and President Elect
- Act as coach, advisor and counselor to board members and committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Conduct transition meeting with successor
- Complete a comprehensive review of the policies and procedures manual and any other Chapter documents by the end of the fiscal year.
- Perform other duties that may be delegated by the President and/or the Board of Directors

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings, and board retreats
- Attendance at all official Chapter activities and functions, as able
- Attendance at Chapter Leadership conferences and/or trainings by MPI Global
- Chapter management activities (10 hr/mo)