**BOARD OF DIRECTORS APPLICATION FORM**

**2023-2024**

**Name**: Click here to enter text.

**Title**: Click here to enter text.

**Organization**: Click here to enter text.

**Work Phone**: Click here to enter text.

**Email**: Click here to enter text.

**MPI Member Number**: Click here to enter text.

Serving on the Board of Directors is a significant commitment but one that provides members the opportunity to learn new skills, grow professionally and personally, build their network, represents the voice of the Chapter’s membership. The 13 member Board of Directors is made up of 7 Officers and 6 Directors. Additional positions may be created by the Governance Committee with Board approval based on current needs.

**OFFICERS – EXECUTIVE COMMITTEE**

The three Presidents and four Vice Presidents make up the Executive Committee. Each officer serves a one (1) year term. The Vice President Finance also serves a one (1) year term, but is typically expected to serve a second year in the role. Officers may serve up to a total of two (2) years in the same Vice President position. The Executive Committee is responsible for overseeing and advancing the Chapter’s vision and mission statement, creating a yearly business plan and Chapter budget along with ensuring membership needs and benefits are being met. The Vice Presidents are also responsible for the day-to-day management of the Directors on their team.

**DIRECTORS**

Each Director will take office on the first day of the fiscal year (July 1) and serve a one (1) year term. Directors may serve up to two (2) terms in the same Director position. Directors may serve a total of four (4) years as a Director before needing to move up to an Officer role or they may step off the board for one (1) year before taking on another Director position. Directors assist in creating and executing the deliverables within the Chapter’s Business Plan and yearly budget along with primarily oversee and manage the committees and chair leads of the Chapter.

All board members are expected to attend and actively participate in all Chapter programs and events including Monthly Board Meetings, Educational Programs, June Celebration, Annual Gala & Auction, Strictly Socials, Community Service Projects, assigned Committees, Annual Board Retreat, Mid-Year Board Retreat and submitting monthly board reports.

#### For additional information regarding Board qualifications, expectations and responsibilities for each position, please visit the [MPIWSC website](http://www.mpiwsc.org/getinvolved/index.cfm?fuseaction=cor_av&artID=9042).

**NEXT STEPS**

Board applications are due no later than 5:00 PM on December 16, 2022 to the Governance Committee at [governance@mpiwsc.org](mailto:governance@mpiwsc.org). The Governance Committee will contact all board candidates to schedule a phone or Zoom interview. The final board slate is scheduled to be announced and presented to the membership by January 30, 2023. The final board slate is due to MPI Headquarters by March 1, 2023.

**BOARD POSITION OF INTEREST**

Please list the position you are applying for below. If interested in more than one position, which is very acceptable, please rank the positions in order of preference and comment on the reason for your interest.

|  |  |  |
| --- | --- | --- |
| **DEPARTMENT** | **BOARD POSITION** | **TERM OF OFFICE (July 1-June 30)** |
| **Office of the Presidents** | **President** | **2023-2024** |
| **President Elect** | **2023-2024** |
| **Immediate Past President** | **2023-2024** |
| **Communications** | **Vice President of Communications** | **2023-2024** |
| **Education** | **Vice President of Education** | **2023-2024** |
| **Director of Programs** | **2023-2024** |
| **Director of Industry Alliance** | **2023-2024** |
| **Finance** | **Vice President of Finance** | **2023-2024** |
| **Director of Sponsorships & Procurement** | **2023-2024** |
| **Director of Special Events** | **2023-2024** |
| **Membership** | **Vice President of Membership** | **2023-2024** |
| **Director of Member Recruitment & Retention** | **2023-2024** |
| **Director of Member Engagement** | **2023-2024** |

**Position Preference Comment:**

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

**QUESTIONAIRE**

The officers and directors represent the voice of the chapter’s membership. To ensure that the Board has the vision and the ability to provide the membership with a variety of benefits including opportunities for learning, building relationships, and growing their businesses, it is required that the board collectively possess the following traits:

**~ Diversity ~ Commitment ~ Accountability ~ Respectful ~ Communication ~ Professional ~**

**~ Reputable ~ Open-minded ~ Fiscally Responsible ~ Management Skills**

With this in mind, please answer the following questions, which illustrate your ideas for the future growth, direction, and development of the MPI Washington State Chapter.

1. Why are you interested in serving on the MPIWSC Board of Directors? Click here to enter text.
2. Please list your committee, board, and/or special event involvement in MPI during your membership. Click here to enter text.
3. What specific qualifications, skills or experiences would you bring to the position you’re applying for? Click here to enter text.
4. List any awards or professional recognition received during your experience in the meetings industry or expand on any other allied professional organizations or civic roles that you actively support. Click here to enter text.
5. What do you see as the single most important issue or concern facing chapter members during the next year?  Why? You may use an additional sheet of paper. Click here to enter text.
6. What do you hope to accomplish next year if selected to serve on the Board of Directors? Click here to enter text.
7. In which of the following areas do you have experience (check all that apply)?

Financial Expertise  Chapter/Community Experience  Industry Experience

Governance  Strategic Planning  Education Development

Marketing

9. Which of the following are your two (2) strongest management skills?

Time Management  Meetings & Events Planning  Managing People

Project Management  Process Innovation  Conflict Resolution

1. Do you have the approval of your company’s management to commit the task and time responsibly that come with joining the MPIWSC board of Directors? Yes No

**COMMITMENT STATEMENT**

The MPI Washington State Chapter Board of Directors meets approximately once each month. Each meeting is designated as either being in-person or via Zoom. It is expected that board members attend all scheduled board meetings with missed meetings being pre-arranged and excused. It is required that all board members complete and submit a monthly board report form on time, agree to come prepared for all meetings and fulfill their responsibilities outlined in the job descriptions. In addition, it is expected that all board members actively participate in the organization. Do you agree with this commitment statement and acknowledge that you will comply with all its elements?

**Signature of Board Applicant Date**