

Job Description - President-Elect

- **Term:** One year or as determined by the Board of Directors and Chapter Bylaws (Three-year commitment to the whole Office of the President).
- **Eligibility:** Member in good standing / Previous service on the Board of Directors / Willing to dedicate the time, energy, talents, and enthusiasm required for the position
- **Reports to:** President

Leadership Expectations:

- **Management:** Exhibit strong management and leadership skills.
- **Strategic Planning:** Collaborate with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan.
- **Support and Development:** Advise, support, and develop the Board of Directors in executing initiatives.
- **Budget Assistance:** Assist in chapter budget development and management.
- **Leadership Development:** Mentor the leadership development processes to support succession planning.
- **Succession Planning:** Target and mentor future leaders. Transition with the incoming President-Elect.
- **Execution:** Ensure effective execution of chapter initiatives.
- Act as a 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 the Board.
- Support and defend policies and programs adopted by the Board of Directors.
- Conduct transition meetings with successor.
- Responsible for ensuring the fiscal responsibility of the committee(s) to which the position is assigned.
- Perform other duties delegated by the Chapter President and/or the Board of Directors.

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 a voting member of the Board of Directors.
- Serve on the Nominating Committee to develop a slate of qualified board members for the following year.
- Develop and implement a leadership succession/mentoring program.
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI.

Time Commitment:

- Regular attendance at monthly meetings, official chapter activities, and functions; Board meetings.
- Complete Board trainings through MPI Global.
- Attendance at Board retreats.
- Attendance at Chapter Business Summit.
- Attend President-Elect Global Calls.
- Attend All Hands Global Calls.