

## Job Description - President

- **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:** Members

---

### *Leadership Expectations:*

- **Management:** Exhibit strong management and leadership skills.
- **Strategic Planning:** Work with the board to create and execute a 3-Year strategic and business plan. Create goals and objectives for the board and committees.
- **Support and Development:** Advise, support, and develop the Board of Directors in executing initiatives.
- **Budget Assistance:** Assist in chapter budget development and management.
- **Mediation and Consensus Building:** Mediate discussions and create consensus within the board.
- **Communication:** Communicate with members regarding all international and local initiatives and objectives.
- **Succession Planning:** Target future leaders within the existing board, committees, and membership. Schedule transition time with the President-Elect. Mentor the President-Elect.
- **Visionary:** Demonstrate visionary leadership qualities.

### *Specific Responsibilities:*

- Directly responsible for communicating with and supervising the chapter Board of 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 for the Board of Directors.

- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board of Directors.
- Communicate with the Board of Directors to ensure that all assignments are completed according to the chapter's strategic plan and goals, and that the membership is advised of all progress.
- Ensure Chapter adherence to Chapter Bylaws, Policies, and Procedures.
- Support and defend policies and programs adopted by the Board of Directors.
- Prepare a consent agenda for each board meeting and distribute prior to the 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.
- Act as the official spokesperson of the chapter.
- Conduct annual Board Orientation and mid-year Board Retreat.
- Submit budget needs for the following fiscal year.
- Oversee the performance of the Chapter Administrator, including monthly meetings and a yearly performance review.
- Serve as a liaison between the chapter and MPI Headquarters.
- Serve as a member of the Council of Chapter Presidents or appoint a designee.
- Perform any other duties as assigned by the Board of Directors.

***Time Commitment:***

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