



# Board of Directors Positions and Responsibilities

Don't just get involved with MPI.  
**Volunteer.**



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# Committees

that make a difference

# Get the Most Out of Your Membership

## by serving on the Board of Directors!

Serving on the CRV MPI Chapter Board boasts two satisfying rewards: it helps the chapter accomplish their goals for the year and helps you grow in your career! Benefits of becoming an MPI CRV Board member:

### **1. Enhance your skills**

Think of it as free career building! Have you always wanted to strengthen your skills in a particular area? Fill in your knowledge gaps by serving as a Board member. You'll gain experience in areas that go beyond your current work duties.

### **2. Expand your network**

You've heard people say, "you get out of it what you put into it." With our broad membership of planners and suppliers MPI CRV offers opportunities to get connected with fellow industry professionals. You never know what doors may open for new business, job opportunities and great friendships!

### **3. Show us your hidden talents**

Sometimes we get engaged when we can do something, we are comfortable with. We just never know who a great writer may be, photographer, social media guru, fundraising organizer, etc. The list goes on and on! Let us know your strengths and we will direct you to the right position that lets you put them to good use.

### **4. Take action between jobs**

Between jobs? Volunteer work on a resume makes a stronger impact than open gaps. Serving on the Board not only helps strengthen your skills, which it can also set you apart from other candidates.

*So, what are you waiting for? Think about the good you can do for yourself, while building a stronger Connecticut River Valley Chapter of MPI.*

*Contact us at [mpicrv@gmail.com](mailto:mpicrv@gmail.com) to share your interests and learn about opportunities to get involved!*



## COMMITMENT REQUIREMENTS

### What is the commitment to serve as a Vice President on the Board of Directors?

- Must be an MPI CRV member in good standing
- Willing to give the time, energy, talents, and enthusiasm required of the position
- One-year commitment or as determined by the Board of Directors and Chapter Bylaws
- Attendance is expected at all regularly scheduled meetings, which include:
  - Monthly Board Meetings and Chapter Events
  - Annual Board Retreat
  - Mid-Year Board Retreat
  - Orientation & Transition Meeting
- Attendance at MPI Global events as indicated in Chapter policies or by MPI Global



## Vice President of EDUCATION

### Education Committee Objective

The members of the Education committee will work on planning six high-quality education sessions per year. Members will work on all logistics, including creating and implementing content for six education events, as well as planning for the MPI CRV CMP Study Group(s), and the MPI CRV Local Experiential Event Series (LEES).

**Helpful Skills:** excellent communication skills, detailed organization, and knowledge of current events and trends in the industry

- **Vice President of Education**

- Report to the Office of the President
- Serve as a voting member of Board of Directors
- Attend monthly board meeting and chapter events, as well as annual and mid-year board retreats; Possible attendance at Chapter Business Summit, as directed by President
- Ensure fiscal responsibility of the chapter and committee
- Oversee development of content for six Education sessions per year
- Support and defend policies and programs adopted by the Board of Directors
- Identify, recruit, train, and advise committee chair and members
- Availability to transition successor into his/her new role in an advisory capacity
- Perform any other duties as assigned by the Office of the President and Board of Directors

## Vice President of FINANCE

### Finance Committee Objective

The finance committee helps organize budgets, sell sponsorships, develop the special events in our chapter, select venues and do details for our monthly meetings.

**Helpful Skills:** number, attention to detail, knowledge of basic financial concepts, delegation

- **Vice President of Finance**

- Report to the Office of the President
- Serve as a voting member of Board of Directors
- Attend monthly board meeting and chapter events, as well as annual and mid-year board retreats; possible attendance at Chapter Business Summit, as directed by President, and Fiscal Year Budget Meeting
- Ensure fiscal responsibility of the chapter and committee

- Identify, recruit, train, and advise committee chair and members
- Manage and supervise Chapter financial efforts through the management of the following Directors and Committees:
  - Donor & Sponsor Management
  - Special Events
  - Venue Management
- Present financials during Chapter board meetings
- Perform any other duties as assigned by the Office of the President and Board of Directors

## Vice President of MARKETING & COMMUNICATIONS

### Marketing & Communications Committee Objective

The members of the marketing & communications committee help us get the word out about who we are, what we offer, and what's coming up on the calendar! The committee is also responsible for managing our social media accounts, writing our newsletters, creating PowerPoint presentations and our website content!

**Helpful Skills:** proof reading, marketing, written communication, social media, and creativity

- **Vice President of Marketing & Communications**

- Report to the Office of the President
- Serve as a voting member of Board of Directors
- Attend monthly board meeting and chapter events, as well as annual and mid-year board retreats
- Ensure fiscal responsibility of the chapter and committee
- Support and defend policies and programs adopted by the Board of Directors
  - Manage the publications, marketing, and advertising efforts of the chapter through Chapter social media accounts, email campaigns, newsletters, event PowerPoints, the Chapter's website, and other channels as they arise
- Identify, recruit, train, and advise committee chair and members
- Perform any other duties as assigned by the Office of the President and Board of Directors
- Collaborate with Finance Committees for donor & sponsor management responsibilities
- Identify, recruit, train, and advise committee members
- Perform any other duties as assigned by the Vice President of Marketing & Communications and/or Social Media Committee Chair

## Vice President of MEMBERSHIP

### Membership Committee Objective

The members of the special events committee will work on planning interactive and exciting events! Members will work on all logistics, including creating and implementing content for six networking events, as well as securing auction items for two networking events throughout the year.

**Helpful Skills:** delegation, comfortable with sales, excellent communication, passion

### ● Vice President of Membership

- Report to the Office of the President
- Serve as a voting member of Board of Directors
- Attend monthly board meeting and chapter events, as well as annual and mid-year board retreats
- Ensure fiscal responsibility of the chapter and committee
- Provide direction and leadership to maintain and increase MPI membership
- Work with chapter administrator to maintain a current roster of Chapter members
- Manage and supervise Chapter membership efforts, including:
  - Recruitment – member recruitment, new member orientation
  - Member Care – member retention, hospitality
  - Awards & Scholarships – recognition programs, scholarships
  - 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.
- Support and defend policies and programs adopted by the Board of Directors
- Identify, recruit, train, and advise committee chair and members
- Perform any other duties as assigned by the Office of the President and Board of Directors



# OFFICE OF THE PRESIDENT

## Office of the President Objective

Oversee the Board of Directors and related Committees to ensure the Chapter members are being serviced at a Chapter level.

**Helpful Skills:** diplomacy, resourcefulness, visionary, delegator, leadership, organization, and excellent communication

## What is the commitment to serve on the Office of the President?

- Must be an MPI CRV member in good standing
- Willing to give the time, energy, talents, and enthusiasm required of the position
- One-year commitment or as determined by the Board of Directors and Chapter Bylaws
- Attendance is expected at all regularly scheduled meetings, which include:
  - Monthly Board Meetings and Chapter Events
  - Annual Board Retreat
  - Mid-Year Board Retreat
  - Orientation
  - Fiscal Year Budgeting Meeting
- Attendance at MPI Global events as indicated in Chapter policies or by MPI Global

## OTP Role Descriptions

- **President**
  - Serve as a voting member of Board of Directors
  - Conduct monthly board meeting and chapter events, as well as annual and mid-year board retreats
  - Ensure Chapter adherence to Chapter bylaws, policies, procedures, and fiscal responsibility of the Chapter
  - Support and defend policies and programs adopted by the Board of Directors
  - Perform any other duties as assigned by the Board of Directors
  - Submit budget needs for the following fiscal year
  - Oversee performance of Chapter Administrator, including monthly meetings and a yearly performance review
- **President Elect**
  - Reports to President
  - Serve as a voting member of Board of Directors
  - Attend monthly board meeting and chapter events, as well as annual and mid-year board retreats
  - Ensure Chapter adherence to Chapter bylaws, policies, procedures, and fiscal responsibility of the Chapter
  - Support and defend policies and programs adopted by the Board of Directors
  - Serve on Nominations Committee

- Report on the strategies, successes, and challenges of committees to Executive Committee
- Perform any other duties as assigned by the President and Board of Directors
- **Immediate Past President**
  - Reports to President
  - Serve as a voting member of Board of Directors
  - Attend monthly board meeting and chapter events, as well as annual and mid-year board retreats
  - Ensure Chapter adherence to Chapter bylaws, policies, procedures, and fiscal responsibility of the Chapter
  - Support and defend policies and programs adopted by the Board of Directors
  - Act as mentor to Executive Committee
  - Act as coach, advisor and counselor to board members and committees
  - Chair Nominations Committee
  - Perform any other duties as assigned by the President and Board of Directors