

Director of Sponsorship

- Serves as a voting member of MPIMP Board of Directors as well as a member of the Executive Committee.
- Attends monthly board meetings, chapter events, committee meetings and board retreats, as required.
- Serves as a Coach and Advisor to the Sponsorship Committee.
- Supports and defends policies and programs adopted by the Board of Directors.
- Reviews monthly financial statements and reports with Chapter Administrator, submits agenda items for board meetings in advance via AgendaMan and reports to board monthly.
- Conducts transition meeting with successor prior to end of term.
- Specific responsibilities include:
 - Manage and oversee all investments and reserves; per board direction.
 - Oversee proper accounting procedures for receipt and handling of funds, maintenance of financial records and review processes for paying all authorized invoices.
 - Oversee safe keeping of Chapter funds in banks/credit unions/investment companies as approved by board.
 - Responsible for compliance of all governmental tax regulations including the filing of annual tax reports, as required.

05/2020