

# Executive Committee- President Elect

## Leadership Expectations

<i>Management</i>	<i>Leadership Skills</i>
<ul style="list-style-type: none"> <li>• Strategic Planning: work with the Board to create and execute a 3-Year Strategic and Annual Business Plan</li> <li>• Advise, support and develop board of directors in executing initiatives</li> <li>• Assist in chapter budget development</li> <li>• Mentor the leadership development processes to support succession planning</li> <li>• Target and mentor future leaders</li> <li>• Transition with incoming President-Elect</li> <li>• Schedule one on ones with Vice Presidents to discuss future vision</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Organization</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial Responsibility</li> <li>• Motivational</li> <li>• Conflict Resolution</li> <li>• Execution</li> </ul>

### Job Description

*Term:* One year or as determined by the Board of Directors and Chapter Bylaws

### Helpful Skills:

- Diplomacy, Resourceful, Visionary, Delegator, Leadership organization, Communicator (written and oral)

### Qualifications:

- Member in good standing
- Knowledge of the activities/affairs of the Chapter
- Willing to give the time, energy, talents, and enthusiasm required of the position
- Previous service (when possible) in two of the following positions: Vice President of Membership, Vice President of Finance, or Vice President of Education

### 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 restriction upon the President
- Serve as voting member of Board of Directors
- Responsible for assisting in the overall management, leadership, and vision of the Chapter.
- Assist in launching new initiatives such as Educational Summits, Membership campaigns, and/or "Mentor Me" program
- Assist the VP of Education to establish a slate of 9 educational sessions and three networking events for the chapter
- Serve on the Nominating Committee to develop a slate of qualified board members for the following year
- Support and advise the Board of Directors in executing chapter initiatives
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI

- Ensure that the chapter and its board and committees perform at a high level while delivering support services to members
- Ensure the fiscal responsibility of the chapter along with upholding the bylaws as well as policies and procedures of the chapter and MPI Headquarters
- Serve an Ex-Officio member of the Nominating, Education, and Membership committees
- Provide for mentoring of members and students
- Submit agenda items to AgendaManager for Board of Directors meetings in advance of meetings
- Coordinate an annual Board Retreat in May, including hiring a facilitator
- Establish and facilitate an orientation program for the incoming Board of Directors
- Assist in establishing and maintaining a partnership between MPMPI and the PA Association for Travel and Tourism (PATT)
- Serve as an Ex-Officio board member representing the Meetings & Conventions Council for PATT
- Write grants and seek funding for MPMPI educational content/programs from the MPI Foundation

*Reports To:* President

*Commitment:*

- Regular attendance at monthly meetings, Chapter activities and functions, Board meetings, and Executive committee meetings
- Attendance at Board retreats
- Attendance at Past Leaders Council meetings
- Attendance at Chapter Business Summit, World Education Congress, Chapter Leaders Forum