

Executive Committee- Vice President of Education

Leadership Expectations

<i>Management</i>	<i>Leadership Skills</i>
<ul style="list-style-type: none"> • Strategic Planning: work with the Board to create and execute a 3-Year Strategic and Annual Business Plan • Advise, support, and develop board of directors in executing initiatives • Assist in chapter budget development • Target future leaders within existing board, committees, and membership • Schedule transition time with incoming VP of Education 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

Job Description

Term: Two years or as determined by the Board of Directors and Chapter Bylaws

Helpful Skills:

- Adaptability, Project Management, Communicator (oral and written), Motivator, Conflict Resolution, Trend Watcher (or willing to research), Team Builder

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents, and enthusiasm required of the position
- Previous service on Board of Directors, preferably in an education capacity

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Act as coach, advisor, and counselor to assigned committee members
- Report on the strategies, successes, and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise Chapter educational efforts, including:
 - a) Monthly Programs- Registration, Site Selection, & Logistics
 - b) Professional Development- Educational Content & Speaker Sourcing
 - c) Special Education Projects- Chapter/Regional Education Conference, Leadership Institutes, Women’s Leadership Initiative, Multi-Cultural Initiatives, etc.
- Develop annual education plan in accordance with Chapter strategies and MPI standards

- Assist with recruiting a member to fill a potential new role on the BOD- Director of Professional Development
- Communicate strategic issues relating to professional development to Board of Directors (or to the Director of Professional Development- should this role be created and added to the BOD)
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of assigned committee members and forward appropriate paperwork to the Vice President of Finance and the Chapter Administrator

Reports To: President

Commitment:

- Regular attendance at monthly meetings and Board meetings and retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Business Summit, as directed by the President