

Executive Committee - Vice President of Membership

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 and direct committee reports in executing initiatives • Assist in chapter budget development • Target future leaders within existing board, committees and membership • Transition with incoming VP of Membership 	<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:

- Delegation, Organization, Marketing Skills, Listening Skills

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Provide direction and leadership to maintain and increase MPMPI membership
- Work with chapter administrator to maintain a current roster of Chapter members
- Act as coach, advisor, and counselor to assigned committees
- Report on the strategies, successes, and challenges of assigned committees to Board of Directors
- Responsible for ensuring the fiscal responsibility of the committees 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 membership efforts, including:
 - a) Recruitment- member recruitment, new member orientation
 - b) Member Care- member retention, hospitality
 - c) Scholarships- works in conjunction with special projects committee

- d) Communicate strategic issues relating to membership to Board of Directors
- e) Research current membership trends and topics pertinent to the meetings industry and report findings to the Board of Directors
- f) Work with regional outreach teams as it pertains to communications, education, and membership
- g) Encourage member involvement in committees
- h) Meet or exceed the chapter retention goal each year
- i) Develop and Maintain an active, on-going campaign to retain members
- j) Follow up with new members after 1st and 2nd event attended, and at 3 months and 6 months of their membership
- If necessary, create sub-committees and find leaders to chair the sub-committees
 - a) Scholarship Sub Committee
 - b) Special Events Sub Committee
 - c) Ambassadors for New Members

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 President