**Activity Commitment Outline**

Thank you for your interest in serving on the chapter board of directors. In addition to the specific duties outlined below, you will be expected to participate in various chapter and international activities. Please note that a Board member should anticipate spending up to $1000 + a year on attending Chapter events. The following have been identified to help you with your decision-making in seeking a board position:

**All Board Members:**
Chapter events, programs and board meetings – July 1 to June 30
- **Attendance at 12 board meetings; locations vary between city and suburbs.**
  - All transportation costs on your own; estimated total parking fees $200.00
  - Board members may only dial in to board meetings for a total of two meetings for the year.
- **Attendance at 2 mandatory Board Retreats: Spring (May or June) and Winter (January)**
  - Travel expenses vary from $0 to $150 each dependent on location and shared rides
- **Attendance at 2 Leadership Days and 2 All Committee Meetings (or equivalent events)**
  - Total estimated parking fees $75.00
- **Attendance at 12-15 chapter events and programs**
  - Registration fees and parking $500.00 to $750.00
- Expected to recruit new members and are committed to retaining existing members whenever possible.
- Encouraged to leverage personal relationships to enhance our success for sponsorship for the chapter and foundation.

**New, Incoming Board Members:**
Orientation to the board prior to official position start date of July 1
- Attendance at chapter board meetings prior to the start of the fiscal year – April, May, June
- New Board Member Orientation – April or May

**Executive Committee:**
The Executive Committee consists of the President, President-Elect, Immediate Past President and all Vice Presidents. You will be expected to attend the following meetings.
- Executive Committee Meetings – 6-8 per year

**President and President-Elect:**
President and President-Elect to attend these events; expenses paid by MPI-CAC.
- MPI Chapter Business Summit—usually held in Dallas in April. VP Education and VP of Membership also attends.
- MPI World Education Congress (WEC) – June or July

**Position Descriptions**

**Executive Committee**

<table>
<thead>
<tr>
<th>Role</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>2</td>
</tr>
<tr>
<td>President-Elect</td>
<td>3</td>
</tr>
<tr>
<td>Immediate Past President</td>
<td>3-4</td>
</tr>
<tr>
<td>VP – Finance</td>
<td>5</td>
</tr>
<tr>
<td>VP – Membership</td>
<td>5</td>
</tr>
<tr>
<td>VP – Education - Content</td>
<td>6</td>
</tr>
<tr>
<td>VP – Learning Events (NEXT, Luncheon, IX &amp; Ed Prgs)</td>
<td>6</td>
</tr>
<tr>
<td>VP – Marketing &amp; Communications</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP – Special Events (Awards &amp; Holiday + Trivia &amp; Golf)</td>
<td>7</td>
</tr>
</tbody>
</table>

**Directors**

<table>
<thead>
<tr>
<th>Role</th>
<th>Days</th>
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</thead>
<tbody>
<tr>
<td>Director of Sponsorship</td>
<td>8</td>
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<tr>
<td>Director of Marketing &amp; Public Relations</td>
<td>8</td>
</tr>
<tr>
<td>Director(s) of Membership Engagement &amp; Recruitment</td>
<td>8-9</td>
</tr>
<tr>
<td>Director of Education (Content and Training &amp; Development)</td>
<td>9</td>
</tr>
<tr>
<td>Director of Education Programs (NEXT, Luncheon, IX &amp; Ed Prgs)</td>
<td>9</td>
</tr>
<tr>
<td>Director of Special Events (Awards &amp; Holiday + Trivia &amp; Golf)</td>
<td>10</td>
</tr>
<tr>
<td>Co-Chair Roles</td>
<td>11</td>
</tr>
</tbody>
</table>
OFFICE OF THE PRESIDENT

Leadership Expectations

<table>
<thead>
<tr>
<th>Management</th>
<th>Leadership Skills/Competencies</th>
</tr>
</thead>
</table>
| • Strategic Planning: work with the board to create and execute a strategic business plan  
• Create goals and objectives for the board and committees  
• Advise, support and develop board of directors in executing initiatives  
• Assist in chapter budget development. Mediate discussions and create consensus within the board  
• Communicate with members regarding all international initiatives and objectives  
• Target future leaders within existing board, committees and membership  
• Schedule transition time with President Elect/President/Immediate Past President | • Visionary  
• Facilitation  
• Collaboration  
• Delegation  
• Organization  
• Execution  
• Mentoring  
• Coaching/Teaching  
• Financial Awareness  
• Motivational  
• Conflict Resolution  
• Empowerment  
• Effective Communication  
• Innovation  
• Strategic Thinking  
• Knowledge of Governance  
• An Industry Advocate  
• Risk Management |

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

**Time Commitment:**
- Regular attendance at monthly meetings, chapter activities & functions; Board & Executive Committee meetings; Board Retreats
- Attendance at MPI Chapter Leader meetings held in conjunction with National MPI Conferences or stand-alone leadership training

PRESIDENT

**Qualifications:**
- Member in good standing with previous service as President-Elect
- Knowledgeable of the activities and affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

**Specific Responsibilities:**
- Directly responsible for communicating with and supervising the chapter officers and directors to ensure that all assignments are completed according to the strategic plan, the chapter is financially sound, and membership is advised of all progress
- Serve as chair of all meetings of both the Executive Committee and Board of Directors, serve as a member of the Finance Team
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board
- Ensure adherence to Chapter Bylaws, Policies and Procedures
- Support and enforce policies and programs adopted by the Board of Directors
- Prepare consent agenda for each board meeting and distribute prior to meeting
- Serve as an ex-officio member on all committees except the Nominating Committee
- Vote on issues brought before the Board of Directors only in the event of a tie
- Act as official spokesperson of the chapter
- Conduct new Board Member Orientation, Spring Board Retreat and Winter Board Retreat
- Submit budget needs for the following fiscal year
- Oversee performance of Chapter Administrator/Executive Director, including monthly meetings and a yearly performance review
- Serve as liaison between the Chapter and MPI Headquarters
- Performs any other duties as assigned by the Board of Directors

2019-2020 MPI-CAC Board Position Descriptions (Updated 10.9.18)
PRESIDENT-ELECT

Reports to: President

Qualifications:
- Member in good standing with service, when possible, in a Board position
- Prior experience on the MPI-CAC Board of Directors, with a minimum of one year of service
- Knowledgeable of the activities and affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Willing to commit to three years of service as President-Elect, President and Immediate Past President

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 restrictions upon the President
- Serve as voting member of Board of Directors, Executive Committee and Finance Team
- Serve on the Nominating Committee to develop a slate of qualified board members for the following year
- Develop and implement a leadership succession/mentoring program
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI
- Act as coach, advisor and counselor to board members and committees
- Attend monthly board meetings, chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board
- Support and enforce policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Ensure promotion of community fundraising efforts
- Report on Industry Xchange and Community Outreach to the Board of Directors
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Perform other duties that may be delegated by the President and/or the Board of Directors
- Serve as a liaison to the MPI Foundation

IMMEDIATE PAST PRESIDENT

Reports to: President

Qualifications:
- Member in good standing with previous service as President
- Knowledgeable of the activities and affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

Specific Responsibilities:
- Serve as voting member of Board of Directors and Executive Committee
- Chair the Nominating Committee, ensuring compliance with Chapter Bylaws, governance and policy, providing an open nominations and elections process; and ensuring compliance with MPI elections calendar requirements
- Support and enforce policies and programs adopted by the Board of Directors
- Act as support/mentor to President and President-Elect
- Act as coach, advisor and counselor to board members and committees
- Attend monthly board meetings, chapter events and committee meetings
- Submit agenda items for Board of Directors meetings in advance of meetings
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Assemble materials necessary for MPI Award applications and ensure timely entry of complete application form and support materials
- Chair Chapter's Past Presidents Council to provide for continued involvement of past presidents to support the strategic plan of the chapter
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors
- Awards Selection & Recognition

2019-2020 MPI-CAC Board Position Descriptions (Updated 10.9.18)
- Manage and facilitate chapter program in appreciation for and recognition of the outstanding achievements of individual chapter members
- Ensure promotion of awards program to chapter members
- Review all nominations and make recommendations on award recipient(s)
- Submit articles for newsletter and website promoting award recipients(s)

**VICE PRESIDENT ROLES**

*Reports to:* President

**Leadership Expectations**

<table>
<thead>
<tr>
<th>Management</th>
<th>Leadership Skills/Competencies</th>
</tr>
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<tbody>
<tr>
<td>• Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan</td>
<td>• Visionary</td>
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<tr>
<td>• Advise, support and develop board of directors in executing initiatives</td>
<td>• Facilitation</td>
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<tr>
<td>• Assist in chapter budget development</td>
<td>• Collaboration</td>
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<tr>
<td>• Target future leaders within existing board, committees and membership</td>
<td>• Delegation</td>
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<tr>
<td>• Schedule transition time with incoming VP’s</td>
<td>• Organization</td>
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<td>• Execution</td>
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<td>• Conflict Resolution</td>
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<td>• Strategic Thinking</td>
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<td>• Industry Advocate</td>
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<td>• HR Skills</td>
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<td>• Adaptability</td>
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<td>• Public Speaker</td>
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<td>• Advance Industry Certification/ Education</td>
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**Term:** One year or as determined by the Board of Directors and Chapter Bylaws

**Eligibility:**
- Member in good standing
- Previous service (when possible) on Board of Directors for a minimum of a year
- Willing to give the time, energy, talents and enthusiasm required of the position

**General Responsibilities:**
- Serve as voting member of Board of Directors and Executive Committee
- Act as mentor, coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Support and enforce policies and programs adopted by the Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board
- Oversee the ongoing training and development of Chapter Leaders through creation and development of leadership events, training initiatives and support mechanisms within the Chapter for future leaders.

**Time Commitment:**
- Regular attendance at chapter activities & functions; Monthly Board, Executive Committee meetings, committee meetings quarterly; Board Retreats

2019-2020 MPI-CAC Board Position Descriptions (Updated 10.9.18)
VP FINANCE
Specific Responsibilities:
- Manage and direct chapter budget development and fiscal planning
- Lead and manage Chapter Sponsorship (partnership development) efforts
- Manage and supervise chapter financial efforts, in conjunction with Chapter Manager and Director of Sponsorship:
  - Fundraising – cash and in-kind
  - Strategic Partnerships with respect to sponsorships, marketing partnerships
  - Investments & Reserves – CDs, mutual funds, prudent reserve
- Review and oversee proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and paying all authorized invoices
- Ensure safekeeping of chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors
- Prepare annual operating budget and ensure compliance once approved by the Board
- Ensure chapter is incorporated according to chapter minimum bylaws
- Comply with all governmental tax regulations and file chapter tax reports as required
- Ensure chapter complies with MPI bonding requirements
- Review monthly and Present up-to-date financial statements at each Board of Directors meeting
- Oversee the ongoing training and development of Chapter Leaders through creation and development of leadership events, training initiatives and support mechanisms within the Chapter for future leaders.
- Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to Board of Directors
- Approves and authorizes all check requests for Chapter expenses by reviewing A/P reports and detailed information from ME on a monthly bases

VP MEMBERSHIP
Specific Responsibilities:
- Oversee monthly membership figures, and act as a liaison to the MPI International Membership Team
- Assist and in chapter budget development
- Target future leaders within existing board, committees and membership
- Manage and supervise chapter membership plan, campaigns and overall efforts to increase MPI-CAC membership through:
  - Recruitment – member recruitment, new member orientation, and chapter membership campaign
  - Member Care – member retention, hospitality
  - Awards & Scholarships – recognition programs, scholarships
- Act as liaison between the Chapter and MPI International’s Membership Team to manage the ongoing initiatives of MPI International as it relates to the Chicago Area Chapter Membership, and ongoing membership recruitment and retention process
- Work with chapter management to maintain a current roster of chapter members
- 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
- Oversee the ongoing training and development of Chapter Leaders through creation and development of leadership events, training initiatives and support mechanisms within the Chapter for future leaders
- Manage Grants Program
  - Manage and facilitate chapter program to provide educational and membership grants
  - Ensure promotion of grant program to chapter members
  - Review all applications and make recommendation on grant recipient(s)
  - Submit articles for newsletter and website promoting grant recipients(s)
- Approve all Membership related expenses and forward appropriate paperwork to the VP of Finance
VP EDUCATION- Content

**Specific Responsibilities:**

- Manage and supervise chapter educational efforts, including the development and creation of a Chapter Education Plan.
- Oversee all annual education needs assessment initiatives and oversee any education related research projects.
- Lead, manage, and direct the Chapter’s Education Plan in accordance with chapter strategies and MPI standards including content, site selection and logistics for the Chapter’s education programs and conferences.
- Lead, manage and direct the Chapter’s special educational projects.
- Approve all Education related expenses and forward appropriate paperwork to the VP of Finance.
- Collaborate with other Education committees whenever possible.
- Oversee the development of a strategic leadership pipeline to ensure an ongoing pool of qualified and successful leaders to serve in future positions within Chapter Leadership.
- Oversee the ongoing training and development of Chapter Leaders through creation and development of leadership events, training initiatives and support mechanisms within the Chapter for future leaders.
- Lead committee based of members from partnering organizations to plan and execute Industry Xchange.
- Oversee all annual education needs assessment initiatives and oversee any education related research projects.

VP EDUCATION OPERATIONS - (NEXT, Signature Luncheon, Industry Xchange and Education Programs)

**Specific Responsibilities:**

- Manage and supervise chapter educational efforts, including the development and creation of a Chapter Education Plan.
- Lead, manage, and direct the Chapter’s Education Plan in accordance with chapter strategies and MPI standards including registration, site selection and logistics for the Chapter’s education programs and conferences.
- Lead, manage and direct the Chapter’s special educational projects.
- Approve all Education related expenses and forward appropriate paperwork to the VP of Finance.
- Collaborate with other Education committees whenever possible.
- Oversee the ongoing training and development of Chapter Leaders through creation and development of leadership events, training initiatives and support mechanisms within the Chapter for future leaders.
- Approve Industry Xchange related expenses and forward appropriate paperwork to the VP of Finance.

VP MARKETING & COMMUNICATIONS

**Specific Responsibilities:**

- Lead, manage, and direct Chapter’s marketing, communications, and public relations plans and policies.
- Oversee the marketing, publications, public relations, advertising and community outreach efforts of the chapter, including:
  - Marketing – Website, Technology
  - Publications - eNewsletter, Directory, Website
  - Public Relations - Media Relations, Press Releases, Social Media
  - Advertising - eNewsletter Ads, Website Ads
  - Community Outreach - Philanthropic Activities
- Ensure chapter programs, activities and accomplishments are highlighted at both the local Chapter and MPI International levels.
- Communicate strategic issues relating to communications/technology to Board of Directors.
- Oversee and research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors.
- Oversee the ongoing training and development of Chapter Leaders through creation and development of leadership events, training initiatives and support mechanisms within the Chapter for future leaders.
- Approve all Communication related expenses and forward appropriate paperwork to the VP of Finance.
VP SPECIAL EVENTS - (Trivia Night, Holiday Party, Golf Classic and Trivia Night)

Specific Responsibilities:
- Develop strategies to establish partnerships with likeminded organizations to help promote MPI-CAC events, trade shows, or other special networking events
- Monitor and stay up-to-date on meetings industry trends to discover best practices in special events by other organizations and associations
- Lead and manage Directors of Awards Gala and Holiday Party + Trivia Night and Golf Classic
- Work with appropriate committee to develop and/or manage special events programs
- Report on special event strategies to the Board of Directors
- Approve all Special Event related expenses and forward appropriate paperwork to the VP of Finance
- Oversee the ongoing training and development of Chapter Leaders through creation and development of leadership events, training initiatives and support mechanisms within the Chapter for future leaders.
- Work with Finance and Sponsorship to ensure each special event has ample sponsorship dollars

DIRECTOR ROLES

Leadership Attributes

<table>
<thead>
<tr>
<th>Management</th>
<th>Leadership Skills/Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Create objectives to support the chapter’s Strategic and Business plan</td>
<td>□ Visionary</td>
</tr>
<tr>
<td>• On-Board and Educate committee chairs with processes, procedures and tools</td>
<td>□ Facilitation</td>
</tr>
<tr>
<td>to achieve committee objectives</td>
<td>□ Collaboration</td>
</tr>
<tr>
<td>• Assist in budget development for all committees reporting to director</td>
<td>□ Delegation</td>
</tr>
<tr>
<td>on line items in overall chapter budget</td>
<td>□ Organization</td>
</tr>
<tr>
<td>• Target incoming director from committees who report to you</td>
<td>□ Execution</td>
</tr>
<tr>
<td>• Schedule transition time with incoming Director</td>
<td>□ Mentoring</td>
</tr>
<tr>
<td>• Previous service (when possible) as Committee Co-Chair for a minimum of a year</td>
<td>□ Coaching/Teaching</td>
</tr>
<tr>
<td>• Willing to give the time, energy, talents and enthusiasm required of the position</td>
<td>□ Financial Awareness</td>
</tr>
<tr>
<td>• Serve as voting member of Board of Directors</td>
<td>□ Motivational</td>
</tr>
<tr>
<td>• Act as coach, advisor and counselor to assigned committees</td>
<td>□ Conflict Resolution</td>
</tr>
<tr>
<td>• Submit agenda items for Board of Directors meetings in advance of meetings</td>
<td>□ Empowerment</td>
</tr>
<tr>
<td>• Report on the strategies, successes and challenges of assigned committees to the Board of Directors</td>
<td>□ Effective Communication</td>
</tr>
<tr>
<td>• Identify, recruit and train Committee Chair for assigned committees</td>
<td>□ Innovation</td>
</tr>
<tr>
<td>• Ensure the fiscal responsibility of the committee(s) to which position is assigned</td>
<td>□ Strategic Thinking</td>
</tr>
<tr>
<td>• Support and enforce policies and programs adopted by the Board of Directors</td>
<td></td>
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<tr>
<td>• Conduct transition meeting with successor</td>
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</tr>
<tr>
<td>• Perform other duties that may be delegated by the President and/or Board of Directors</td>
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</tr>
<tr>
<td>• Ensure board reports, agendas, minutes and committee roster are updated in a timely manner</td>
<td></td>
</tr>
</tbody>
</table>

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

Eligibility:
- Member in good standing
- Previous service (when possible) as Committee Co-Chair for a minimum of a year
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:
- Serve as voting member of Board of Directors
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Identify, recruit and train Committee Chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and enforce 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
- Ensure board reports, agendas, minutes and committee roster are updated in a timely manner

Time Commitment:
- Regular attendance at monthly committee meetings, chapter activities & functions; Board Meetings; Board Retreats

2019-2020 MPI-CAC Board Position Descriptions (Updated 10.9.18)
Director of Sponsorship  
*Reports to:* VP of Finance

**Specific Responsibilities:**
- Sponsorship (Partnership Development)
  - Direct, manage and oversee all cash and in-kind sponsorship efforts on behalf of the Chapter
  - Direct Manage and oversee the partnership development committee
  - Act as a direct liaison with major sponsors ($20,000 or greater in cash or in-kind contributions) by serving as Chapter Ambassador to those sponsors ensuring all sponsor benefits are fulfilled as agreed upon
- Chapter Sponsorship programs inclusive of conference hosting:
  - Oversee the committee’s solicitation of cash contributions
  - Assist committees with RFP process for all events, conferences, and Chapter functions
  - Assist committees with site selection for all events, conferences, and Chapter functions
  - Review contracts and corresponding sponsorship agreements to prepare for President's execution
  - Assist committees as necessary with silent auction donations

Director of Marketing & Public Relations  
*Reports to:* VP of Communications

**Specific Responsibilities:**
- Serve as a liaison to the other Board members to ensure the timely and effective promotion of chapter activities
- Oversee the Chapter's Social Media policy and procedures, and monitor all social media platforms routinely throughout the year
- Develop content and manage timely updates to the Chapter’s website to ensure the site remains fresh and informative
- Perform annual review of chapter website to ensure its efficiency as a primary chapter communications device
- Promote chapter website to members
- Research and offer suggestions on ways that technological advances can assist the chapter

Director (s) of Membership Engagement + Membership Recruitment  
*Reports to:* VP of Membership

**Specific Responsibilities:**
- Establish membership retention goals for the year, based on the Strategic Plan and MPI Metric Goals
- Develop and maintain an active and ongoing campaign for membership retention, inclusive of various segments of professional and student membership, and membership engagement/retention
- Welcome guests to Chapter events and oversee post-event follow up for recruitment efforts
- Oversee the Education Grant application process and Education Grant award selection
- Oversee all membership retention efforts including membership personalized mailers and membership appreciation initiatives
- Oversee the process for on-boarding new members (currently known as the New Member Buddy Program) and students to assist in the development and execution of initiatives that get new members and students active within Chapter Committees
- Submit articles to newsletter and website in support of recruitment and retention activities promoting membership benefits and perks, including local and international initiatives
- Respond to member inquiries about joining MPI and refer to Chapter Manager as needed
- Be aware of all Membership reporting available from MPI Global and Meeting Expectations. Regularly report to the Board of Directors and Committee Members regarding the Membership Retention numbers progress and opportunities
- Pull New Member lists and Renewing Member lists for Committee Chairs from MPI Global Website
- Manage Board Service Calls
- Oversee the development and execution of programing that get new members active within Chapter Committees
- Ensure Membership Anniversary Recognition is implemented successfully
- Ensure student volunteer opportunities are implemented throughout the chapter
- Oversee the promotion, logistics and attend the New Member Mixers, Student “Meet-Ups” and Membership Anniversary Recognition Reception
• Develop and maintain an active and ongoing campaign for membership recruitment, inclusive of various segments of professional and student membership, and membership engagement/retention
• Welcome guests to Chapter events and oversee post-event follow up for recruitment efforts
• Oversee the Membership Grant application process and Membership Grant award selection
• Assess ROI on current tradeshow involvement and recommend additional opportunities for recruitment
• Submit articles to newsletter and website in support of recruitment and retention activities promoting membership benefits and perks, including local and international initiatives
• Respond to member inquiries about joining MPI and refer to Chapter Manager as needed
• Be aware of all Membership reporting available from MPI Global and Meeting Expectations. Regularly report to the Board of Directors and Committee Members regarding the Membership Recruitment numbers progress and opportunities

Director of Education (Content)

Reports to: VP of Education

Specific Responsibilities:
- Education Programing
  ▪ Contribute to the development of relevant content and be a thought leader as it pertains to Education programing content and initiatives
  ▪ Manage, lead and direct the Chapter’s Education Plan
  ▪ Ensure the chapters educational content is in line with the Chapter’s Education Plan for both MPI-CAC and MPI Global
  ▪ Oversee the development and summary of attendee evaluations; report summarized information to Board of Directors & International in collaboration with the Director of Education programs
  ▪ Manage the process for providing CEUs at the conference
  ▪ Monitor association and meetings industry trends to discover best practices in special events by other organizations
  ▪ Continuously develop an 18-24 month education plan

Director of Leadership Development (Training & Development)

Reports to: VP of Education

• Training and Development
  ▪ Manage the development of a strategic leadership pipeline to ensure an ongoing pool of qualified and successful leaders to serve in future positions within Chapter Leadership
  ▪ Manage the ongoing training and development of Chapter Leaders through creation and development of leadership events, training initiatives and support mechanisms within the Chapter for future leaders

Director of Conferences (NEXT and Signature Luncheon)

Reports to: VP of Education Operations

Specific Responsibilities:
- Managed Implementation of the Chapter Education plan
  ▪ In conjunction with assigned Committee, manage the RFP development for all educational programs
  ▪ Perform site selection for all educational programs and events in collaboration with VP/co-chairs and partnership development committee
  ▪ Oversee the coordination of all logistics for educational programs, including menu selection, audiovisual needs, room setup requirements, registration, and speaker arrangements
• Oversee the Chapter Manager’s registration process for educational programs
  ▪ Oversee the development and summary of attendee evaluations; report summarized information to Board of Directors & International in collaboration with the Director of Education content
  ▪ Consult with all committees with facilitating the production of their events
  ▪ Collaborate with other committees when possible to enhance and promote all chapter events
Director of Education Programs (Industry Xchange and Education Programs)

*Reports to:* VP of Education Operations

**Specific Responsibilities:**

- Managed Implementation of the Chapter Education plan
- In conjunction with assigned Committee, manage the RFP development for all educational programs
- Perform site selection for all educational programs and events in collaboration with VP/ co-chairs and partnership development committee
- Oversee the coordination of all logistics for educational programs, including menu selection, audiovisual needs, room setup requirements, registration, and speaker arrangements
- Oversee the Chapter Manager’s registration process for educational programs
- Oversee the development and summary of attendee evaluations; report summarized information to Board of Directors & International in collaboration with the Director of Education content
- Consult with all committees with facilitating the production of their events
- Collaborate with other committees when possible to enhance and promote all chapter events
- Organize the sub-committee of volunteers from partner organizations to consult on the content for Industry Xchange
Director of Special Events (2 Positions) - (Holiday Party & Awards Gala) and (Trivia Night & Golf Classic)  
Reports to: VP of Special Events

Specific Responsibilities:

☐ Develop strategies to establish special events, such as holiday or other special networking events  
☐ Monitor association and meetings industry trends to discover best practices in special events by other organizations  
☐ Ensure promotion of fundraising efforts that will be running within special events, such as silent auctions, and raffles  
☐ Work with appropriate committee to develop and/or manage special events programs  

☐ Golf Classic  
  • Develop strategies to establish special events, such as holiday or other special networking events  
  • Monitor association and meetings industry trends to discover best practices in special events by other organizations  
  • Ensure promotion of fundraising efforts that will be running within special events, such as silent auctions, and raffles  
  • Work with appropriate committee to develop and/or manage special events programs  
  • Report on special event strategies to the Board of Directors

☐ Awards Recognition Gala  
  • Manage and facilitate the Awards Recognition Gala to show appreciation for, and recognition of, the outstanding achievements of individual chapter members and industry leaders  
  • Ensure promotion of the event to chapter members by submitting marketing content  
  • Oversee the coordination of all logistics for the event, including menu selection, developing a theme for the event, audiovisual needs, room setup requirements, script for the event and entertainment  
  • Oversee the Chapter Manager’s registration process for the event  
  • Oversee the development and summary of attendee evaluations; report summarized information to Board of Directors & International  
  • Assist the committee with facilitating the production of the event

☐ Holiday Party  
  • Develop strategies to establish special events, such as holiday or other special networking events  
  • Monitor association and meetings industry trends to discover best practices in special events by other organizations  
  • Ensure promotion of fundraising efforts that will be running within special events, such as silent auctions, and raffles  
  • Work with appropriate committee to develop and/or manage special events programs  
  • Report on special event strategies to the Board of Directors

☐ Trivia Night  
  • Develop strategies to establish special events, such as holiday or other special networking events  
  • Monitor association and meetings industry trends to discover best practices in special events by other organizations  
  • Ensure promotion of fundraising efforts that will be running within special events, such as silent auctions, and raffles  
  • Work with appropriate committee to develop and/or manage special events programs  
  • Report on special event strategies to the Board of Directors
CO-CHAIR ROLES

**Leadership Attributes**

<table>
<thead>
<tr>
<th>Management</th>
<th>Leadership Skills/Competencies</th>
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<tbody>
<tr>
<td>• Create objectives to support the chapter’s Strategic and Business plan</td>
<td>• Visionary</td>
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<td>• On-Board and Educate sub-committee chairs/committee members with</td>
<td>• Facilitation</td>
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<td>processes, procedures and tools to achieve committee objectives</td>
<td>• Collaboration</td>
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<td>• Assist in budget development for the following year in overall chapter</td>
<td>• Delegation</td>
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<tr>
<td>budget</td>
<td>• Organization</td>
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<td>• Target incoming chairs from committee members/fellow MPI CAC members</td>
<td>• Execution</td>
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<td>• Schedule transition time with incoming Co-chairs</td>
<td>• Mentoring</td>
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<td>• Coaching/Teaching</td>
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<td>• Financial Awareness</td>
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<td>• Motivational</td>
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<td>• Conflict Resolution</td>
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<td>• Empowerment</td>
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<td>• Effective Communication</td>
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<td>• Innovation</td>
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<td>• Strategic Thinking</td>
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**Term:** One year or as determined by the Board of Directors and Chapter Bylaws

**Eligibility:**

- Member in good standing
- Previous service (when possible) as Committee Sub-Chair/Committee Member for a minimum of a year
- Willing to give the time, energy, talents and enthusiasm required of the position

**General Responsibilities:**

- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Committee meetings in advance of meetings
- Report on the strategies, successes and challenges of committee to the Director
- Use charge document, provided by board liaison, as roadmap for yearlong committee strategy
- Identify, recruit and train Committee Chair for assigned committee
- Ensure the fiscal responsibility of the committee to which position is assigned
- Support and enforce 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
- Ensure board reports, agendas, minutes and committee roster are updated in a timely manner

**Time Commitment:**

- Regular attendance at monthly committee meetings, chapter activities & functions