**BOARD OF DIRECTORS APPLICATION  
for Terms Starting July 1, 2019**

All members interested in chapter leadership are encouraged to complete this application and return it to the email address below. Descriptions for board positions can be found on our chapter website at <http://mpithcc.org/index.php/about/chapter-leadership/board-descriptions-and-application>.

**Application must be received NO LATER THAN 5:00 PM, Tuesday November 20, 2018.**

MEMBER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ MPI MEMBER NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Basic requirements for serving on the MPI THCC Board of Directors:

* Attend On-Boarding Meeting – (date/location being finalized, usually mid to late March timeframe)
* Attend Summer Board Retreat – (date/location being finalized, anticipate early to mid May timeframe)
* Attend Winter Board Retreat – (date/location being finalized, usually early January timeframe)
* Attend all Board meetings
* Attend MPI Texas Hill Country Chapter educational sessions, if possible, and as many other chapter programs as possible such as Networking events, Community Outreach events, TEC (Texas Education Conference), Southwest Showcase, Year End Celebration Event and the Annual Holiday Event.
* Submit monthly board reports on time

The Officers and Directors represent the voice of the chapter’s membership. To ensure that the board has the vision and the ability to provide the membership with a variety of benefits including opportunities for learning, building relationships, and growing their businesses, it is required that the board collectively possess the following traits:

**~ Diversity ~ Commitment ~ Accountability ~ Respectful ~ Communication ~ Professional ~**

**~ Reputable ~ Open-minded ~ Fiscally Responsible ~ Management Skills ~**

With this in mind, please answer the following questions, which illustrate your ideas for the future growth, direction and development of MPI Texas Hill Country Chapter. The Nominating Committee will contact you shortly after the application deadline to schedule a phone interview. The final board slate will be determined by December 15, 2018 and presented to the membership by January 30, 2019.

1. Why are you interested in serving on the MPI THCC Board of Directors, term starting July 1, 2019?
2. List your committee, board, and/or special event involvement in MPI during your membership. Please note you are not required to have previous involvement to volunteer for chapter leadership.
3. List any awards or professional recognition received and/or describes service on any other boards during your experience in the meetings industry, or expands on any other allied professional organizations or civic roles that you actively support.
4. Please rank the following skills from your strongest (1) to your weakest (7).

\_\_\_\_\_ Leadership \_\_\_\_\_ Strategic Thinking

\_\_\_\_\_ Influence \_\_\_\_\_ Fiduciary Responsibility

\_\_\_\_\_ Business Acumen \_\_\_\_\_ Personal Communication Skills

\_\_\_\_\_ Loyalty to MPI

1. In which of the following areas do you have experience (check all that applies)?

\_\_\_\_\_ Financial Expertise \_\_\_\_\_ Chapter/Community Experience

\_\_\_\_\_ Governance \_\_\_\_\_ Strategic Planning

\_\_\_\_\_ Marketing \_\_\_\_\_ Education programming/training

\_\_\_\_\_ Industry Experience

6. Which of the following is your strongest management skill?

\_\_\_\_\_ Time \_\_\_\_\_ Meetings & Events

\_\_\_\_\_ People \_\_\_\_\_ Projects

Indicate the position(s) you are interested in by checking the box next to those positions below. It is recommended to choose 1 to 3 positions of interest to allow the Nominating Committee flexibility to recommend the best person for each position. The chapter board is comprised of the Officers and Directors.

**OFFICER POSITIONS**

Term of office for any officer is defined as one year. Any Vice President having served one (1) full term shall be eligible for re-nomination and re-election to serve one additional one (1) year term in the same office.   
  
**OFFICER (EXECUTIVE COMMITTEE)** (General Responsibilities – [click here](http://www.mpithcc.org/index.php/about/chapter-leadership/board-descriptions-and-application) for complete position descriptions)

Each Officer will take office on the first day of the fiscal year of MPI (July 1) and serve a one (1) year term. They are responsible for developing and monitoring the chapter budget, strategic goals and objectives and ensuring that the needs of the chapter members are adequately met. In addition, they are expected to attend and to actively participate in board meetings, chapter activities and committee meetings as assigned.

|  |  |  |  |
| --- | --- | --- | --- |
|  | President (filled) |  | Immediate Past-President (filled) |
|  | President-Elect |  | Vice President of Communication |
|  | Vice President of Education |  | Vice President of Finance |
|  | Vice President of Membership |  |  |

**BOARD OF DIRECTOR POSITIONS**

**DIRECTORS** (General Responsibilities – [click here](http://www.mpithcc.org/index.php/about/chapter-leadership/board-descriptions-and-application) for complete position descriptions)

After serving one term, Directors may be re-elected for up to two (2) additional one year terms, and after three (3) consecutive one year terms they will not be eligible to serve in the same office until at least one (1) year has elapsed from the expiration of the prior term

Each Director will take office on the first day of the fiscal year of MPI (July 1) and are elected for one-year terms.

The Board is responsible for reviewing and approving the organization’s strategic plans. The Board oversees financial integrity and monitors performance against achievement of strategy and long-term vision. The Board

shall be responsible for the hiring and continual performance assessment of paid staff. In addition, they are expected to attend and to actively participate in board meetings, chapter activities and committee meetings as assigned.

|  |  |  |  |
| --- | --- | --- | --- |
|  | COMMUNICATION |  | FINANCE |
|  | Director of Marketing |  | Director of Fundraising |
|  | Director of Social Media |  | Director of Strategic Alliances |

|  |  |  |  |
| --- | --- | --- | --- |
|  | EDUCATION |  | MEMBERSHIP |
|  | Director of Education |  | Director of Member Engagement |
|  | Director of Monthly Programs |  | Director of Recruitment |
|  |  |  | Director of Retention |

**Board of Directors Commitment Statement**

MPI Texas Hill Country Chapter Board of Directors meets approximately once each month. It is expected that board members attend all scheduled board meetings with missed meetings being excused. It is required that all board members complete and submit a monthly board report form on time, agree to come prepared for all meetings and fulfill their responsibilities outlined in the job descriptions. In addition, it is expected that all board members actively participate in the organization. Do you agree with this commitment statement and acknowledge that you comply or will comply with all its elements?

I Agree with the Commitment Statement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Please complete this application and submit via email no later than 5:00 PM, November 20, 2018 to the MPI THCC Nomination Committee at** [**nominations@mpithcc.org**](mailto:nominations@mpithcc.org)***.***

**THANK YOU FOR YOUR INTEREST IN SERVING ON THE MPI THCC BOARD OF DIRECTORS!**