**BOARD OF DIRECTORS APPLICATION FORM 2019-2020**

**Name**:

**Title**:

**Organization**:

**Work Phone**:

**Email**:

**MPI Member Number**:

Serving on the Board of Directors is a significant commitment, but one that provides members the opportunity to learn new skills, grow professionally and personally, build their network, represents the voice of the Chapter’s membership. The 14-member Board of Directors is made up of 7 Officers and 7 Directors. Each position will take office on the first day of the fiscal year (July 1) and serve a one (1) year term.

**OFFICERS – EXECUTIVE COMMITTEE**

The three (3) Presidents and four (4) Vice Presidents make up the Executive Committee. Each officer serves a one (1) year term. Officers may serve no more than two (2) - one (1) year terms consecutive in any given role. They must move to an alternate role or leave the Board after two (2) years in the same Vice President position. The Executive Committee is responsible for overseeing and advancing the Chapter’s vision and mission statement, creating a yearly business plan and Chapter budget along with ensuring membership needs and benefits are being met. The Vice Presidents are also responsible for the day to day management of the Directors on their team.

**DIRECTORS**

Each director serves a one (1) year term, but can be re-elected for up to two (2) additional one (1) year terms. Directors may serve three (3) consecutive one (1) year terms before they must move to a different role. Directors can serve a maximum of six (6) consecutive years as a Director. Directors assist in creating and executing the deliverables within the Chapter’s Business Plan and yearly budget along with primarily oversee and manage the committees and chair leads of the Chapter.

All board members are expected to attend and actively participate in all Chapter programs and events including monthly Board Meetings, Educational Programs, Annual Awards, Annual Auction, Strictly Socials, assigned Committees, Annual Board Retreat, Mid-Year Board Retreat and submitting monthly board reports.

#### For additional information regarding Board of Directors qualifications, expectations and responsibilities for each position, please visit the MPI Washington State Chapter’s [website](http://www.mpiwsc.org).

**NEXT STEPS**

Board applications are due no later than **5:00 PM on December 19, 2018** to the Governance Committee at governance@mpiwsc.org. The Governance Committee will contact all board candidates shortly after the application deadline to schedule a phone interview.

**OPEN BOARD POSITION**

Please list the position you are applying for below. If interested in more than one position, which is very acceptable, please rank the positions in order of preference and comment on the reason for your interest.

|  |  |  |  |
| --- | --- | --- | --- |
|   | **CHAPTER MEMBER**  | **BOARD POSITION** | **TERM OF OFFICE** |
| **(July 1 – June 30)** |
| **Leadership** | Ryan Davis, CMPMcCaw Hall at Seattle Center | President | 2019-2020 |
| **OPEN** | President-Elect  | 2019-2020 |
| Sara Blayne, CMPLynnwood Convention Center | Immediate Past President  | 2019-2020 |
| **Finance** | **OPEN** | Vice President of Finance | 2019-2020 |
| **OPEN** | Director of Sponsorship | 2019-2020 |
| **OPEN** | Director of Procurement | 2019-2020 |
| **Education** | **OPEN** | Vice President of Education | 2019-2020 |
| **OPEN** | Director of Programs | 2019-2020 |
| **OPEN** | Director of Industry Alliance | 2019-2020 |
| **Membership** | **OPEN** | Vice President of Membership | 2019-2020 |
| **OPEN** | Director of Member Recruitment & Retention | 2019-2020 |
| **OPEN** | Director of Member Engagement | 2019-2020 |
|  | **OPEN** | Director of Leadership Development  | 2019-2020 |
| **Communications** | **OPEN** | Vice President Communications | 2019-2020 |

**Position Preference** (please name position and why that position)**:**

**QUESTIONAIRE**

Please provide complete answers to the following candidate questions.

1. Why are you interested in serving on the MPI Washington State Chapter Board of Directors?
2. What volunteer, committee, board, special project or conference experiences have you had since joining MPI?
3. What specific qualifications, skills or experiences would you bring to the position you’re applying for?
4. What do you hope to accomplish next year if selected to serve on the Board of Directors?
5. Please rank the following skills from your strongest (1) to weakest (7).

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

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

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

\_\_\_\_\_ MPI Knowledge & Loyalty

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

☐ Financial Expertise ☐Chapter/Community Experience ☐Industry Experience

☐ Governance ☐ Strategic Planning ☐Education Development

☐ Marketing

7. Which of the following are your two (2) strongest management skills?

☐ Time Management ☐Meetings & Events Planning ☐ Managing People

☐Project Management ☐ Process Innovation ☐ Conflict Resolution

1. Do you have the approval of your company’s management to commit the task and time responsibly that come with joining the MPI Washington State Chapter board of Directors? ☐ Yes ☐ No

**COMMITMENT STATEMENT**

The MPI Washington State 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 will comply with all its elements?

**Signature of Board Applicant Date**