

# 2025 MPIRMC Board of Directors

## Basic Job Descriptions

### General/Duties of All Board Members

- One year term, 10-15 hours per month
- Serve as a voting member of the Board of Directors
- Perform all duties in accordance with Chapter Bylaws and through means established in Chapter Policies & Procedures
- Support policies and programs adopted by the Board of Directors
- Attend monthly board meetings, chapter events, and necessary committee meetings
- Attend Annual and Mid-Year retreats
- Submit Team Status Report and agenda items for Board of Directors meetings
- Responsible for team Business Plan commitments
- Perform additional duties that may be delegated by the President and/or Board of Directors
- Conduct transition meeting with successor before Annual Retreat

### Office of the President (Executive Committee)

- President Elect (four year term)
  - Conduct annual Chapter Needs Assessment Survey
  - Conduct annual review of Chapter Bylaws and Policies & Procedures
  - Conduct RFP process for Chapter Executive Director/Administrator
  - In the absences of the President, perform the duties of the President
  - Plan and execute Annual Board Retreat
  - Prepare for Transition Meeting
  - Preside over one Board meeting
  - Serve as the alternate representative to Meetings Industry Council (MIC) of Colorado
  - Sit as a non-voting member on the Nominations Committee
- Director of Leadership Development
  - Award quarterly and annual volunteer awards
  - Host annual volunteer recruitment event
  - Host annual volunteer recognition event
  - Preside over board mentorship program
  - Provide leadership skills development opportunities for the Board of Directors
  - Recruit and place new volunteers within various committees
- Director at Large (prerequisite: minimum 1 year experience on the MPIRMC Board)
  - Have intimate working knowledge of each position on the Board of Directors
  - Backfill positions in instances of resignation, parental leave, or other instances when there is a temporary open position

## Finance

- Vice President of Finance (Executive Committee)
  - Manage and supervise all chapter financial efforts including
  - Oversee Finance Business Plan
  - Oversee the activities of the Finance Team Directors
  - Report on all financial transactions to the Board of Directors at monthly Board meetings
  - Responsible for the activities of the Chapter Administrator as they relate to the financial viability of Chapter resources
  - Work directly with the Chapter Administrator on all financial transactions
- Director of Special Events
  - Plan and execute Casino Night, Gala Auction, and MPI After 5's
  - Secure venues for all networking, education, and special events
- Director of Sponsorship
  - Manage annual silent auction at Gala Auction
  - Plan and execute Golf Tournament
  - Secure annual and in-kind Chapter sponsors
- Director of Fulfillment
  - Manage relations and fulfillment for all Chapter sponsors, including execution of deliverables promised to sponsors

## Membership

- Vice President of Membership (Executive Committee)
  - Chair the Awards Committee
  - Oversee Membership Business Plan
  - Oversee the activities of the Membership Team Directors
  - Share any membership promotions from Global with the Board of Directors
- Director of Recruitment
  - Create content for weekly new Member Monday communications spotlight
  - Recruit new members to MPIRMC
  - Track non-member and guest conversion rates
- Director of Member Care
  - Manage membership renewals
  - Manage relationships with current chapter members
  - Oversee New Member Orientation
  - Recognize chapter members with significant milestones
- Director of Outreach
  - Oversee non-Denver regions of MPIRMC (mountains, outlier states, etc.), universities and students, and other industry associations
  - Plan and execute one event with or for each aforementioned group
    - This position requires out of town travel, paid for by MPIRMC

## **Education**

- Vice President of Education (Executive Committee)
  - Oversee Education Business Plan
  - Oversee the activities of the Education Team Directors
  - Plan annual education events, with primary focus on topics and speakers
- Director of Education
  - Plan annual education events, in accordance with business plan
  - Source speakers and manage Letter of Agreement process

## **Communications**

- Vice President of Communications (Executive Committee)
  - Create and manage annual social media calendar
  - Monitor social media statistics
  - Oversee Communications Business Plan
  - Oversee CSR program
  - Oversee the activities of the Communications Team Directors
- Director of Communications
  - Create, manage, and schedule social posts on Instagram, Facebook, LinkedIn, and other social media platforms
  - Receive content from teams for posting
- Director of Publications
  - Conduct website audits to ensure website is up to date
  - In conjunction with Chapter Administrator, create and post chapter activities in Member Minute and on Chapter website
  - Oversee content collection from teams for marketing on website and Member Minute