



MPINCC

Leadership Process Guides (LPGs)

LEADERSHIP ROLE: President

PURPOSE:

Directly responsible for communicating with and supervising the Chapter Officers and Directors to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team.

RESPONSIBILITIES:

- Ensure adherence to Policy & Procedures and Chapter Bylaws by Board and committees
- Preside at board meetings, chapter programs and events.
- Serve as chair of both the Board of Directors and Executive Committee
- Serve as a member of the Finance/Budget Committee
- Recruit members to leadership positions on the Board of Directors and committees
- Approve all committee Chairs and Co-Chairs for the year

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Assumes responsibility as the official liaison with the management firm	Ongoing	Office	Management firm contract
Assumes responsibility as the liaison with MPI Headquarters	Ongoing	Chapter Operations Manager	Leadership section of website Quarterly Chapter Presidents Call Monthly Chapter Leader Newsletter sent by Global
Plan all aspects of Annual Leadership Retreat	Mar/Apr or May of preceding Presidential year	MPI Approved Facilitator Chapter Operations Manager Executive Director	Agenda from past annual retreats
Establish Chapter Metrics for the year for discussion/ approval by Board of Directors at Annual Leadership Retreat	April/May preceding Presidential year	Immediate Past President Executive Director	Current Chapter Dashboard report Leadership Portal
Active participation in drafting annual budget for approval by current Board of Directors and submission to MPI Headquarters	March-May preceding Presidential year Submit to MPI Global July 1	Executive Director Incoming Board of Directors	Current year's budget and financial reports Proposed Business Plan drafted by incoming BOD
Active participation in creating the annual Education Plan and submission to MPI Headquarters	March-June preceding Presidential year Submit to MPI Global July 1	Director of Education Program Committee Chair, Co-Chair Executive Director President President-Elect	MPI Template Calendar of Events
Finalize Committee Chair slate and ask candidates	May-June preceding	Dir, Leadership Dev.	Leadership Dev. Database

	Presidential year		Committee Chair Survey
Compose the "President's Message" article for the website	June	Marketing Committee Chair Office	Existing "President's Message"
Approve the President's Welcome Letter for the New Member Packet	June	Membership Retention Committee Chair Executive Director	Sample letter from existing New Member Packet
Item	Deadlines	Interdependencies	Resources
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Active participation in retaining the Association Management Company contract and renewal process a minimum of 6 months from expiration.	Annually	Executive Director President-Elect VP Finance	AMC Contract
Active participation in Annual review and assessment of Association Management Company	Annually	Executive Director President President-Elect Immediate Past President	AMC Contract
Prepare agenda for and present at the Chapter annual business meeting in August	Early August / 2 weeks prior to scheduled meeting	Work with Executive Director on presentation and script	Chapter dashboard report Annual business plan
Approve agendas for each chapter board meeting and then ensures the distribution to all board members prior to each meeting by the Executive Director	5-10 days prior to each scheduled board meeting	Work with Executive Director to draft agenda and approve board packet Committee Chairs, Co-Chairs and Board Directors for timely completion of committee reports	Past board of directors meeting agendas Committee reports
Compose appropriate "President's Message" articles for each requested issue of newsletter,, Annual Report, Member Directory and ACE	Based on newsletter schedule	Marketing Committee Chair/Co-Chair VP Communications Director of Marketing ACE Committee Chair	
Present Proposed Nominations Committee to Board of Directors for approval	October	Executive Director President	Past Nominations Committee rosters, Past Presidents list
Plan all aspects of Mid-Year Board Retreat	November-December	MPI Approved Facilitator Chapter Operations Manager Executive Director	Business Plan Past retreat agenda
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	Various committees	Annual calendar Committee timelines
Attend annual leadership retreat and mid-year leadership retreat	Apr/May preceding		

	Presidential year and Dec/Jan of Presidential year		
Establish guest list for President's Reception preceding Gala	April	Executive Director	Past invitee lists
Represent the Chapter at chapter events and public speaking engagements. Assist with content, approve and perform each script for each chapter program.	Ongoing	Executive Director VP Education Director of Education Director of Special Events	Past program scripts
Present chapter awards to all recipients at chapter programs, when possible.	Ongoing	Executive Director Committee Chair and Co-Chair of Awards & Recognition VP Leadership Development Director of Leadership Development	
Serve as Chapter spokesperson for all media requests.	As needed	VP Communications	

Rev. 11-09-2020

LEADERSHIP ROLE: President-Elect

PURPOSE: Act as coach, advisor and counselor to the leadership team.

RESPONSIBILITIES:

- Preside over board meetings, chapter programs and events in the absence of the President
- Serve as member of both the Board of Directors and Executive Committee
- Serve as a member of the Finance/Budget Committee
- Serve as a member of the Nominations Committee
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all online trainings required by MPI Headquarters	Ongoing	Office	MPI Website
Develop a leadership succession plan for 2 to 3 years	Ongoing	VP Leadership Development Director of Leadership Development Immediate Past President President	Volunteer Development Tracking
If possible, attend and represent the Chapter at MPI World Education Congress (WEC) and Chapter Business Summit (CBS)	The annual dates selected for both programs	MPI Headquarters	Program Agenda & Sessions
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary	Monthly	Board of Directors	Office
Actively participate in drafting annual budget for approval by Board of Directors and submission to MPI Headquarters	May	Executive Director President President-Elect VP Finance & Other Board Members	Current Year's Budget and Financial Reports Office
Actively participate in creating the annual Education Plan and submission to MPI Headquarters	May	VP Education Director of Education Programs Committee Chairs Executive Director President	MPI HQ Template Calendar of Events Office
Plan all aspects of Annual Leadership Retreat	April – May	MPI Approved Facilitator Chapter Operations Manager Executive Director	Agenda from Past Annual Retreats Office
Actively participate in the planning of the Gala and the Installation of Board during Annual Gala	Jan-May	Executive Director VP Finance Director of Special Events Gala Committee Chairs President	Office
Develop Presidential year theme/logo for introduction at Gala	April-May	Executive Director VP Communications Gala Committee Char and Co-	Past Themes/Logos Office

		Chair	
Work closely with IPP and President on recruiting members to apply for the Board of Directors	Oct – Jan	President Immediate Past President Executive Director	Volunteer Development Tracking Succession Plan
<i>Item</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Recruit and assign members for Committee Chair and Co-Chair roles	Feb-June	President VP of Leadership Development Director of Leadership Development Executive Director	Volunteer Development Tracking Succession Plan
Actively plan Chair/Co-Chair Training	May-July	President VP of Leadership Development Director of Leadership Development Executive Director	Venue RFP Training Documents Office
Lead review of all chapter policies and procedures and, if necessary, devise a plan to update them	July-Dec	President Immediate Past President Executive Director	Current Chapter Policies & Procedures Current MPI HQ Policies & Procedures
Lead review of all CPGs & LPGs and, if necessary, devise a plan to update them	July-Dec	President Immediate Past President Executive Director	Current Chapter CPGs & LPGs

Rev. 11-09-20

LEADERSHIP ROLE: Immediate Past-President

PURPOSE:

Act as coach, advisor and counselor to the leadership team.

RESPONSIBILITIES:

- Attend board meetings, chapter programs and events.
- Serve as chair of the Nominations Committee
- Serve as a member of the Executive Committee and Finance/Budget Committee
- Serve as Chapter Liaison to the MPI Foundation
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Assumes responsibility as the liaison with MPI Foundation and communicate necessary information to the board and membership	Ongoing	Current Foundation Liaison Executive Director	Foundation conference calls Foundation materials
Assumes responsibility as the liaison with the Past President's Council – delete	Ongoing	Executive Director	Past President's contact list
Active participation in Annual Leadership retreat as requested by the President	May-June	President	Retreat agenda
Actively recruit members to apply for leadership positions on the Board of Directors	Ongoing	President President-Elect	Leadership Roster Succession Plan
Assumes responsibility for Nominating Committee processes. Ensure distribution of Candidate Interest Application and collection of responses. Review these documents to ensure no updates or changes are to be made. Work with the President on the proposed slate for this committee and reach out to committee members once approved by the board.	October- December	Chair, Volunteer Development President President-Elect Executive Director	Leadership Roster Volunteer Development tracking report
Submit Leadership Report required prior to board meetings.	1 week prior to board meeting	Executive Director or Office-	Leadership Reports
Active participation in Mid-Year Leadership Retreat as requested by the President	January	President	Retreat agenda
Conduct Nominations Committee Meeting to determine slate of officers.	January	Executive Director President President-Elect Executive Director Nominations Committee	Venue Budget for meeting

<i>Item</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Present slate of officers to membership. If no contest of slate, send copy to MPI Headquarters. If slate is contested, refer to chapter policies and procedures	January Submit to MPI Global by March 1	members Executive Director	Email to all membership
Present final, chapter approved slate of officers to members at Annual Awards Program	April	Executive Director	
Participate with the submission of the RISE Award Nominations alongside other board members	October-December	VP of Leadership Development Director of Leadership Development President President-Elect	MPI Global Website
Review the LPGs yearly with the current board prior to sending out the board applications.	November	Entire Board	LPGs on website

Rev. 11-09-20

LEADERSHIP ROLE: VP Leadership Development

PURPOSE:

Supervise the Director of Leadership Development to ensure all objectives of the strategic business plan are met. Act as trainer, coach, advisor and counselor to the committee chairs and director.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Assist President in recruiting members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Strategizes and oversees the Director of Leadership Development who supervises the ongoing activities of the Volunteer Development, Awards & Recognition and Inclusion & Diversity Committees. Oversees the fiscal responsibility of the aforementioned committees	Ongoing	Director of Leadership Development, Volunteer Development, Awards & Recognition and Inclusion & Diversity Chairs & Co-Chairs	Volunteer Interest Form Volunteer database
Active participation in developing a leadership succession plan for 2 to 3 years	Ongoing	Director of Leadership Development Volunteer Development Committee Chair President Elect President Immediate Past President	Volunteer Development tracking
Ensures the Director understands the committee chair roles and the Director conveys them to the chairs through training and reference to the Committee Process Guides (CPG)	July 1	President-Elect Director of Leadership Development Committee Chairs and Co-Chairs for Volunteer Development, Awards & Recognition and Inclusion & Diversity	CPG
Strategizes and oversees the review and update of the Committee Process Guides (CPG) and Leadership Process Guides (LPG)	Aug. 15	Chapter Leadership	CPG LPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	November (MPI WEC could be held in June preceding start of term)		
Ensures the Director understands and communicates to the Committee Chairs their committee budgets	June-July	VP Finance Director of Leadership Development, Committee Chairs and Co-Chairs for Volunteer Development,	Annual operating budget

		Awards & Recognition and Inclusion & Diversity	
Strategizes and oversees the Director's and Committee Chair's efforts to secure committee members	June-July	Director of Leadership Development, Volunteer Development Chair	Committee rosters Directory Committee Trade Show Online volunteer form
Oversees the welcoming and training of new committee chairs and Board (June/July Committee Chair Training and as needed throughout the year)	1 month from training events	Chapter Leadership	Volunteer Development files
Item	Deadlines	Interdependencies	Resources
Oversee the Director's active participation in mid-year check-in with all Board members, to discuss their potential leadership path via phone.	December/ January	Director of Leadership Development President and Immediate Past President to assist with outreach to emerging chapter leaders as part of recruitment /application to board of directors All board of directors to assist in recruitment	Committee rosters Historical volunteer information
Oversee the Director's active participation in mid-year check-in with all Committee chairs members, to discuss their potential leadership path via phone or virtual platform.	December/ January	Director of Leadership Development, Volunteer Development chairs to assist with outreach to committee chairs. Dir. Of Leadership Development and Incoming President to reach out to emerging chapter leaders. All Committee Chairs to assist in recruitment	Committee rosters Historical volunteer information
Oversee the Director's assistance to the Volunteer Development Committee to facilitate leadership training for Chapter and personal growth	September and March/April	President-Elect, President, Director of Leadership Development and other board members for content direction Office for potential speakers/trainers Education Committee if training in conjunction with Ed program	Annual Calendar Historical information on topics Survey data
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	President-Elect Director of Leadership Development Committee Chairs and Co-Chairs for Volunteer Development, Awards & Recognition and Inclusion & Diversity Office	Annual calendar Committee timelines
Review Leadership Reports before submission as required prior to board meetings	1 week prior to board meeting	Director of Leadership Development, Committee Chairs and Co-Chairs for Volunteer Development, Awards & Recognition and Diversity, Equity, and Inclusion.	Leadership reports
Attend annual leadership retreat and mid-year leadership retreat, collaborating with Director as	Apr-May Jan	Director of Leadership Development	

needed for committee reporting.			
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Rev. 11-09-20

LEADERSHIP ROLE: VP Finance

PURPOSE:

Manage, supervise and maintain oversight of chapter financial funds and records with support of management firm. Supervise Director of Partnerships and Director of Special Events to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

RESPONSIBILITIES:

- Sign bank documents and other financial information as required
- Serve as member of the Board of Directors and Executive Committee
- Serve as a Chair of the Finance/Budget Committee
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Lead the process for drafting annual budget for approval by Board of Directors and submission to MPI Headquarters	March-May	Executive Director President President-Elect	Current year's budget and financial reports
Assumes responsibility as the liaison with association management firm for handling and oversight of funds and financial position, including operating funds and investments	Ongoing	Executive Director President-Elect President	Annual operating budget Financial reports
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Report on financial condition of Chapter at August annual business meeting and at all Board of Directors meetings	August Ongoing	Management firm/accountant	Monthly financial reports Dashboard report
Ensure financial reports are completed and submitted to MPI by established deadlines	Monthly	Management firm	Monthly financial reports Dashboard report
Ensure and train Committee Chairs to understand their specific committee budgets	June-July	All Board Directors All Committee Chairs, Co-Chairs	Annual operating budget
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary or assigned.	Monthly	Director of Special Events Director Partnerships Committee Chairs for Partnerships, ACE, Annual Gala, Holiday Event, Culinary Event	

Manage and supervise Director of Special Events and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director of Special Events.	Ongoing	Director of Special Events Committee Chairs for Annual Gala, Holiday Event, Culinary Event	
<i>Item</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Manage and supervise Director of Partnerships and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director of Partnerships.	Ongoing	Director of Partnerships Committee Chairs for Partnerships	
Work closely with Director of Partnerships and Partnerships Committee to obtain annual chapter sponsors in addition to the key partnerships for MPINCC ACE.	June-August	Director of Partnerships Partnerships Committee Chair Executive Director	Existing partnership agreements Target list for new annual sponsors
Attend annual leadership retreat and mid-year leadership retreat, collaborating with Director as needed for committee reporting.	Apr-May Jan	Director of Partnerships Director of Special Events	
Review Leadership Report before submission as required prior to board meetings	1 week prior to board meeting	Director of Partnerships, Director of Special Events and Committee Chairs	Leadership Reports

Rev. 11-09-20

LEADERSHIP ROLE: VP ACE (Annual Conference & Expo)

PURPOSE:

Develop, with the assistance of the President, President-Elect, Executive Director and Director of ACE and VP Finance, Director of Partnerships, the annual ACE plan in accordance with principles from MPI. Supervise Director of ACE to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

RESPONSIBILITIES:

- Serve as liaison to related industry associations to research current conference & expo trends, including virtual events.
- Serve as member of the Board of Directors and Executive Committee
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Assumes the responsibility as the liaison with MPI for all activities involved with ACE	Ongoing	MPI Global Contact President Executive Director	Monthly conference calls with MPI
Lead the process for drafting the annual ACE Plan including Partnerships and Marketing, as well as working closely on the Education Strategy with the Education department, for approval by Board of Directors and submission to MPI Headquarters	March-May	Executive Committee Executive Director Director of ACE Committee Chairs for ACE VP Finance VP Education Director of Education Committee Chairs for ACE Education VP Communications Director of Marketing Director of Partnerships	ACE Plan template Annual event calendar
Manage and supervise Director of ACE and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director, ACE.	Ongoing	Director of ACE Committee Chairs for ACE and ACE Education VP Education Director of Education VP Finance Director of Partnerships	CPGs
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings including /conference calls with other teams, as necessary.	Monthly	Director of ACE Committee Chairs for ACE Committee Chairs for ACE Education VP Finance Director of Partnerships VP Education Director of Education VP Communications	

		Director of Marketing	
Review Leadership Reports before submission as required prior to board meetings	1 week prior to board meeting	Director of ACE Committee Chairs for ACE and ACE Education	Leadership Reports
Attend annual leadership retreat and mid-year leadership retreat, collaborating with Director as needed for committee reporting.	Apr-May Jan	Director of ACE	

Rev. 11-09-20

LEADERSHIP ROLE: VP Education

PURPOSE:

Develop, with the assistance of the President-Elect, President, Executive Director and Director of Education, the annual education plan in accordance with principles from MPI. Supervise Director of Education to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

RESPONSIBILITIES:

- Serve as liaison to related industry associations to research current education trends and topics
- Serve as member of the Board of Directors and Executive Committee
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Assumes the responsibility as the liaison with MPI for all education programs, certifications and training initiatives	Ongoing	Chapter Operations Manager President Executive Director	Monthly conference calls with MPI
Lead the process for drafting the annual Education Plan as part of the overall chapter calendar for approval by Board of Directors and submission to MPI Headquarters	May	Executive Committee Executive Director Director of Education Committee Chairs for Programs	Education Plan template Annual event calendar
Manage and supervise Director of Education and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director of Education.	Ongoing	Director of Education Committee Chairs for CMP/CMM and Programs	CPG's
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	Director of Education Committee Chairs for CMP/CMM and Programs	
Review Leadership Report as required prior to board meetings	1 week prior to board meeting	Director of Education Committee Chairs for CMP/CMM and Programs	Leadership Reports
Attend annual leadership retreat and mid-year leadership retreat, collaborating with Director as	Apr-May Jan	Director of Education	

needed for committee reporting.			
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Rev. 11-09-20

LEADERSHIP ROLE: VP Communications

PURPOSE:

Manage, with the assistance of all committees and Directors, all communications of the chapter including emails, *The Key Note* Newsletter, social media marketing, and press releases. Supervise Director of Marketing to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

RESPONSIBILITIES:

- Serve as official Public Relations contact for MPINCC
- Manage “voice” of the chapter, reviewing chapter communications for consistency and adherence with chapter and global style guides
- Oversee the Chapter’s social media program and ensure proper use of name, identify and hashtags on all communications
- Oversee the Chapter’s monthly newsletter publication, *The Key Note*
- Serve as member of the Board of Directors and Executive Committee
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Assumes the responsibility as the liaison with MPI’s Marketing department to ensure our programs, activities and accomplishments are highlighted.	Ongoing	MPI Marketing department Chapter Operations Manager President Executive Director Marketing Chair, Co-Chair	Contact information Regular conference calls with MPI Global
Manage and supervise Communications Chair/Co-Chair and the publication of <i>The Key Note</i> the Chapter newsletter	Ongoing Deadlines issue (12)	Executive Director President Communications committee chair/co-chair and committee	
Manage and supervise Director of Marketing and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director of Marketing.	Ongoing	Director of Marketing Committee Chairs for Marketing and Communications	CPG’s Chapter Style Guide Global Style Guide
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	Director of Marketing Committee Chairs for Marketing and Communications	
Review Leadership Reports	1 week prior	Director of Marketing	Leadership Reports

before submission as required prior to board meetings	to board meeting	Committee Chairs for Marketing and Communications	
Attend annual leadership retreat and mid-year leadership retreat, collaborating with Director as needed for committee reporting.	Apr-May Jan	Director of Marketing	

Rev. 11-09-20

LEADERSHIP ROLE: VP Membership

PURPOSE:

Oversee all membership-related activities of the Chapter for both new and existing members. Supervise Director of Membership to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors and Executive Committee
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Assumes the responsibility as the liaison with MPI for all membership promotions and programs	Ongoing	Chapter Operations Manager President Executive Director	Monthly conference calls with MPI
Active participation in welcoming new members to the Chapter	Ongoing	Committee Chairs for Retention Executive Director	MPI membership reports Live MPINCC events
Manage and supervise Director of Membership and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director of Membership.	Ongoing	Director of Membership Committee Chairs for Emerging Professionals, Recruitment and Retention	CPG's
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	Nov (MPI WEC could be held in June preceding start of term)		
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	Director of Membership Committee Chairs for Emerging Professionals, Recruitment and Retention	
Review Leadership Reports before submission as required prior to board meetings	1 week prior to board meeting	Director of Membership Committee Chairs for Emerging Professionals, Recruitment and Retention	Leadership Reports
Ensure Business Plan for all Membership Committees is fulfilled	Ongoing	Director of Membership. Committee chairs for EP, Recruitment and Retention	

LEADERSHIP ROLE: Director, Leadership Development

PURPOSE:

Act as Human Resources manager for the Chapter to identify and develop future leaders. Supervise Volunteer Development, Awards & Recognition, and Diversity, Equity & Inclusion Chairs and Co-Chairs to ensure all objectives of the strategic business plan are met. Act as trainer, coach, advisor and counselor to the committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Supervise the ongoing activities of the Volunteer Development, Awards & Recognition and Inclusion & Diversity Committees. Responsible for ensuring fiscal responsibility of the committees.	Ongoing	VP Leadership Development Committee Chairs & Co-Chairs for Volunteer Development, Awards & Recognition, and Inclusion & Diversity	Volunteer Interest Form Volunteer database
Active participation in developing a leadership succession plan for 2 to 3 years	Ongoing	VP Leadership Development Volunteer Development Committee Chair President Elect President Immediate Past President	Volunteer Development tracking
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	President-Elect VP Leadership Development Committee Chairs and Co-Chairs for Volunteer Development, Awards & Recognition, and Inclusion & Diversity	CPG
Review and update the Committee Process Guides (CPG) and Leadership Process Guides (LPG)	Aug. 15	Chapter Leadership	CPG LPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	June-July	VP Leadership Development VP Finance Committee Chairs and Co-Chairs for Volunteer Development, Awards & Recognition, and Inclusion &	Annual operating budget

		Diversity	
Help Committee Chairs obtain committee members	June-August	VP Leadership Development Volunteer Development Chair	Committee rosters Directory Committee Trade Show Online volunteer form
Welcome and train new committee chairs and Board (June/July Committee Chair Training and as needed throughout the year)	1 month from training events	Chapter Leadership	Volunteer Development files
Item	Deadlines	Interdependencies	Resources
Active participation in mid-year check-in with all Board members, to discuss their potential leadership path via phone.	December/ January	President, Immediate Past President and VP Leadership Development to assist with outreach to emerging chapter leaders as part of recruitment /application to board of directors All board of directors to assist in recruitment	Committee rosters Historical volunteer information
Active participation in mid-year check-in with all Committee chairs members, to discuss their potential leadership path via phone.	December/ January	VP Leadership Development Volunteer Development chairs to assist with outreach to committee chairs. Director off Leadership Development and President-Elect to reach out to emerging chapter leaders. All Committee Chairs to assist in recruitment	Committee rosters Historical volunteer information
Assist the Volunteer Development Committee to facilitate leadership training for Chapter and personal growth	September and March/April	President-Elect, President, VP Leadership Development and other board members for content direction Office for potential speakers/trainers Education Committee if training in conjunction with Ed program	Annual Calendar Historical information on topics Survey data
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	President-Elect VP Leadership Development Committee Chairs and Co-Chairs for Volunteer Development and Emerging Professionals Office	Annual calendar Committee timelines
Ensure Leadership Reports are completed as required prior to board meetings. Review the information submitted by the committees.	1 week prior to the Board Meeting	VP Leadership Development Committee Chairs and Co-Chairs for Volunteer Development and Emerging Professionals	Leadership Reports
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as			

needed for committee reporting.			
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Rev. 11-09-20

LEADERSHIP ROLE: Director, Special Events

PURPOSE:

Supervise all Special Events Committee Chairs and Co-Chairs (Holiday Event, Culinary Event, Annual Gala) to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the Committee Chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	VP Finance Committee Chairs and Co-Chairs for Holiday Event, Culinary Event, Annual Gala	CPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	June-July	VP Finance Committee Chairs and Co-Chairs for Holiday Event, Culinary Event, Annual Gala	Annual operating budget Office
Help Committee Chairs obtain committee members	June-August Ongoing	Volunteer Development Chair Committee Chairs and Co-Chairs for Holiday Event, Culinary Event, Annual Gala	Committee rosters Membership Directory Volunteer Development Committee Tradeshow
Assist Co-Chairs as needed to solve challenges, provide resources	Ongoing	VP Finance Committee Chairs for Holiday Event, Culinary Event, Annual Gala	
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	VP Finance Committee Chairs and Co-Chairs for Holiday Event, Culinary Event, Annual Gala	Annual calendar Committee timelines
Ensure Leadership Reports are completed as required prior to board meetings. Review the information submitted by the committees.	1 week prior to Board Meeting	Committee Chairs and Co-Chairs for Holiday Event, Culinary Event, Annual Gala	Leadership Reports
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.	Apr-May Jan	VP Finance	

LEADERSHIP ROLE: Director, Partnerships

PURPOSE:

Renew &/or obtain annual sponsors. Supervise Partnerships committee Chair and Co-Chair to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	VP Finance Committee Chair and Co-Chair for Partnerships	CPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	June-July	VP Finance Committee Chair and Co-Chair for Partnerships	Annual operating budget
Help Committee Chairs obtain committee members	June-August	Volunteer Development Chair Committee Chair and Co-Chair for Partnerships	Committee rosters Membership Directory Volunteer Development Committee Tradeshow
Renew and/or obtain annual sponsors	June-July Ongoing	Office VP Finance	Partnership agreement information Current letters of agreement Partnerships documents
Assist Chair and Co-Chair in soliciting cash sponsorships for programs as necessary	Ongoing	Committee Chair and Co-Chair for Partnerships Office for lists/resources	Past committee call lists
Assist with securing in-kind sponsors and reviewing terms of in-kind partnerships	Ongoing	VP Finance Committee Chair and Co-Chair for Partnerships Office	Past committee call lists
Oversee organization and execution of raffles and auctions	Ongoing	VP Finance Committee Chair and Co-Chair for Partnerships Office	Annual calendar Committee timelines Past donor lists Membership Directory
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	VP Finance Committee Chair and Co-Chair for Partnerships Office	Annual calendar Committee timelines
Ensure Leadership Reports are completed as required	1 Week prior to Board	Committee Chair and Co-Chair for Partnerships	Leadership Reports

prior to board meetings. Review the information submitted by the committees.	Meeting		
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.	Apr-May Jan	VP Finance	

Rev. 11-09-20

LEADERSHIP ROLE: Director, Annual Conference & Expo

PURPOSE:

Supervise the Annual Conference & Expo committee Chair and Co-Chair and the ACE Education committee Chair and Co-Chair along with the Partnerships committee, and DE&I Committee, to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees
- Recruit committee members for ACE Committee
- Provide valuable input on the direction of ACE, including in person and virtual event input

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	VP ACE Committee Chairs and Co-Chairs for ACE and ACE Education	CPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	July-August	VP ACE Committee Chairs and Co-Chairs for ACE and ACE Education	Annual operating budget
Work with Education, Partnerships, Marketing, and I&D on the input they play on ACE	July-August	VP ACE, VP Education, VP Partnerships, Chair DE&I committee	
Help Committee Chairs obtain committee members and member/student volunteers for onsite support	Ongoing	Volunteer Development Chair Emerging Professionals Chair Director, Leadership Development Committee Chairs and Co-Chairs for ACE	Committee rosters Directory Volunteer Development Committee Tradeshow Student directory
Assist Co-Chairs as needed to solve challenges, provide resources	Ongoing	VP ACE Committee Chairs and Co-Chairs for ACE	
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	VP ACE Partnerships, and Marketing Committee Chairs for ACE, ACE Education, Partnerships, Marketing Office (for ACE)	Annual calendar Committee timelines
Ensure Leadership Reports are completed as required prior to board meetings.	1 Week prior to Board Meetings	Committee Chairs for ACE and ACE Education	Leadership Reports

Review the information submitted by the committees.			
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.	Apr-May Dec-Jan	VP ACE	

Rev. 11-09-20

LEADERSHIP ROLE: Director, Education

PURPOSE:

Supervise the CMP/CMM committee Chair and Co-Chair and Programs committee Chair and Co-Chair to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	VP Education Committee Chairs and Co-Chairs for CMP/CMM and Programs	CPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	June-July	VP Finance VP Education Committee Chairs and Co-Chairs for CMP/CMM and Programs	Annual operating budget
Help Committee Chairs obtain committee members	June-August	Volunteer Development Chair Committee Chairs and Co-Chairs for CMP/CMM and Programs	Committee rosters Directory Volunteer Development Committee Tradeshow
Assist Co-Chairs as needed to solve challenges, provide resources	Ongoing	VP Education Committee Chairs and Co-Chairs for CMP/CMM and Programs	
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	VP Education Committee Chairs and Co-Chairs for CMP/CMM and Programs	Annual calendar Committee timelines
Ensure the Leadership Reports are completed as required prior to board meetings. Review the information submitted by the committees.	1 week prior to the board meetings	VP Education Committee Chairs and Co-Chairs for CMP/CMM and Programs	Leadership Reports
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.	Apr-May Jan	VP Education	

LEADERSHIP ROLE: Director, Marketing

PURPOSE:

Supervise the Marketing Committee Chair and Co-Chair and Newsletter Committee Chair and Co-Chairs to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Deadlines	Interdependencies	Resources
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	VP Communications Committee Chairs and Co-Chairs for Marketing and Newsletter	CPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	June-July	VP Finance VP Communications Committee Chairs and Co-Chairs for Marketing and Newsletter	Annual operating budget
Help Committee Chairs obtain committee members	June-August	Volunteer Development Chair Committee Chairs and Co-Chairs for Marketing and Newsletter	Committee rosters Volunteer Development Committee Tradeshow
Assist Co-Chairs as needed to solve challenges, provide resources	Ongoing	VP Communications Committee Chairs and Co-Chairs for Marketing and Newsletter	
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	VP Communications Committee Chairs and Co-Chairs for Marketing and Newsletter	Annual calendar Committee timelines
Ensure Leadership Reports are completed as required prior to board meetings. Review the information submitted by the committees.	1 week prior to the board meeting	Committee Chairs and Co-Chairs for Marketing and Newsletter	Leadership Reports
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.	Apr-May Jan	VP Communications	

LEADERSHIP ROLE: Director, Membership

PURPOSE:

Supervise the Emerging Professionals committee Chair and Co-Chair, Recruitment committee Chair and Co-Chair, and Retention committee Chair and Co-Chair to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

<i>Item</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Complete all on-line trainings required by MPI Headquarters	Ongoing		MPI Website
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	July 1	VP Membership Committee Chairs and Co-Chairs for Emerging Professionals, Recruitment and Retention	CPG
Attend and represent the Chapter at MPI WEC if possible and the MPI Chapter Business Summit (CBS) if this position is identified by MPI as one to attend	July (MPI WEC could be held in June preceding start of term)		
Ensure Committee Chairs understand their committee budgets	June-July	VP Finance VP Membership Committee Chairs and Co-Chairs for Emerging Professionals, Recruitment and Retention	Annual operating budget
Help Committee Chairs obtain committee members	June-August	Volunteer Development Chair Committee Chair and Co-Chairs for Emerging Professionals, Recruitment and Retention	Committee rosters Directory Volunteer Development Committee Tradeshow
Assist Co-Chairs as needed to solve challenges, provide resources	Ongoing	VP Membership Committee Chairs and Co-Chairs for Emerging Professionals, Recruitment and Retention	
Attend board meetings, conference calls, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Monthly	VP Membership Committee Chairs and Co-Chairs for Emerging Professionals, Recruitment and Retention	Annual calendar Committee timelines
Ensure the Leadership Reports are completed as required prior to board meetings. Review the information submitted by the committees.	1 week prior to the Board Meeting	Committee Chairs and Co-Chairs for Emerging Professionals, Recruitment and Retention	Leadership Reports

And complete the directors report			
Attend annual leadership retreat and mid-year leadership retreat, collaborating with VP as needed for committee reporting.	Apr-May Jan	VP Membership	

Rev. 11-09-2020