

# Director, Administration

## Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> <li>• Create objectives to support the chapter's Business and Strategic plan</li> <li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li> <li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li> <li>• Target incoming director from committees who report to you</li> <li>• Transition with incoming Director</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial</li> <li>• Conflict/Resolution</li> <li>• Execution</li> </ul>

## Job Description

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

### *Helpful Skills:*

- Organization, Communicator (mostly written), Administrative skills, Attention to detail

### *Eligibility:*

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

### *General Responsibilities:*

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train Committee Chair for assigned committees
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

### *Specific Responsibilities:*

- Prepare Board meeting highlights for newsletter after each Board meeting
- Act as guardian of the Chapter's bylaws, policies and procedures to ensure they are updated as necessary and in compliance with MPI bylaw standards
- Develop and facilitate a mechanism for the historical record of all Chapter activities and Board minutes

- Maintain Chapter operations calendar with event dates, Board/Committee meeting dates, newsletter and event mailing submission deadlines and other industry-related event dates and ensure that reminders are sent to all Board and committee members for chapter deadlines
- Update metrics on Dashboard twice a month
- Take/distribute BOD minutes every month
- Act as a backup for Chapter administrator as needed

*Reports to: President*

*Commitment:*

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions