

Executive Committee - President-Elect

Leadership Expectations

<i>Management</i>	<i>Leadership Skills</i>
<ul style="list-style-type: none"> ● Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan ● Advise, support and develop board of directors in executing initiatives ● Assist in chapter budget development ● Mentor the leadership development processes to support succession planning ● Target and mentor future leaders ● Transition with incoming President-Elect ● Schedule one on ones with Vice Presidents to discuss future vision 	<ul style="list-style-type: none"> ● Facilitation ● Collaboration ● Delegation ● Organization ● Mentoring ● Coaching ● Teaching ● Financial Responsibility ● Motivational ● Conflict/Resolution ● Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws
(July 1 - June 30)

Qualifications:

- Member in good standing
- Knowledgeable of the activities/affairs of the Greater Edmonton Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Previous service (when possible) two (2) of the following positions: Vice President of Membership, Vice President of Finance or Vice President of Education.

Specific Responsibilities:

- Serve as direct support to the Chapter President
- In the absence of the President, perform the duties of the President with the powers of and subject to all the restrictions upon the President
- Serve as voting member of Board of Directors, Executive Committee and Budget and Finance Committee
- Serve as ex-officio member of the Nominating and Gala Committee
- Ensure the Chapter adheres to minimum Chapter standards as prescribed by MPI
- Develop and implement a leadership succession/mentoring program
- Cultivate volunteer opportunities and encourage participation
- Act as coach, advisor and counselor to Board members and committees
- Attend monthly Board meetings, Chapter events and committee meetings

- Report on the strategies, successes and challenges of assigned committees to Board
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Perform any other duties as assigned by the President and/or the Board of Directors

Reporting Structure:

- Reports to: President
- Direct Reports: Board of Directors

Commitment:

- Regular attendance at monthly events, Chapter activities and functions;
- Regular attendance at Board meetings and Executive Committee meetings
- Attendance at Board retreats (2 times per year)
- Attendance at Chapter Business Summit, as directed by President