



## Executive Committee - Vice President of Membership

### Leadership Expectations

<i>Management</i>	<i>Leadership Skills</i>
<ul style="list-style-type: none"> <li>● Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan</li> <li>● Advise, support and develop board of directors and direct committee reports in executing initiatives</li> <li>● Assist in chapter budget development</li> <li>● Target future leaders within existing board, committees and membership</li> <li>● Transition with incoming Vice President of Membership</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>● Motivational</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 (July 1- June 30)

### *Eligibility:*

- Member in good standing
- Knowledge of the activities/affairs of the Greater Edmonton Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Previous service on Board of Directors, preferably in a membership capacity

### *General Responsibilities:*

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Provide direction and leadership to maintain and increase MPI membership
- Work with chapter administrator to maintain a current roster of Chapter members
- Act as coach, advisor and counselor to assigned Committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- 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 other duties that may be delegated by the President and/or Board of Directors
- Cultivate volunteer opportunities and encourage participation

*Specific Responsibilities:*

- Manage and supervise Chapter membership efforts, including:
  - Recruitment – member recruitment, new member orientation
  - Member Care – member retention, hospitality
  - Awards & Scholarships – recognition programs, scholarships
  - Communicate strategic issues relating to membership to Board of Directors
  - Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors
  - Work with Regional Outreach teams as it pertains to communications, education and membership.

*Reporting Structure:*

- Reports to: President
- Direct Reports: Director Membership - Retention, Director Membership - Recruitment

*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