



Director, Leadership - Job Description

Category: Administration

Reports to: Immediate Past President

Term: Two consecutive one (1) year terms, total two (2) years

Suggested Traits and Qualities: Trend watcher (or willing to research), creativity, adaptability, team builder, mentoring, coaching, conflict resolution

Eligibility:

1. MPI Member in good standing.
2. Previous service on Board of Directors at VP or Presidential level, preferably MPI Ottawa.
3. Willingness to give the time, energy, talents and enthusiasm required of the position.
4. Good organizational skills.

General Responsibilities:

1. Support and defend policies and programs adopted by the Board of Directors.
2. Serve as voting member of Board of Directors.
3. Assist in the development of the annual Chapter Business Plan.
4. Submit written report for inclusion in the Chapter's Annual Report.
5. Submit written Board reports, in advance, for monthly Board meetings; request agenda time as required. Board reports to include progress on the Annual Business Plan commitments and current status of projects.
6. Provide monthly statistics to the VP Finance / Chapter administrator for inclusion in the Chapter dashboard metrics as required.
7. Approve appropriate invoices and forward supporting paperwork to the Chapter Secretariat for payment as required.
8. Ensure fiscal responsibility of the portfolio to which position is assigned.
9. Submit budget needs for the following fiscal year.
10. Update documents and monitor appropriate Projects on Basecamp (the Chapter's online project management tool).
11. Assist in identifying possible successors.
12. Complete transition plan and conduct transition meeting with successor.
13. Perform other duties that may be delegated by the President and/or Board of Directors.

Specific Responsibilities:

1. Work with the Presidents' office to develop, implement and assess strategic goals and objectives that support the Chapter's business plan.
2. Deliver as requested a Board 101 orientation program in conjunction with Chapter Administrator, with input from Presidents.
3. Along with the Immediate Past President, update, promote and execute the leadership succession/mentoring plan for all Board positions.
4. Active participant in Governance Committee, including permanent participant on Board Nomination Committee.
5. Educate committee directors regarding processes, procedures and tools to achieve committee objectives.
6. Provide leadership support to Board members and neutral representation for areas of member / volunteer dissatisfaction or conflict resolution as outlined in the MPI Ottawa Volunteer Code of Conduct.
7. Identify and coordinate any required Board training sessions during the year.
8. Facilitate an annual review of Board job descriptions (JDs) and standard operating procedures (SOPs) to ensure accuracy and relevance in conjunction with the Immediate Past President.
9. Facilitate an annual review of the Chapter's Policies and Procedures to ensure accuracy and relevance in conjunction with Immediate Past President and consultation with Board Members.
10. Update and maintain Mentor Exchange Program through active liaison with membership at large with assistance of Chapter Administrator. (Note: on hold until proper implementation can be done through the Chapter website.)
11. Submit articles for newsletter and website to communicate about leadership development opportunities.
12. Report to the Executive Committee and the Board of Directors on the strategies, successes and challenges of the leadership management programs.

Attendance and Time Commitment:

1. Mandatory attendance at monthly Board of Directors meetings (teleconference participation accepted in some circumstances).
2. Attendance at two Board retreats.
3. Attendance at the Annual General Meeting (mandatory).
4. Attendance at official Chapter activities and functions, whenever possible.
5. Potential attendance at Chapter Business Summit, as directed by President/President-Elect.

Estimated time: 10-15 hours a month