

## **Director, Member Networking Events - Job Description**

**Category:** Membership

**Reports to:** VP Membership

**Responsible for:** Member Networking Events

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

### **Eligibility:**

1. MPI Member in good standing.
2. Previous service on MPI Ottawa committee, preferably Member Networking Events.
3. Knowledgeable of the activities/affairs of the Chapter.
4. Willing to give the time, energy, talents and enthusiasm required of the position.
5. 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 to VP Membership 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 on projects.
6. Provide monthly statistics to VP Finance and VP Membership for inclusion in the Chapter dashboard metrics as required.
7. Approve appropriate invoices and forward supporting paperwork to the Chapter Administrator for payment as required.
8. Ensure fiscal responsibility of the committee to which position is assigned.
9. Responsible for the following budget line: Member Networking Events budget.
10. Submit budget needs for the following fiscal year to the VP Finance in consultation with the VP Membership.
11. Update documents and monitor appropriate Projects on Basecamp (the Chapter's online project management tool).
12. Act as a coach, advisor and counsellor to committee volunteers.
13. Cultivate and motivate leadership/leaders within your committee and identify successors within the first year.
14. Complete transition plan and conduct transition meeting with successor.
15. Perform other duties that may be delegated by the President and/or Board of Directors.

### **Specific Responsibilities:**

1. Work with the VP Membership, Director, Member Care and Director, Volunteer Management to develop, implement and assess strategic goals and objectives that support the Chapter's business plan.

2. Work with VP Membership Director, Member Care and Director, Volunteer Management to develop member engagement strategy in accordance with Chapter strategies, needs assessment survey results and MPI standards.
3. Coordinate with Director, Education Programs to ensure compatibility and balance within the annual programming.
4. Assist and ensure Committee provides site selection criteria based on RFP timetable for all networking events to ensure that it is in keeping with the strategic objective of the event.
5. Contribute to the Chapter's 18-month Calendar and ensure that contribution is up to date.
6. Identify a chair and sub-committee for each of the networking programs planned per fiscal year (July-June).
7. Develop a breakdown of committee responsibilities per networking program. Ensure Committee chair acts as Project Manager for networking program assigned and ensure sub-committee chair and volunteers are on track to coordinate venue and other logistics including menu selection, audiovisual needs, room setup requirements, registration, plus others as needed.
8. Monitor and guide Committee efforts in marketing events, planning programs and projecting revenues.
9. Ensure sub-committee chair is on track to coordinate all venue and other logistics for networking events including menu selection, audiovisual needs, room setup requirements, registration, speaker negotiation if required, plus others as needed.
11. Ensure sub-committee chair completes the event communications checklist and submits to the VP Communications and Chapter Administrator.
12. Ensure tasks for photography checklist and to do lists are followed and completed within each committee
13. Work with sub-committee chair to provide registration template to Chapter Administrator for all networking events and review prior to distribution to the membership to ensure inclusion of all information such as sponsor logos, appropriate fees, event description, timing and location.
14. Collaborate with Director, Partnerships to ensure all potential partnership opportunities are attained and ensure on-site requirements/entitlements for sponsors are met.
15. Liaise with Chapter Administrator and sub-committee chair to develop an evaluation survey for each networking event, reporting summarized responses to the Board of Directors.
16. Ensure minutes of Committee meetings are taken and provide a final electronic copy to the Chapter Administrator for archiving.
17. Review, adhere and update all policies and procedures related to committee work.
18. Report to the Board of Directors on the strategies, initiatives, successes and challenges of the Committee.
19. Complete and submit the Committee Volunteer Assessment to the VP Membership by mid-November, to include the list of volunteers, their level of engagement, identify volunteers interested in succession in addition to identifying gaps within the Committee.
20. Collaborate with the Director, Volunteer Management, to secure sufficient number of volunteers to perform work of the Committee.

**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. Attendance at committee meetings and activities/events planned by the Committee.
6. Potential attendance at Chapter Business Summit as directed by President/President-Elect.

***Estimated time per month: 10-15 hours***