



OTTAWA
CHAPTER

Director, Partnerships - Job Description

Category: Finance

Reports to: VP Finance

Responsible for: Partnership Committee and the EVENT

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, or 5 years minimum industry-related experience.
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 to VP Finance 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 the VP Finance 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: Partnerships.
10. Submit budget needs for the following fiscal year in consultation with VP of Finance.
11. Update documents and monitor appropriate Projects on Basecamp (the Chapter's online project management tool).
12. Act as chair, coach, advisor and counselor to the 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 VP Finance and Director of Signature Events to develop, implement and assess strategic goals and objectives that support the Chapter's business plan.
2. Identify, recruit and train project leads and committee members as required.
3. Develop the Chapter's partnership prospectus for publication and distribution.
4. Oversee the contracting procedure for the Chapter's contributing partners.
5. In conjunction with project lead, develop strategies to establish strategic partnerships with Chapter members.
6. Monitor association and meetings industry trends to discover best practices in strategic alliances.
7. Liaise with appropriate committee to determine partnership opportunities.
8. Ensure promotion of strategic alliance efforts.
9. Ensure that promised benefits/deliverables are received by the partners.
10. Coordinate the production of a Partner Appreciation Reception or other recognition event/initiative.
11. Develop strategies to increase revenue and in-kind support for the Chapter.
12. Ensure minutes of Committee meetings are taken and provide a final electronic copy to the Chapter Administrator for archiving.
13. Report to the Board of Directors on the strategies, initiatives, successes and challenges of the Committee.
14. Complete and submit the Committee Volunteer Assessment to VP 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.
15. Collaborate with the Member Care volunteer management sub-committee chair 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. Involvement in Committee meetings and activities/events planned by the Committee including the Sponsor Appreciation Reception.
6. Potential attendance at Chapter Business Summit as directed by President/President-Elect.

Estimated time per month: 15 hours