

## **Director, Signature Events – Job Description**

**Category:** Finance

**Reports to:** VP Finance

**Responsible for:** Signature Events Committee

**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 Signature Events Committee.
3. Knowledgeable of the activities and affairs of the Chapter.
4. Willingness 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 written report to VP of 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 when required.
8. Ensure fiscal responsibility of the committee to which position is assigned.
9. Responsible for the following budget line: Signature Events.
10. Submit budget needs for the following fiscal year in consultation with VP Finance.
11. Update documents and monitor appropriate Projects on Basecamp (the Chapter's online project management tool).
12. Act as a coach, advisor and counselor to committee volunteers.
13. Cultivate and motivate leadership/leaders within your committee structure 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 Partnerships to develop, implement and assess strategic goals and objectives that support the Chapter's business plan.
2. Coordinate with all other board members to ensure compatibility and balance within the annual program.
3. Contribute to the Chapter's 18-month Calendar and ensure that contribution is up to date.
4. Collaborate and coordinate with other Directors of other programs (Member Networking Events and Education Programs) to provide requirements for inclusion in the venue RFP as required and assist in selection process.
5. Identify a chair and sub-committee for each of the projects for which the Committee is responsible to develop, implement and manage the Chapter's signature events: Charity Auction and MPI Ottawa Prix Prestige Awards.
4. Manage and coordinate specification and logistical requirements for RFP processes related to suppliers including proposal review and recommendations for the Chapter's signature events.
5. Collaborate with Director, Partnerships to ensure all potential partnership opportunities are attained and commitments are fulfilled.
6. Collaborate with Marketing Committee (charities) and Member Care Committee (awards) to establish the process in relation to the signature events.
7. Ensure thank you letters are sent to in-kind sponsors and others as required.
8. Liaise with Chapter Administrator to develop an evaluation survey for the events, reporting summarized responses to the Board of Directors.
9. Review, adhere and update all policies and procedures related to Committee work.
10. Report to the Board of Directors on the strategies, initiatives, successes and challenges of the Committee Ensure minutes of committee meetings and project meetings are taken and provide a final electronic copy to the Chapter Administrator for archiving.
11. 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.
12. 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. Attendance at committee meetings and activities/events planned by the Committee.

***Estimated time per month: 15-20 hours***