

VP of Education - Job Description

Category: Education

Reports to: President

Responsible for: Education Programs Committee

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

Eligibility:

1. MPI Member in good standing.
2. Previous service on a Board of Directors, preferably with MPI Ottawa.
3. Knowledgeable of the activities, initiatives and affairs of the Chapter.
4. Willingness to give the time, energy, talents and enthusiasm required of the position;
5. Good organizational skills.
6. An industry-related designation is preferred (e.g. CMP or CMM).

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. Serve as voting member of the Board's Executive Committee.
4. Assist in the development of the annual Chapter Business Plan.
5. Submit written report for inclusion in the Chapter's Annual Report.
6. 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.
7. Gather information from director(s) and provide monthly statistics to the VP Finance for inclusion in the Chapter dashboard metrics as required.
8. Approve appropriate invoices and forward supporting paperwork to the Chapter Administrator for payment as required.
9. Responsible for the following budget lines: Education Programs
10. Ensure the fiscal responsibility of the director(s) who report to you.
11. Submit budget needs for the following fiscal year.
12. Update documents and monitor appropriate Projects on Basecamp (the Chapter's online project management tool).
13. Act as a coach, advisor and counselor to the director(s) who report to you.
14. Cultivate and motivate director(s)/leaders within your portfolio and identify successors.
15. Complete transition plan and conduct transition meeting with successor.
16. Perform other duties that may be delegated by the President and/or Board of Directors.

Specific Responsibilities:

1. Along with the director(s) that report to this position, develop, implement, and assess strategic goals and objectives for the team that support the Chapter's Business Plan, and adjust as necessary throughout the year.
2. Develop annual education plan in accordance with Chapter strategies and MPI standards.

3. In conjunction with Director of Education, oversee Chapter's educational efforts, including: site selection and logistics, educational content and speaker sourcing, CMP Study Group, and Global Meetings Industry Day (GMID).
4. With assistance from the VP Finance, establish recommended event registration fees and venue payment levels and present to the Board for approval.
5. Liaise with MPI Headquarters on educational opportunities available to the Chapter, including Funding/Grant initiatives, Advocacy Programs, and MPI speakers.
6. Communicate strategic issues relating to professional development to the Executive Committee and Board of Directors.
7. Research current education trends and topics pertinent to the meetings industry, and report findings to the Board of Directors.
8. Provide guidance to Director on use of Advance Education Fund (AEF) and support requests to VP Finance and Board for use of the fund. (*Note: AEF is put on hold currently.*)
9. Provide input into the venue RFP process, which is led by the President, prepared in collaboration with Directors responsible for Chapter events such as educational programming, networking events, signature events, etc., and with assistance from Chapter Administrator.
10. Ensure promotion of annual education plan.
11. Ensure promotion of CMP/CMM activities.
12. With the aid of the Accreditations and Certifications sub-committee and/or Director of Education Programs and the Chapter Administrator, ensure that the Chapter's preferred supplier of credits status is maintained every year by submitting the dues to the Events Industry Council.
13. Ensure that the Accreditations and Certifications sub-committee or a designated CMP credited member reviews all credit applications for clock hours for the Chapter's education events to ensure compliance.
14. Report to the Executive Committee and Board of Directors on the strategies, successes and challenges of all reporting committees.
15. Ensure that committee directors who report to you submit committee assessments by mid-November. This process will assist checking on volunteer engagement, identifying volunteers interested in succession planning as well as gaps within the committee(s).
16. Ensure minutes of all reporting committees' meetings are recorded and provide a final electronic copy to the Chapter Administrator for archiving.

Attendance and Time Commitment:

1. Mandatory attendance at monthly Board of Directors meetings (teleconference participation accepted in some circumstances).
2. Attendance at meetings of the Executive Committee.
3. Attendance at two Board retreats.
4. Participate in VP Education conference calls if /as organized by MPI Headquarters.
5. Attendance at the Annual General Meeting (mandatory).
6. Attendance at official Chapter activities and functions, whenever possible.
7. Involvement in committee meetings and activities as required.
8. Potential attendance at Chapter Business Summit as directed by President/President-Elect.

Estimated time per month: 10 hours