



experience. connect. inspire. learn. meet. MPI Greater Calgary Chapter

## **Website Chair**

### **Category: Communications**

#### *Eligibility:*

- Membership in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

#### *General Responsibilities:*

- Submit agenda items for Board of Director meetings in advance of meetings (to VP of Communications)
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which the position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct a transition meeting with the successor
- Perform other duties that may be delegated by the President and/or Board of Directors

#### *Specific Responsibilities:*

- Promote chapter initiatives utilizing the chapter website
- Update website weekly with news, upcoming events, chapter initiatives, promotions, advertisements, job postings, member profiles, and other activities delegated by the VP of Communications
- Update the MPI GCC blog
- Attend chapter events
- Promote website at events and invite people to visit
- Stay up to date on website trends and ensure it is technically up to date and visually pleasing
- Liaise with VP of Communications to ensure website aligns with chapter interests, marketing initiatives, the MPI brand, and other chapter efforts



experience. connect. inspire. learn. meet. MPI Greater Calgary Chapter

*Reports to:* VP of Communications

Time commitment: ~6hrs /month

- Regular attendance at monthly meetings
- Attendance at all official chapter activities and functions
- Attendance at Committee activities
- Assigned tasks and activities
- Term starts July 1<sup>st</sup>

*Benefits of being GCC Director Digital Communication*

1. Expand your network
2. Meet people who are passionate about the event industry
3. Develop your leadership skills
4. Mentor colleagues and help people reach their full potential
5. Serve MPI in one of the most important committees
6. Boost your resume
7. Become more knowledgeable of the volunteer process
8. Potential attendance at MPI Leadership Conference, as directed by President (3 days)
9. Potential attendance at GCC board retreats
10. 2 free and 2 50% off passes for you to participate in chapter events
11. Invitation to monthly pizza party
12. Have lots of fun

*Leadership Promise*

As a leader within our chapter, you have agreed to take on certain responsibilities. The role you play has an impact on the overall success of our chapter and ultimately on the value of membership. It is understood that the position you have accepted is as a volunteer. By accepting this position, you are committing to fulfill its responsibilities or to seek assistance when you are unable to do so.



experience. connect. inspire. learn. meet. MPI Greater Calgary Chapter

The success of our chapter depends on each person's integrity to fulfill their commitment. By signing this promise, you are acknowledging your role and responsibility as a chapter leader.

I promise:

1. To respect the personal and professional demands on my fellow volunteers.
2. To offer a solution to any problem about which I express a concern.
3. To ask for guidance, assistance and/or clarity if needed on any task I am assigned.
4. To read and follow all policies and procedures and the by-laws of our chapter.
5. To not take on more than I am able to.
6. To be honest and ethical in all my capacities as a chapter leader.
7. To keep my word - to do what I say I will do.
8. To participate 100% in whatever assignment I undertake.
9. To be in full, open and honest communication and to do so in a responsible way.
10. To acknowledge and respect the contributions, talents, and efforts of every single chapter member.

---

Director Digital Communication -Signature

Print Name

---

President

Date

---

Witness

Date