



MPI®

**TAMPA BAY  
AREA  
CHAPTER**

### **Executive Committee - President-Elect**

#### ***Leadership Expectations & Responsibilities:***

- Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan
- Advise, support and develop board of directors in executing initiatives
- Assist in chapter budget development
- Mentor the leadership development processes to support succession planning
- Target and mentor future leaders
- Transition with incoming President-Elect
- Schedule one on ones with Vice Presidents to discuss future vision

#### ***Leadership Skills:***

- Facilitation
- Collaboration
- Delegation
- Organization
- Mentoring
- Coaching
- Teaching
- Financial Responsibility
- Motivational
- Conflict/Resolution
- Execution

#### ***Term:***

- One year or as determined by the Board of Directors and Chapter bylaws

#### ***Helpful Skills:***

- Diplomacy, Resourceful, Visionary, Delegator, Leadership organization, Communicator (written and oral).

#### ***Qualifications:***

- Member in good standing
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

- Previous service (when possible) two (2) of the following positions: Vice President of Membership, Vice President of Finance or Vice President of Education.

***Specific Responsibilities:***

- Serve as direct support to the Chapter President
- In the absence of the President, perform the duties of the President with the powers of and subject to all the restrictions upon the President
- Serve as voting member of Board of Directors, Executive Committee and Budget and Finance Committee
- Serve as ex-officio member of the Nominating and Gala Committee
- Ensure the Chapter adheres to minimum Chapter standards as prescribed by MPI
- Develop and implement a leadership succession/mentoring program
- Cultivate volunteer opportunities and encourage participation
- Work with committees to expand volunteer long-term involvement with Chapter
- Act as coach, advisor and counselor to Board members and committees
- Attend monthly Board meetings, Chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Perform any other duties as assigned by the President and/or the Board of Directors

***Reports to:***

President

***Commitment:***

- Regular attendance at monthly meetings, official Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Past Leaders Council meetings
- Attendance at Chapter Business Summit



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**Executive Committee – VP of Education**

***Leadership Expectations & Responsibilities:***

- Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan
- Advise, support and develop board of directors and direct committee reports in executing initiatives
- Assist in chapter budget development
- Target future leaders within existing board, committees and membership
- Transition with incoming Vice President of Education

***Leadership Skills:***

- Facilitation
- Collaboration
- Delegation
- Mentoring
- Coaching
- Teaching
- Financial
- Motivational
- Conflict/Resolution
- Execution

***Term:***

- One year or as determined by the Board of Directors and Chapter bylaws

***Helpful Skills:***

Adaptability, Project Management, Communicator (oral and written), Motivator, Conflict Resolution, Trend Watcher (or willing to research), Team Builder

***Qualifications:***

- Member in good standing
- Previous service (when possible) on Board of Directors, preferably in an education committee capacity
- Willing to give the time, energy, talents and enthusiasm required of the position

***General Responsibilities:***

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

***Specific Responsibilities:***

- Manage and supervise Chapter educational efforts, including:
  - Monthly Programs - Registration, Site Selection & Logistics
  - Professional Development - Educational Content & Speaker Sourcing
  - Plan & execute Chapter GMID Education Summit (Meetings Academy)
  - Special Educational Projects - Chapter/Regional Education Conference, Leadership Institutes, Women's Leadership Initiative, CMP/CMM, Multi-Cultural Initiatives
- Develop annual education plan in accordance with Chapter strategies and MPI standards
- Communicate strategic issues relating to professional development to Board of Directors
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of assigned committees and forward appropriate paperwork to the Vice President of Finance

***Reports to:***

President

***Commitment:***

- Regular attendance at monthly meetings, official Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Chapter Business Summit



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**Executive Committee – VP of Communications**

***Leadership Expectations & Responsibilities:***

- Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan
- Advise, support and develop board of directors and direct committee reports in executing initiatives
- Assist in chapter budget development
- Target future leaders within existing board, committees and membership
- Transition with incoming Vice President of Communications

***Leadership Skills:***

- Facilitation
- Collaboration
- Delegation
- Mentoring
- Coaching
- Teaching
- Financial
- Motivational
- Conflict/Resolution
- Execution

***Term:***

- One year or as determined by the Board of Directors and Chapter bylaws

***Helpful Skills:***

Adaptability, Project Management, Communicator (oral and written), Motivator, Conflict Resolution, Trend Watcher (or willing to research), Team Builder

***Qualifications:***

- Member in good standing
- Previous service (when possible) on Board of Directors, preferably in an education committee capacity
- Willing to give the time, energy, talents and enthusiasm required of the position

***General Responsibilities:***

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

***Specific Responsibilities:***

- Manage the publications, marketing, advertising, public relations, community outreach and advocacy efforts of the chapter, including:
  - Marketing - Website/technology, Job Bank
  - Publications - Newsletter, Directory
  - Public Relations - Media Relations, Press Releases
  - Advertising - Newsletter Ads, Website Ads
  - Community Outreach - Philanthropic Activities
- Ensure Chapter programs, activities and accomplishments are highlighted on an International level by communicating with MPI Public Relations and Marketing Departments
- Communicate strategic issues relating to communications/technology to Board of Directors
- Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of the committees within the Communications category and forward appropriate paperwork to the Vice President of Finance
- Work with chapter admin and departments on executing Communication Request Forms
- Manage all chapter social media channels, including Facebook, LinkedIn, & Instagram

***Reports to:***

President

***Commitment:***

- Regular attendance at monthly meetings, official Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Chapter Business Summit



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**Executive Committee – VP of Finance**

***Leadership Expectations & Responsibilities:***

- Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan
- Advise, support and develop board of directors in executing initiatives
- Assist in chapter budget development and fiscal planning
- Target future leaders within existing board, committees and membership
- Transition with incoming Vice President of Finance
- Develop strategies to establish special events, including Year End Gala (with President & Past President), Community Engagement Event, & plan and execute monthly “After 5” networking events with the assistant of Event Chairs
- Ensure that the Director of Strategic Alliance has received all necessary sponsorship commitments before announcing events to membership & planning begins

***Leadership Skills:***

- Facilitation
- Collaboration
- Delegation
- Mentoring
- Coaching
- Teaching
- Financial
- Motivational
- Conflict/Resolution
- Execution

***Term:***

- One year or as determined by the Board of Directors and Chapter bylaws

***Helpful Skills:***

- Diplomacy, Resourceful, Visionary, Delegator, Leadership organization, Communicator (written and oral).

***Qualifications:***

- Member in good standing

- Previous service (when possible) on Board of Directors, preferably in a finance capacity
- Willing to give the time, energy, talents and enthusiasm required of the position

***Specific Responsibilities:***

- Manage and supervise Chapter financial efforts, including
  - Fundraising - fundraising events, auction
  - Special Events - trade shows, special networking events, etc.
  - Strategic Alliances - Sponsorships, Partnership Marketing
  - Investments & Reserves - CDs, mutual funds, prudent reserve
- Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records and paying all authorized invoices
- Ensure safe keeping of Chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors
- Renew all permits and authorized post office boxes
- Prepare annual operating budget and ensure compliance once approved by the Board
- Ensure the Chapter is incorporated according to Chapter minimum bylaws
- Comply with all governmental tax regulations and file Chapter tax reports as required
- Present up-to-date financial statements at each Board of Directors meeting
- Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to Board of Directors
- Make each Director and Executive Committee aware when chapter is close to budgetary limits

***Reports to:***

President

***Commitment:***

- Regular attendance at monthly meetings, official Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Chapter Business Summit





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**Executive Committee – VP of Membership**

***Leadership Expectations & Responsibilities:***

- Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan
- Advise, support and develop board of directors and direct committee reports in executing initiatives
- Assist in chapter budget development
- Target future leaders within existing board, committees and membership
- Transition with incoming Vice President of Membership

***Leadership Skills:***

- Facilitation
- Collaboration
- Delegation
- Mentoring
- Coaching
- Teaching
- Financial
- Motivational
- Conflict/Resolution
- Execution

***Term:***

- One year or as determined by the Board of Directors and Chapter bylaws

***Helpful Skills:***

Delegation organization, Marketing Skills, Listening Skills

***Qualifications:***

- Member in good standing
- Previous service (when possible) on Board of Directors, preferably in a membership capacity
- Willing to give the time, energy, talents and enthusiasm required of the position

***Specific Responsibilities:***

Manage and supervise Chapter membership efforts, including:

- Recruitment – member recruitment, new member orientation
- Member Care – member retention, hospitality
- Awards & Scholarships – recognition programs, scholarships
- Communicate strategic issues relating to membership to Board of Directors
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Work with Regional Outreach teams as it pertains to communications, education and membership.

***Reports to:***

President

***Commitment:***

- Regular attendance at monthly meetings, official Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Chapter Business Summit



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**Executive Committee – VP of Special Programs**

***Leadership Expectations & Responsibilities:***

- Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan
- Advise, support and develop board of directors in executing initiatives
- Assist in chapter budget development
- Target future leaders within existing board, committees and membership
- Schedule transition time with incoming VP of Special Programs

***Leadership Skills:***

- Facilitation
- Collaboration
- Delegation
- Mentoring
- Coaching
- Teaching
- Financial
- Motivational
- Conflict/Resolution
- Execution

***Term:***

- One year or as determined by the Board of Directors and Chapter bylaws

***Helpful Skills:***

- Diplomacy, Resourceful, Visionary, Delegator, Leadership organization, Communicator (written and oral).

***Qualifications:***

- Member in good standing
- Previous service (when possible) on Board of Directors, preferably in a finance capacity
- Willing to give the time, energy, talents and enthusiasm required of the position

***Specific Responsibilities:***

- Provide vision and goals for yearly Special Events:

- Assist with planning and coordination of these Events with the Event/Committee Chairs & VP of Finance including MPI After 5, Spring/Fall Event, Hospitality Industry Holiday Party, and the Year End Gala.
- Maintain Events on Master Calendar – so as not to conflict with monthly meetings
- Continued communication with VP of Finance & Director of Strategic Alliance
- Plan and develop the annual gala with direction from the President and Past President.
- Oversee the development of a charity centered event

***Reports to:***

President

***Commitment:***

- Regular attendance at monthly meetings, official Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Chapter Business Summit



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**Executive Committee – Director of Educational Programs**

***Leadership Expectations & Responsibilities:***

- Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan
- Advise, support and develop board of directors and direct committee reports in executing initiatives
- Assist in chapter budget development
- Target future leaders within existing board, committees and membership
- Transition with incoming Director of Educational Programs

***Leadership Skills:***

- Facilitation
- Collaboration
- Delegation
- Mentoring
- Coaching
- Teaching
- Financial
- Motivational
- Conflict/Resolution
- Execution

***Term:***

- One year or as determined by the Board of Directors and Chapter bylaws

***Helpful Skills:***

Delegation, Motivator, Facilitator, Supportive

***Qualifications:***

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

***General Responsibilities:***

- Serve as voting member of Board of Directors

- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

***Specific Responsibilities:***

- Maintain complete and accurate records of the Chapter's membership and reconcile reports monthly through MPI Association Management Software (AMS)
- Meet or exceed the chapter retention goal for the year, based on the chapter metrix.
- Develop and maintain an active and ongoing campaign to retain members
- Encourage member involvement in committees
- Conduct an annual Chapter needs assessment survey
- Provide hospitality at Chapter functions by welcoming attendees
- Submit articles to newsletter and website in support of member care activities

***Reports to:***

VP of Membership

***Commitment:***

- Regular attendance at monthly meetings, official Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Chapter Business Summit



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**Executive Committee – Director of Member Care**

***Leadership Expectations & Responsibilities:***

- Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan
- Advise, support and develop board of directors and direct committee reports in executing initiatives
- Assist in chapter budget development
- Target future leaders within existing board, committees and membership
- Transition with incoming Director of Member Care

***Leadership Skills:***

- Facilitation
- Collaboration
- Delegation
- Mentoring
- Coaching
- Teaching
- Financial
- Motivational
- Conflict/Resolution
- Execution

***Term:***

- One year or as determined by the Board of Directors and Chapter bylaws

***Helpful Skills:***

Delegation, Motivator, Facilitator, Supportive

***Qualifications:***

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

***General Responsibilities:***

- Serve as voting member of Board of Directors

- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

***Specific Responsibilities:***

- Maintain complete and accurate records of the Chapter's membership and reconcile reports monthly through MPI Association Management Software (AMS)
- Meet or exceed the chapter retention goal for the year, based on the chapter metrics.
- Develop and maintain an active and ongoing campaign to retain members
- Encourage member involvement in committees
- Conduct an annual Chapter needs assessment survey
- Provide hospitality at Chapter functions by welcoming attendees
- Submit articles to newsletter and website in support of member care activities

***Reports to:***

VP of Membership

***Commitment:***

- Regular attendance at monthly meetings, official Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Chapter Business Summit





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**Executive Committee – Director of Strategic Alliance**

***Leadership Expectations & Responsibilities:***

- Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan
- Advise, support and develop board of directors and direct committee reports in executing initiatives
- Assist in chapter budget development
- Target future leaders within existing board, committees and membership
- Transition with incoming Director of Strategic Alliance

***Leadership Skills:***

- Facilitation
- Collaboration
- Delegation
- Mentoring
- Coaching
- Teaching
- Financial
- Motivational
- Conflict/Resolution
- Execution

***Term:***

- One year or as determined by the Board of Directors and Chapter bylaws

***Helpful Skills:***

- Knowledge of the industry and the people in the industry, organized, GREAT follow-up, comfortable with sales

***Qualifications:***

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

***General Responsibilities:***

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

***Specific Responsibilities:***

- Develop strategies to increase revenue and in-kind support for the Chapter
- Monitor association and meetings industry trends to discover best practices in resource development by other organizations
- Develop, implement and manage Chapter fundraising efforts and events
- Ensure promotion of fundraising effort
- Follow through with collection of Strategic Partners funds and deliverables.

***Reports to:***

VP of Finance

***Commitment:***

- Regular attendance at monthly meetings, official Chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Chapter Business Summit