



2020-21 Position Descriptions

Position Description: The following job descriptions specify the roles, responsibilities and duties for each leadership position within the Arizona Sunbelt Chapter of MPI.

Categories

Positions are grouped by Category: Finance, Administration, Membership, Education, and Communications. Each Category has one VP, plus Director and Chair positions.

President

Chair - Annual Awards Gala

President-Elect

Immediate Past President

Nominations, Scholarships, Mentorships,

V.P. Finance

Director – Fundraising and Special Events
 Chair – Annual Spring Fundraiser
 Chair – Holiday Party
 Chair – Golf Tournament
Director of Strategic Alliances
 Chair – Sponsorship
 Chair – Raffles

V.P. Education

Director – Special Educational Projects
 Chair – Summer EduCon
 Chair – Certification (CMP University)
 Chair- Business Owner Forum
Director of Monthly Programs
 Chair – Monthly Programs

V.P. Membership

Director - Membership
 Member Recruitment, Member Relations/Retention, Student Relations and Host & Hospitality

V.P. Communications

Director - Communications
 Chair – Career Connections
 Chair – Community Outreach
 Chair – Social Media
 Chair – Marketing/eNewsle

President

Term: One-year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing with previous service as President Elect duties
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational/leadership skills
- Good relationship with the Chapter Executive Director

Specific Responsibilities:

- Directly responsible for communicating with and supervising the chapter. Ensure that all assignments are completed according to the business strategic plan.
- Serve as chair of all meetings of both the Executive Committee and Board of Directors.
- Stay connected VP of Finance regarding chapter budget and finances
- Ensure development and facilitation of a long-term business strategic plan.
- Ensure Chapter adherence to Chapter and International Bylaws, Policies and Procedures.
- Support and defend policies and programs adopted by the Board of Directors.
- Serve as an ex-officio member on all committees except the Nominating Committee.
- Non-voting member on issues brought before the Board of Directors except in a tie situation.
- Act as official spokesperson of the chapter.
- Conduct annual and mid-year Leadership/Board retreats.
- Responsible for the following budget line items relating to: President's Fund.
- Prepare the Annual Report reviewing chapter activities and finances within 90 days of the end of the fiscal year and present to membership and MPI headquarters.
- Act on the org chart as support/mentor to President Elect with growth opportunity assignments and visibility within Chapter. Conduct transition meeting with successor.
- Submit budget needs for the following fiscal year.
- (In the event of a Chapter Administrator) Oversee performance of Chapter Administrator/Executive Director, including monthly meetings and a yearly performance review.
- Serve as liaison between the chapter and MPI Headquarters.
- Ensure Chapter compliance with MPI Headquarters.
- Performs any other duties as assigned by the Board of Directors.
- Attend other industry meetings with Presidents (HSMIAI, ISES, AZSAE, SGMP) on behalf of chapter.
- Serve as the MPI Chapter representative to the Event Industry Alliance.
- Government Relations - Support and defend policies and programs adopted by the Board of Directors. Develop and maintain a means for the chapter to have a voice in government to promote its interests. Update chapter members on local legislation that affects the meetings industry. Liaise with MPI Headquarters on any advocacy programs or legislation supported or opposed by MPI as an organization.

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Attendance at Chapter Business Summit
- Chapter management activities (45 hr/mo)

President-Elect

Term: One-year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing with previous service in a (preferably VP) Board position
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational and leadership skills

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.
- Keep knowledgeable about chapter activities in order to take over for or represent the President.
- Serve as voting member of Board of Directors & Executive Committee.
- Serve on the Nominating Committee to develop a slate of qualified board members for the following year. (Non Voting Member)
- Develop and implement a leadership succession/mentoring program.
- Provide for mentoring of members and students.
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI.
- Act as coach, advisor and counselor to board members and committees.
- Attend monthly board meetings, executive committee 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.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Conduct transition meeting with successor.
- Establish and facilitate an orientation/training program for the incoming Board of Directors in the spring. This will be implemented at the board retreat as President.
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Perform other duties that may be delegated by the President and/or the Board of Directors.
- Responsible for overseeing all Vice Presidents in their job functions, with communication to the President with updates and issues.
- Responsible for the chapter's member of the month awards & recognition program.
- Mentor VPs and fellow board members to enhance their visibility and presentation skills.

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Attendance at COCP (non voting) meetings held in conjunction with WEC
- Attendance at Chapter Business Summit
- All other related activities (30 hr/mo)

Immediate Past President

Term: One-year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Completion of previous year's term as President
- Good organizational and leadership skills

Specific Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process, and ensuring compliance with MPI elections calendar requirements
- Chair Mentorship Program to connect current board members with past presidents, in an effort to provide support, continuity and information to/for the board
- Chair Scholarships Committee to facilitate the approved scholarships and oversee the process in awarding those scholarships to qualified members
- Chair Past Presidents Luncheon to make arrangements for past President's luncheon, in an effort to keep past presidents engaged, up to date with chapter information and maintain their continued involvement in the chapter
- Support and defend policies and programs adopted by the Board of Directors.
- Act as support/mentor to President
- Support leadership development. Act as coach, advisor and counselor to board members and committees.
- Attend monthly board meetings, executive committee meetings, chapter events and committee meetings.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Responsible for the following budget line items relating to: Nominating Committee, and MPI Foundation.
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Assemble materials necessary for International Chapter Awards and ensure timely entry of complete application form and support materials.
- Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or Board of Directors.

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Related committee activities (8-12 hr/mo)

V.P. of Finance

Category: Finance

Term: One-year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Previous service on Board of Directors, preferably in a financial capacity
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational and leadership skill

Responsibilities

- Serve as voting member of Board of Directors and Executive Committee.
- Chair the Budget & Finance Committee.
- Attend monthly board meetings, executive committee meetings, chapter events and committee meetings.
- Report on the strategies, successes and challenges of assigned committees to Board
- Act as coach, advisor and counselor to assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- Submit agenda items for Board of Directors meetings in advance of meetings
- Responsible for the following budget line items relating to: Special Events, (Buy MPI Trade Show, Golf Tournament and Holiday Party). Strategic Alliances, Sponsorships, and Investments & Reserves
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or Board.

Specific Responsibilities

- Investments & Reserves - CDs, mutual funds, prudent reserve
- Prepare annual operating budget and ensure compliance once approved by the Board.
- 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.
- In conjunction with the ED -Ensure investment allocation is in compliance with the approved Chapter Investment policy.
- Maintain a schedule of all investments held (listing investment type, purchase date, maturity, date, interest rate, cost and current market value) and present report to Board of Directors on a quarterly basis.
- Ensure reserve fund is prudent compared to annual budget

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Potential attendance at Chapter Business Summit, as directed by President
- Attendance at all official chapter activities and functions
- Maintenance of chapter financial records
- Committee activities (8 hr/mo)

Director of Special Events and Fundraising

Category: Finance

Term: One-year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

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

Responsibilities:

- Serve as voting member of Board of Directors.
- Attend monthly board meetings, chapter events and committee meetings.
- Address the strategies, successes and challenges of assigned committees to Board of Directors via a complete, concise monthly committee report for each committee
- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Committee Chair(s) for assigned committees with approval of Chapter President.
- Submit agenda items requiring action or a Board vote for Board of Directors meetings in advance of meetings.
- Responsible for the following budget line items relating to: Golf Tournament and Holiday Party and annual spring fundraiser.
- Ensure the fiscal responsibility by monitoring, meeting or exceeding budget goal of each event
- Support and defend policies and programs adopted by the Board of Directors.
- Create succession plan for each committee with current chapter committee leader and conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or Board of Directors.
- Guide committee chair to develop agenda for special events, including golf tournament, annual spring fundraiser, and the holiday party.
- Monitor association and meetings industry trends to discover best practices in special events by other organizations.
- Ensure promotion of special event efforts.
- Work with appropriate committee to develop and/or manage special events programs.
- Report on special event strategies to the Board of Directors.

Reports to: VP of Finance

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Whenever possible, attend committee meetings
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Leadership Conference as backup to VP of Finance, as directed by President
- Committee activities (8 hr/mo)

Director of Strategic Alliances

Category: Finance

Term: One-year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

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

Responsibilities:

- Serve as voting member of Board of Directors.
- Attend monthly board meetings, chapter events and committee meetings.
- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Sponsorship Committee Chair for assigned committees with approval of Chapter President.
- Insure Sponsorship Committee report submitted to Board of Directors prior to monthly board meetings.
- Responsible for the following budget line items relating to: Sponsorship, including monthly program sponsorship and raffles.
- Support and defend policies and programs adopted by the Board of Directors Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or Board of Directors.

Specific Responsibilities:

- Develop strategies and partnerships for future with chapter needs.
- Ensure promotion and benefits received of sponsors.
- Monitor all donations to chapter for best utilization of entire organization

Reports to: VP of Finance

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Leadership Conference, as directed by President
- Committee activities (8 hr/mo)

V.P. of Education

Category: Education

Term:

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

Eligibility:

- Member in good standing
- Previous service on Board of Directors, preferably in an educational capacity
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational and leadership skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Attend monthly board meetings, executive committee meetings, leadership retreats, chapter events and committee meetings
- Act as coach, advisor and counselor to committees within department, Director of Monthly Programs and Director of Special Education
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Manage the following budget line items relating to: Monthly Programs, Special Education Projects to include: EduCon, Certification and Business Owners Forum
- 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
- Work with Director of Monthly Programs and Director of Special Education to mentor successors
- Perform other duties that may be delegated by the President and/or Board of Directors
- Frequently communicate with Director of Monthly Programs and Director of Special Education to ensure progress of chapter committee goals

Specific Responsibilities:

- Manage and supervise chapter educational efforts, including:
 - Monthly Programs
 - Special Educational Projects – EduCon, Business Owners Forum and Certification
- Collaborate with Education Directors on the development and maintenance of the 18-month education plan in accordance with chapter strategies and MPI standards, and present this plan to the BOD for approval
- Review, update and submit annual budgets for committee's within Education Department to the VP of Finance.
- 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 the committees within the Education category and forward appropriate paperwork to the VP of Finance.
- Work with Director of Monthly Programs to identify education topics for the following year
- Participate in conference calls coordinated by MPI for VP of Education positions
- Update business plan monthly to the Executive Director
- Review and update policy manual job descriptions for Board of Director positions and Committee Chairs in the Education Department, VP of Education.

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Attendance at Chapter Business Summit as directed by President
- Committee activities (20 hr/mo)

Director of Special Educational Projects

Category: Education

Term: One-year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Identify, recruit and train Committee Chair(s) for assigned committees with approval of Chapter President
- Manage the following budget line items relating to: EduCon, Business Owners Forum and Certification Committee
- 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
- Perform other duties that may be delegated by the President, VP of Education and/or Board of Directors
- Work with Executive Director to ensure Clock Hours at chapter educational programs are approved
- Assist all committees as needed, to facilitate the production of their events in a timely manner
- Conduct a transition meeting with successor along with VP of Education
- Work with VP of Education to mentor potential successor for Director of Special Education
- Monthly communication with VP of Education to provide update regarding committees under Special Education on progress, success, concerns or challenges
- Frequently communicate with VP of Education to ensure progress of chapter committee goals
- Participate in quarterly conference calls for special education committees and overall education
- Provide a condensed report for each committee (EduCon, Business Owners Forum and Certification) to VP of Education by deadline for Team Status Report (TSR)/business plan

Specific Responsibilities:

Certification Committee

- Oversee the development and implementation of one-two CMP study group programs to coincide with CMP examination dates
- Ensure promotion of certification opportunities, deadline dates, exam information and certification process for both CMP and CMM
- Oversee the development and implementation of certification mentor program and recruitment of current certified members to serve as mentors
- Align Certification Committee and programs with vision of International Global Training Programs
- Work with the committee chair to review and update the designated area of the website throughout the year
- Work closely with the Committee Chair/Co-Chairs to provide support as needed to assist them in providing a successful program and to ensure tasks are moving forward aligned with goals
- Work with current Chair/Co-Chairs to mentor potential successor to lead committee
- Ensure sponsorship and In-kind support is entered by each committee into the donation database system following each event

Business Owners Forum Committee

- Work with committee chairs to review and update designated area of the website throughout the year
- Oversee the development and implementation of a minimum of two Business Owner Forums during the year
- Ensure promotion of the Business Owners Forum within the MPI AZ chapter for Business Owners only
- Work closely with the Committee Chair/Co-Chairs to provide support as needed to assist them in providing a successful program and to ensure tasks are moving forward aligned with goals
- Work with current Chair/Co-Chairs to mentor potential successor to lead committee
- Ensure sponsorship and In-kind support is entered by each committee into the donation database system following each event

EduCon Committee

- Work with committee chair to review and update designated area of the website throughout the year
- Oversee the development and implementation of the annual EduCon
- Ensure promotion of the EduCon within the chapter, International surrounding MPI Chapters and industry associations
- Work closely with the Committee Chair/Co-Chairs to provide support as needed to assist them in providing a successful program and to ensure tasks are moving forward aligned with goals
- Work with current Chair/Co-Chairs to mentor potential successor to lead committee
- Ensure sponsorship and In-kind support is entered by each committee into the donation database system following each event
- Ensure topics/speakers are not duplicated from Monthly Programs current and upcoming year's education plan
- Work with the EduCon committee chair to ensure that RFP is sent out and location/dates will work with the overall MPI-AZ calendar.

Reports to: VP of Education

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Attendance at Chapter Leadership Training, as directed by President
- Attendance at committee meetings within Special Education area: Education Forum, Certification, Business Owners Forum
- Committee activities (15 hr/mo)

Director of Monthly Programs

Category: Education

Term: One-year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events, leadership retreats and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Director
- Submit agenda items for Board of Directors meetings in advance of meetings
- Identify, recruit and train Committee Chair (s) for assigned committees with approval of Chapter President
- Manage the following budget line items relating to: Monthly Educational Programs
- 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 other duties that may be delegated by the President, VP of Education and/or Board of Directors
- Provide leadership guidance for Chair/Co-Chair of Monthly Education Programs
- Monthly communication with VP of Education to provide update regarding Monthly Programs progress, success, concerns or challenges
- Work with VP of Education, Committee/Co-Chairs, and education 18-month calendar to establish topics and speakers for the following year
- Oversee the committee (i.e. travel (arranged by speaker) airport transfers, speaker honorarium, general expenses)
- Frequently communicate with VP of Education to ensure progress of chapter committee goals
- Participate in quarterly conference calls coordinated by VP of Education

Specific Responsibilities:

- Develop, implement and manage an RFP process for all monthly educational programs (to include speakers and locations)
- Perform site inspection when possible, or delegate to co-chairs prior to making a decision to move to a contract for a program. Involve the board as needed. Ensure to collaborate with sponsorship team to align location with sponsors where applicable.
- Coordinate contracts with suppliers to support monthly programs: speakers, venue, floral, photographer, entertainment and any additional supplier required
- Facilitate and work closely with web team for registration process for monthly educational programs
- Develop, implement and manage a system of collecting and summarizing attendee evaluations; report summarized information to Board of Directors
- Work with Executive Director to ensure Clock Hours at chapter educational programs
- Assist all committees as needed, to facilitate the production of their events
- Conduct a transition meeting with successor along with VP of Education
- Provide committee report to VP of Education for Team Status Report (TSR)/Business Plan
- Work with VP of Education to mentor potential successor for Director of Monthly Programs
- Work with current Chair/Co-Chairs to mentor potential successor to lead committee
- Ensure Chair/Co-Chairs are on task for all deliverables
- Schedule monthly education calls with committee

Reports to: VP of Education

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Attendance at Chapter Leadership Training, as directed by President
- Attendance at Monthly Programs committee meetings
- Committee activities (20 hr/mo)

V.P. of Membership

Category: Membership

Term: One-year term or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Previous service on Board of Directors, preferably in a membership capacity
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational and leadership skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Provide direction and leadership for the chapter's program to maintain and increase MPI membership
- Work with staff to maintain a current roster of chapter members
- Attend monthly board meetings, executive committee meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the following budget line items relating to: Membership Recruitment and Retention, Student Relations, and Host & Hospitality
- Responsible for ensuring 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 other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise chapter membership efforts, including:
 - Recruitment – member recruitment, membership 101
 - Member Care – member retention, hospitality
- 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
- Approve all bills of the committees within the Membership category and forward appropriate paperwork to the VP of Finance
- Maintain the membership business plan for corporate and the chapter

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Business Summit, as directed by President
- Committee activities (8 hr/mo)

Director of Membership

Category: Membership

Term: One-year term or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Identify, recruit and train Committee Chair(s) for assigned committees with approval of Chapter President
- Responsible for the following budget line items related to: Membership Recruitment and Retention
- Responsible for ensuring 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 other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Establish membership goal for the year, based on the strategic plan
- Develop and maintain an active and ongoing campaign to attain membership goal
- Welcome and orient new members (quarterly)
- Work closely with MPI to assure the timely and accurate processing of new member applications
- Submit articles to newsletter and website in support of recruitment activities
- Handle monthly "Ice Breaker" networking needs during monthly educational meeting
- Works with Executive Director to maintain complete and accurate records of the chapter's membership and reconcile reports monthly through MPI AMS (Association Management Software).
- Encourage member involvement in committees.
- Perform an annual chapter needs assessment survey.
- Show hospitality at chapter functions by welcoming attendees and making them feel welcome.
- Work with Committee(s) to expand each Volunteer's long-term involvement with chapter.

Reports to: VP of Membership

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Leadership Conference, as directed by President
- Committee activities (10-12 hr/mo)

V.P. of Communications

Category: Communications

Term: One-year term or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing.
- Previous service as a Board of Director, preferably as a Director of Communications.
- Willing to give the time, energy, talents and enthusiasm required for the position.
- Good organizational and leadership skills.
- Member in good standing.
- Willing to learn CVENT, Hootsuite, Facebook, LinkedIn, Twitter, and be an expert on www.mpi.org/arizona for effective operational management, strategic planning, and contingency planning.
- General Knowledge of operations and communications management.
- Willing to perform director responsibilities if director position(s) are unfilled or volunteer support is lacking.

Overall Responsibilities:

- Ensure committees operate within chapter policies and procedures, and international bylaws.
- Serve as voting member of Board of Directors.
- Member of the Executive Committee.
- Attend monthly board meetings, chapter events, and department meetings.
- Act as coach, advisor and counselor to assigned directors and committees.
- Submit agenda items and business plan updates for Board of Directors meetings in advance of meetings.
- Report on strategies, successes and challenges of assigned committees to Board of Directors.
- Manage budget line items relating to PR/Marketing and Information Technology areas to ensure fiscal responsibility.
- Support and defend policies and programs adopted by the Board of Directors.
- Conduct transition and training meetings with successor.
- Perform other duties that may be delegated by the Board of Directors or President.

Specific Responsibilities:

- Develop and implement an integrated strategic communications plan to advance MPI AZ's brand identity, broaden awareness of its programs and priorities; and increase the visibility of its programs across key stakeholder audiences.
- Identify communication challenges and emerging issues faced by MPI AZ. Work with leadership team and volunteers to recognize internal and external communications opportunities and solutions and define and execute appropriate strategies to support them.
- Advise and support Communications as well as oversight of all committees: Marketing/eNewsletter, Social Media, Career Connections, Community Outreach and Website
- Ensure chapter programs, activities and accomplishments are highlighted on an international level by communicating with MPI Chapter Business Manager, MPI Public Relations, Communications, Technology, and Marketing Departments.
- Communicate strategic initiative's relating to PR/Marketing and Information Technology to Board of Directors.
- Research current Communications/Technology trends and topics pertinent to the meetings industry and report findings to Board of Directors.
- Fiscal oversight, final approvals, and financial recommendations for all committees and directors under the supervision of the VP of Communications.
- Perform other duties that may be delegated by the President and/or Board of Directors.
- Participate in chapter leadership retreats (currently April/November).
- Manage MPI communications' partnerships with *Phoenix Business Journal*, *Arizona Business Magazine MPI Supplement*, *Naylor Chapter Membership Directory*, and other industry partners and/or publications that support chapter communications.

Reports to: President

Time Commitment:

- Regular attendance at Executive Committee meetings, Board of Directors meetings, and Communications meetings.
- Attendance at Board retreats.
- Attendance at official chapter activities and functions.
- Possible attendance at MPI chapter leadership conference and/or WEC.
- Operational management, oversight and executive leadership of Communications' Directors and Committees (15+/- hrs. per week, depending on volunteer support).

Director Communications

Category: Communications

Term: One-year or as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing.
- Willing to give the time, energy, talents and enthusiasm required of the position.
- Good organizational and leadership skills.
- Willing to learn CVENT, Facebook, LinkedIn, Twitter, YouTube, Application Software and be an expert on www.mpi-az.org
- General Knowledge of information technology, HTML, and operations management.
- General knowledge of public relations and event marketing
- Willing to work with committee across MPI AZ to effectively promote and market events
- Willing to perform committee tasks/responsibilities if committee chair positions are unfilled or volunteer support is lacking.

General Responsibilities:

- Ensure committees operate within chapter policies and procedures, and international bylaws.
- Serve as voting member of Board of Directors.
- Attend monthly board meetings, chapter events and department meetings.
- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Committee Chair(s) for assigned committees with approval of VP of Communications.
- Report on the strategies, successes and challenges of Website, annual member survey, and Application Technology.
- Submit agenda items for discussion or board vote.
- Manage budget line items relating to: CVENT, Website, Social Media and Related Technology.
- Ensure the fiscal responsibility of the committee(s) to which position is assigned, expenses incurred without advanced Board of Directors approval, are not reimbursable.
- Conduct transition and training meetings with successor.
- Perform other duties that may be delegated by the VP of Communications and/or Board of Directors.
- Generate new revenue sources for the chapter by means of web marketing, social media advertising, and technology sponsorships.
- Administer chapter annual membership survey (Dates TBD).

Specific Responsibilities:

- Improve the operational systems, processes and policies which support MPI AZ's information technology – specifically, support better committee reporting, information flow, management, distribution, chapter business processes, and organizational planning.
- Manage and increase the effectiveness and efficiency of Information Technology support services, specifically ensuring committees such as Cvent, Website, and Social Media are performing their committee duties.
- Play a significant role in long-term planning, including an initiative geared toward technology excellence and a strong volunteer support system.
- Put technology vehicles in place to create momentum and awareness as well as to test the effectiveness of current technology activities.
- Manage the development, distribution, and maintenance of all electronic mediums, but not limited to, websites, surveys, eMarketing, contact management, Facebook, LinkedIn, Twitter, YouTube, Cvent, Instagram and www.mpi-az.org
- Mentor and lead a team of volunteers who are capable of providing technology support services to the chapter.

Reports to: VP of Communications

Time Commitment:

- Regular attendance at Communications and Board meetings.
- Attendance at Board retreats.
- Attendance at official chapter activities and functions.
- Committee management and committee task support (10+/- hrs. per week, depending on volunteer support).

V.P. of Administration

(Duties fall to Executive Director)

Category: Administration

Term: Contracted as determined by the Board of Directors and Chapter Bylaws

Eligibility:

- Member in good standing
- Previous service on Board of Directors
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational and leadership skills

Specific Responsibilities:

- Attend monthly board meetings, executive committee meetings, chapter events and committee meetings.
- Act as coach, advisor and counselor to all committees.
- Support and defend policies and programs adopted by the Board of Directors.
- Responsible for the proper and legal e-mailing of all notices to members, proper recording of proceedings of the chapter, maintaining a permanent record of all chapter minutes and documents, and carrying into execution all orders, votes and resolutions not otherwise committed.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Take minutes of all Board meetings.
- Ensure proper distribution of monthly board minutes to all board members and MPI Chapter Business Manager (CBM).
- Take minutes of Executive Committee meetings and Annual business meeting and distribute as appropriate.
- Act as chapter parliamentarian, promptly upholding Roberts Rules of Order and enforcing the presence of a quorum to properly conduct business.
- Act as guardian of the chapter's bylaws, policies and procedures to ensure they are updated as necessary and in compliance with MPI bylaw standards. Work with Immediate Past President to facilitate this process.
- Develop and facilitate a mechanism for the historical record of all chapter activities and board minutes.
- Work with Communications Team to maintain ca 4chapter operations calendar with event dates, board/committee meeting dates, newsletter and event mailing submission deadlines, and other industry-related event dates.
- Oversee the production of the MPI Chapter Directory and Buyer's Guide. Serve as liaison between MPI and Naylor Publications
- Oversee the registration builds for meetings and events through the Cvent platform. This includes the website registration pages, e-mail communication and post meeting/event surveys.
- Responsible for the following budget line items: Administrative Budget
- Perform other duties that may be delegated by the President and/or Board of Directors.

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Attendance at Chapter Business Summit/Chapter Leadership Forum, as directed by President