



# **MPI Aloha Chapter**

**JOB DESCRIPTIONS FOR CHAPTER LEADERS**

## **The Legacy of Your Leadership**

*Leadership is understanding people and involving them to help you do a job. That takes all of the good characteristics, like integrity, dedication of purpose, selflessness, knowledge, skill, implacability, as well as determination not to accept failure.*

**Admiral Arleigh A. Burke**

*An empowered organization is one in which individuals have the knowledge, skill, desire, and opportunity to personally succeed in a way that leads to collective organizational success.*

**Stephen R. Covey, Principle-centered Leadership**

### **MPI's Vision**

Meeting Professionals International will be the pivotal force in positioning meetings and events as strategic components of organizational success.

### **MPI's Mission**

Meeting Professionals International is the leading global association that defines and shapes the meetings and events profession.

### **MPI's Strategic Plan: *Pathways to Excellence:***

1. Create professional development levels to evolve member careers to positions of strategic understanding and influence.
2. Increase awareness and influence senior decision-making executives at corporations, associations and organizations.
3. Identify trends and deliver innovative solutions to ensure MPI is the premier market place for both suppliers and planners.

### **MPI CORE VALUES:**

- We are member-centric
- We strive to flawlessly execute
- We believe in the power of the partnership

**Aloha Chapter  
BOARD OF DIRECTORS**

**President**

**President Elect**

**Immediate Past President**

**Vice President Finance**

**Vice President Education**

**Vice President Membership**

**Vice President Communications**

**Director of Community Outreach**

**Director of Communications**

**Director of Education**

**Director of Membership (retention)**

**Director of Fundraising**

**2017-2018 Chapter Board Structure:**

Effective with the installation of chapter boards for the 2006-07 fiscal year, the following positions constitute the minimum requirement for chapter board structure:

President

President-Elect

Immediate Past President

VP Communications

VP Education

VP Finance

VP Membership

***\*\*\*Any additional board (and committee) positions will be at the full discretion of the chapter.\*\*\****

## BOARD POSITIONS AND RESPONSIBILITIES

### PRESIDENT:

#### Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a strategic and business plan</li><li>• Create goals and objectives for the board and committees</li><li>• Advise, support and develop board of directors in executing initiatives</li><li>• Assist in chapter budget development Mediate discussions and create consensus within the board</li><li>• Communicate with members regarding all international initiatives and objectives</li><li>• Target future leaders within existing board, committees and membership</li><li>• Schedule transition time with PE</li></ul>	<ul style="list-style-type: none"><li>• Visionary</li><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Organization</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Empowerment</li><li>• Effective Communication</li><li>• Execution</li><li>• Innovation</li></ul>

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

*Qualifications:*

- Member in good standing with (when possible) previous service as President Elect
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

*Specific Responsibilities:*

- Directly responsible for communicating with and supervising the chapter officers and directors to ensure that all assignments are completed according to the strategic plan, the chapter is financially sound, and membership is advised of all progress.
- Serve as chair of all meetings of both the Executive Committee and Board of Directors, serve as a member of the Budget and Finance Committee
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board
- Communicate with chapter officers and directors to ensure that all assignments are completed according to the chapter's strategic plan and goals, and that the membership is advised of all progress
- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
- Support and defend policies and programs adopted by the Board of Directors
- Prepare consent agenda for each board meeting and distribute prior to meeting
- Serve as an ex-officio member on all committees except the Nominating Committee
- Vote on issues brought before the Board of Directors only in the event of a tie
- Act as official spokesperson of the chapter
- Conduct annual Board Orientation and mid-year Board Retreat
- 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
- Serve as a member of the Council of Chapter Presidents or appoint a designee
- Performs any other duties as assigned by the Board of Directors

*Time Commitment:*

- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at COCP meetings held in conjunction with PEC/WEC
- Attendance at Chapter Leadership Conference

## PRESIDENT- ELECT:

### Leadership Expectations

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan</li><li>• Advise, support and develop board of directors in executing initiatives</li><li>• Assist in chapter budget development</li><li>• Develop leadership development processes to support succession planning</li><li>• Target and mentor future leaders</li><li>• Schedule transition time with incoming VP's</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Organization</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

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

*Qualifications:*

- Member in good standing with service (when possible) in a Board position
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

*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 on the Nominating Committee to develop a slate of qualified board members for the following year
- Develop and implement a leadership succession/mentoring program
- 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, 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 other duties that may be delegated by the President and/or the Board of Directors

*Reports to: President*

*Time Commitment:*

- Regular attendance at monthly meetings, official chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at COCP (non voting) meetings held in conjunction with PEC/WEC
- Attendance at Chapter Leadership Conference

## IMMEDIATE PAST PRESIDENT:

### Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a strategic and business plan</li><li>• Create goals and objectives for the board and committees</li><li>• Advise, support and develop board of directors in executing initiatives</li><li>• Assist in chapter budget development Mediate discussions and create consensus within the board</li><li>• Communicate with members regarding all international initiatives and objectives</li><li>• Target future leaders within existing board, committees and membership</li><li>• Schedule transition time with PE</li></ul>	<ul style="list-style-type: none"><li>• Visionary</li><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Organization</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Empowerment</li><li>• Effective Communication</li><li>• Execution</li><li>• Innovation</li></ul>

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

*Qualifications:*

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



*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.
- Support and defend policies and programs adopted by the Board of Directors
- Act as support/mentor to President
- Act as coach, advisor and counselor to board members and committees
- Attend monthly board meetings, chapter events and committee meetings
- Submit agenda items for Board of Directors meetings in advance of meetings
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Assemble materials necessary for COTY application and ensure timely entry of complete application form and support materials
- Chair Chapter's Past Presidents Council to provide for continued involvement of past presidents to support the strategic plan of the chapter
- 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 and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions

**VP Finance:**

**Leadership Expectations**

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan</li><li>• Advise, support and develop board of directors in executing initiatives</li><li>• Assist in chapter budget development and fiscal planning</li><li>• Target future leaders within existing board, committees and membership</li><li>• Schedule transition time with incoming VP's</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* Two years or as determined by the Board of Directors and Chapter Bylaws

*Eligibility:*

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

*General Responsibilities*

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Budget & Finance Committee
- Act as coach, advisor and counselor to assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- 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: (to be determined based on individual chapter needs)*

- Manage and supervise chapter financial efforts, including:
  - Fundraising - fundraising events, auction
  - Special Events - golf outing, trade shows, special networking events
  - 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 safekeeping 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 chapter is incorporated according to chapter minimum bylaws
- Comply with all governmental tax regulations and file chapter tax reports as required
- Ensure chapter complies with MPI bonding requirements
- 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

*Reports to: President*

*Time Commitment:*

- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Potential attendance at Chapter Leadership Conference, as directed by President

## VP MEMBERSHIP:

### Leadership Expectations

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan</li><li>• Advise, support and develop board of directors and direct committee reports in executing initiatives</li><li>• Assist in chapter budget development</li><li>• Target future leaders within existing board, committees and membership</li><li>• Schedule transition time with incoming VP's</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* Two years or as determined by the Board of Directors and Chapter Bylaws

*Eligibility:*

- Member in good standing
- Previous service on Board of Directors or Committee chair (when possible) preferably in a membership 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
- 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
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- 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: (to be determined based on individual chapter needs)*

- 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

*Reports to: President*

*Time Commitment:*

- Regular attendance at monthly meetings, chapter activities and functions
- Attendance at Board meetings and retreats
- Potential attendance at Chapter Leadership Conference, as directed by President

## VP EDUCATION:

### Leadership Expectations

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan</li><li>• Advise, support and develop board of directors in executing initiatives</li><li>• Assist in chapter budget development</li><li>• Target future leaders within existing board, committees and membership</li><li>• Schedule transition time with incoming VP's</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* Two years 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

*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 other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities: (to be determined based on individual chapter needs)*

- Manage and supervise chapter educational efforts, including
- Monthly Programs - Registration, Site Selection & Logistics
- Professional Development - Educational Content & Speaker Sourcing
- 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 the committees within the Education category and forward appropriate paperwork to the VP of Finance

*Reports to: President*

*Time Commitment:*

- Regular attendance at monthly meetings, chapter activities and functions
- Attendance at Board meetings and retreats
- Potential attendance at Chapter Leadership Conference, as directed by President

## VP COMMUNICATIONS:

### Leadership Expectations

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"><li>• Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan</li><li>• Advise, support and develop board of directors in executing initiatives</li><li>• Assist in chapter budget development</li><li>• Target future leaders within existing board, committees and membership</li><li>• Schedule transition time with incoming VP's</li></ul>	<ul style="list-style-type: none"><li>• Facilitation</li><li>• Collaboration</li><li>• Delegation</li><li>• Mentoring</li><li>• Coaching</li><li>• Teaching</li><li>• Financial</li><li>• Motivational</li><li>• Conflict/Resolution</li><li>• Execution</li></ul>

*Term:* Two years 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

*Overall Responsibilities: (to be based on individual chapter needs)*

- 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 other duties that may be delegated by the President and/or Board of Directors



*Specific Responsibilities: (to be based on individual chapter needs)*

- Manage the publications, marketing, advertising, public relations, community outreach, and advocacy efforts of the chapter, including
  - Marketing - Website/technology, Job Bank
  - Publications - Newsletter, Directory, Annual Report
  - Public Relations - Media Relations, Press Releases
  - Advertising - Newsletter Ads, Website Ads
  - Community Outreach - Philanthropic Activities
  - Advocacy - Government Affairs
- 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 VP of Finance

*Reports to: President*

*Time Commitment:*

- Regular attendance at monthly meetings and chapter activities and functions
- Attendance at Board meetings and retreats
- Potential attendance at Chapter Leadership Conference, as directed by President