

WestField MPI Job Description**Immediate Past President**

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

Reports to: President

Eligibility:

- Member in good standing
- Completion of previous year's term as President
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills

Specific Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Attend monthly board meetings, Chapter events and committee meetings
- Chair the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process, and ensuring compliance with MPI elections calendar requirements.
- Serve as an active member of the Leadership Development Committee
- 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
- Coordinate departmental TSR for Board of Directors meetings
- 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
- Assemble materials necessary for RISE Awards application and ensure timely entry of complete application form and support materials
- Chair Chapter's Past Presidents Advisory Council to provide for continued involvement of Past Presidents to support the Strategic Plan of the Chapter
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Oversee creation and submission of articles to Communications in support of committee(s) to which position is assigned
- Ensure adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors

Time Commitment:

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 7 Executive Committee meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Committee activities (20 hr/mo)

WestField MPI Job Description**President**

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

Reports to: All MPI WestField Members

Eligibility:

- Member in good standing with 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
- Good organizational skills

Specific Responsibilities:

- Provide direction and leadership for the Chapter to maintain and increase MPI membership
- 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 Finance Committee
- Ensure development and facilitation of a long term strategic plan
- 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 & Chapter Leadership Plan
- Support and defend policies and programs adopted by the Board of Directors
- Serve as an ex-officio member on all committees
- 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 Retreat and Mid-year Board Retreat
- Ensure the fiscal responsibility of the Chapter
- Liaise with the VP of Finance to 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 as coach, advisor and counselor to Board Members
- Act as support/mentor to President Elect
- Submit budget needs for the following fiscal year
- Oversee performance of Chapter Administrator, including a yearly performance review
- Serve as liaison between the chapter and MPI Headquarters
- Ensure Chapter compliance with MPI Headquarters
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be assigned by the Board of Directors

Direct Reports: IPP, PE, Chapter Administrator, VP's**Time Commitment:**

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings, either in person or via conference call, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Attendance at the Chapter Business Summit
- Potential attendance at Chapter Leadership Forums held in conjunction with WEC
- Committee activities (40 hr/mo)

WestField MPI Job Description**PE – President Elect**

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

Reports to: President

Eligibility:

- Member in good standing
- Previous service on an MPI Board of Directors
- Knowledgeable of the activities/affairs of the Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Coordinate departmental TSR for Board of Directors meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Manage the following budget line items:
 - Leadership Development
- 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
- Oversee creation and submission of articles to Communications in support of committee(s) to which position is assigned
- Ensure adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors

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 on the Nominating Committee to develop a slate of qualified board members for the following year
- Manage and supervise Chapter efforts, including:
 - Leadership Development
- Communicate strategic issues relating to the Chapter to Board of Directors
- Approve all bills of the committees within the President-Elect category and forward appropriate paperwork to the VP of Finance
- Review President-Elect job description and submit changes as needed to the Director of Leadership Development by January 1
- Create and submit a succession plan to the Director of Leadership Development by January 1

Direct Reports: Director of Leadership Development**Time Commitment:**

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 7 Executive Committee meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Attendance at the Chapter Business Summit
- Potential attendance at Chapter Leadership Forums held in conjunction with WEC
- Committee activities (20 hr/mo)

WestField MPI Job Description**Director of Leadership Development**

Term: Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: President-Elect

Eligibility

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend Monthly Board Meetings, Chapter events and Committee Meetings
- Provide direction and leadership for the Chapter's program to expand volunteer involvement and enhance leadership development opportunities
- Work with staff to maintain a current roster of Chapter members, including their status related to volunteering
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to all committees
- Submit information to President Elect for monthly TSR by date noted
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Manage the following budget line items: Leadership Development
- 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
- Responsible for ensuring adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage volunteer recruitment
- Offer support to committee members to help accomplish their goals
- Liaise with all committees to fill open job positions
- Create and implement a minimum of two enhanced training opportunities a year
- Ensure promotion on enhanced training opportunities
- Liaise with all committees to offer guidance and support for committee succession planning
- Ensure promotion of volunteer opportunities
- Provide a minimum of 4 articles on leadership to the Director of Publications
- Ensure a Leadership Development Committee presence at all new member receptions
- Conduct/facilitate new Board Orientation and Board Transition meetings
- Source facilitators for Board Retreats and report findings to President
- Manage all bills for the Leadership Development committee and forward appropriate paperwork to the President-Elect for approval
- Submit updated Director of Leadership Development job description to the President-Elect by January 1
- Create and submit a succession plan to the Nominations Committee by January 15

Time Commitment:

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Committee activities (15hr/mo)

WestField MPI Job Description**VP of Membership**

Term: Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: President

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Provide direction and leadership for the Chapter to maintain and increase MPI membership
- Work with staff to maintain a current roster of Chapter members
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Coordinate departmental TSR for Board of Directors meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Manage the following budget line items: Membership
- 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
- Oversee creation and submission of articles to Communications in support of committee(s) to which position is assigned
- Ensure that Directors properly utilize Leadership Development to grow and maintain their committees
- Ensure adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- 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, new member orientation
 - Member Care - member retention, hospitality, recognition, scholarships & awards
- 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
- Provide monthly reports to LD with updated status of membership (new, transfers, affiliates, drops)
- Approve all bills of the committees within the Membership category and forward appropriate paperwork to the VP of Finance
- Review VP of Membership job description and submit changes as needed to the Director of Leadership Development by January 1
- Create and submit a succession plan to the Director of Leadership Development by January 1

Direct Reports: Director of Recruitment & Director of Member Care**Time Commitment:**

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 Executive Committee meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Committee activities (12 hr/mo)

WestField MPI Job Description**Director of Recruitment**

Category: Membership

Term: Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Membership

Eligibility:

- Member in good standing
- Previous service on an MPI Committee, preferably Membership
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational 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 to VP Membership for monthly TSR by date noted
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Identify, recruit and train Committee Chair for assigned committees
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Conduct transition meeting with successor
- Gain a comprehensive understanding of how the Leadership Development can assist in securing and developing your committees
- Responsible for ensuring committee adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- 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
- Provide direction and leadership for the Chapter's program to increase student involvement
- Develop and maintain an active and ongoing campaign to attain membership goal
- Welcome and orient new members
- 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
- Submit updated Director of Recruitment job description to the Director of Leadership Development by January 1
- Create and submit a committee succession plan to the VP of Membership Development by January 1

Time Commitment:

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Committee activities (8 hr/mo)

WestField MPI Job Description**Director of Member Care**

Category: Membership

Term: Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Membership

Eligibility:

- Member in good standing
- Previous service on an MPI Committee, preferably Membership
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational 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 and monthly status to VP Membership for monthly TSR by date noted
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Identify, recruit and train Committee Chair for assigned committees
- Responsible for the following budget line items:
 - Awards/Plaques/certificates
 - Bailout Funds and/or Scholarships
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Conduct transition meeting with successor
- Gain a comprehensive understanding of how the Leadership Development can assist in securing and developing your committees
- Responsible for ensuring committee adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated 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 AMS (Association Management Software)
- Establish a retention goal for the year, based on the strategic plan
- Develop and maintain an active and ongoing campaign to retain members
- Liaison with Chapter Administration and Director of Logistics to develop and/or manage a minimum of two new member receptions yearly.
- Ensure the management of and the promotion to Chapter members of the following programs:
 - Awards
 - Bailout Funds and/or Scholarships
 - Member Recognition
- Submit articles to newsletter and website in support of member care activities (ex. Member Spotlights, Scholarship/Award recipients, New Member Receptions/Lists)
- Submit updated Director of Member Care job description to the Director of Leadership Development by January 1
- Create and submit a committee succession plan to the VP of Membership Development by January 1

Time Commitment:

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Committee activities (10 hr/mo)

WestField MPI Job Description**VP of Marketing & Communications**

Term: Suggested two years or as determined by the Board of Directors and Chapter Bylaws

Reports to: President

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Provide direction and leadership for the Chapter to raise awareness of MPIWC
- Work with staff to maintain a current roster of committee members
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Coordinate departmental TSR for Board of Directors meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Manage the following budget line items: Communications
- 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
- Ensure that Directors properly utilize Leadership Development to grow and maintain their committees
- Ensure adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise Chapter communications efforts, including:
 - Publications – Newsletter, Printed Materials, Weekly Communications, Social Media
 - Marketing - Website, Job Bank
 - Public Relations - Media Relations, Press Releases
- 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, and to VP of Programs for possible educational programming
- Approve all bills of the committees within the Communications category and forward appropriate paperwork to the VP of Finance
- Ensure adherence to all MPI branding standards
- Submit updated VP of Communications job description to the Director of Leadership Development by January 1
- Create and submit a succession plan to the Director of Leadership Development by January 1

Direct Reports: Director of Marketing/PR & Director of Publications**Time Commitment:**

- Attendance at a minimum of 7 meetings, either in person or via conference call, per year
- Attendance at a minimum of 7 Executive Committee meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Committee activities (40 hr/mo)

WestField MPI Job Description**Director of Creative Services**

Category: Communications

Term: Suggested two year or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Communications

Eligibility:

- Member in good standing
- Previous service on an MPI Committee, preferably Communications
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills and favorable emotional intelligence capabilities

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 to VP Membership for monthly TSR by date noted
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Identify, recruit and train Committee Chair for assigned committees
- Responsible for the following budget line items:
 - Website Domain Renewal
 - Website Software & Licensing
- 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
- Gain a comprehensive understanding of how the Leadership Development can assist in securing and developing your committees
- Responsible for ensuring committee adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage the development, operation and implementation of Chapter website to ensure timely updates that keep site fresh and informative
- Promote Chapter website to members
- Research and offer suggestions on ways that technological advances can assist the Chapter
- Liaise with Directors in other departments/functional areas to ensure promotion of Chapter activities
- Manage the development of Chapter banner ads and graphics
- Submit updated Director of Creative Services job description to the Director of Leadership Development by January 1
- Create and submit a succession plan to the Director of Leadership Development by January 1

Time Commitment:

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Potential attendance at the Chapter Business Summit, as directed by President, per year
- Committee activities (25 hr/mo)

WestField MPI Job Description**Director of Marketing**

Category: Communications

Term: Suggested two year or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Communications

Eligibility:

- Member in good standing
- Previous service on an MPI Committee, preferably Communications
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills and favorable emotional intelligence capabilities

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 to VP Membership for monthly TSR by date noted
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Identify, recruit and train Committee Chair for assigned committees
- Responsible for the following budget line items:
 - Website Domain Renewal
 - Website Software & Licensing
- 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
- Gain a comprehensive understanding of how the Leadership Development can assist in securing and developing your committees
- Responsible for ensuring committee adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage the development, operation and implementation of Chapter website to ensure timely updates that keep site fresh and informative
- Ensure bi-annual reviews of Chapter website to ensure its efficiency as a primary Chapter communications device
- Promote Chapter website to members
- Coordinate & manage efforts of Publications Chair (i.e. Super Chair) to produce quarterly newsletter, Weekly News & printed communications, as well as social media efforts to provide Chapter communications and promotion of Chapter programs.
- Research and offer suggestions on ways that technological advances can assist the Chapter
- Liaise with Directors in other departments/functional areas to ensure promotion of Chapter activities
- Manage the development and maintenance of media contacts and relationships on behalf of the Chapter
- Manage the development and maintenance of Chapter media kit
- Manage the development of partnerships with key publications to ensure promotion of Chapter events, activities and community service projects
- Communicate with the media, MPI members, and the general public to educate and inform them of MPI and Chapter activities
- Manage the development of Chapter banner ads and graphics
- Generate projects that promote MPI to the public and capitalize on any media coverage that results
- Submit updated Director of Marketing/PR job description to the Director of Leadership Development by January 1
- Create and submit a succession plan to the Director of Leadership Development by January 1

Time Commitment:

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Potential attendance at the Chapter Business Summit, as directed by President, per year
- Committee activities (25 hr/mo)

WestField MPI Job Description**VP of Programs**

Term: Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: President

Eligibility:

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

General Responsibilities:

- Serve as a voting member of the Board of Directors
- Member of Executive Committee
- Provide direction and leadership for the Chapter to provide premier educational opportunities and networking opportunities for our members that meet a variety of member needs
- Work with staff to maintain a current roster of committee members
- Attend Monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor, and counselor to assigned committees
- Coordinate departmental TSR for Board of Directors meetings
- Report on the strategies, successes and challenges of assigned committees to the Board of Directors
- Manage the following budget line items: Education & Special Events
- 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
- Oversee creation and summation of articles to Communications in support of committee(s) to which position is assigned
- Ensure that Directors properly utilize Leadership Development to grow and maintain their committees
- Ensure adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise Chapter educational efforts, including
 - Program Logistics - Venue, F&B, Speakers
 - Professional Development – Educational Content, Speaker Sourcing, Learner Outcomes
 - Special Events – Holiday Networking Event, Annual Fundraiser, Awards Ceremony, Summer Fundraiser, optional social events
- Develop annual educational 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 the Board of Directors
- Approve all bills from the committee within the Programs category and forward appropriate paperwork to the VP of Finance
- Submit updated VP of Programs job description to the Director of Leadership Development by January 1
- Create and submit a succession plan to the Director of Leadership Development by January 1

Direct Reports: Director of Program Logistics & Director of Professional Development & Director of Special Events**Time Commitment:**

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 7 Executive Committee meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Potential attendance at the Chapter Business Summit, as directed by President, per year
- Committee activities (30hr/mo)

WestField MPI Job Description**Director of Professional Development**

Category: Programs

Term: Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Programs

Eligibility:

- Member in good standing
- Previous service on an MPI Committee, preferably Education
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills

General Responsibilities:

- Serve as a voting member of the Chapter Board of Directors
- Attend Monthly Board Meetings, Chapter events and Committee Meetings
- Act as coach, advisor, and counselor to assigned committees
- Submit agenda items to VP for monthly TSR by date noted
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Identify, recruit and train Committee Chair for assigned committees
- Manage the following budget line items:
 - Speakers Fees & T&E
- 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
- Gain a comprehensive understanding of how the Leadership Development can assist in securing and developing your committees
- Ensure committee adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Develop annual education plan in accordance with Chapter strategies and MPI standards
- Serve as primary point of contact with Chapter Administrator and Communications Committee to ensure all program details and promotion are finalized and communicated to the membership, within the timelines established in our Chapter Policy & Procedures
- Input the following information into the Promotional Spreadsheet: date, time, location, objectives and description of the program, speaker information (and photo if received), plus sponsor information (the sponsor information may come from (Director, Business Development)
- Liaise with MPI Headquarters on educational opportunities available to the Chapter, including Platinum Programs, Advocacy Programs, and MPI Speakers
- Ensure content of educational programs is considered to be relevant to all members, not solely to planners or solely to suppliers
- Ensure educational content of programs is considered to achieve maximum attendance at programs/meetings
- Serve as primary point of contact with Monthly Chair, Director of Program Logistics, and Director of Business Development to answer questions and ensure all meeting plans are on schedule and on budget
- Work with Evaluation Coordinator to develop, implement and manage a system of collecting and summarizing attendee evaluations, and reporting to Board of Directors
- Submit updated Director of Professional Development job description to the Director of Leadership Development by January 1
- Create and submit a succession plan to the Director of Leadership Development by January 1

Time Commitment:

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Potential attendance at the Chapter Business Summit, as directed by President, per year
- Committee activities (8 hr/mo)

WestField MPI Job Description**Director of Program Logistics**

Category: Programs

Term: Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Programs

Eligibility:

- Member in good standing
- Previous service on an MPI Committee, preferably Education
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills

General Responsibilities:

- Serve as a voting member of the Chapter Board of Directors
- Attend Monthly Board Meetings, Chapter events and Committee Meetings
- Act as coach, advisor, and counselor to assigned committees
- Submit agenda items to VP for monthly TSR by date noted
- Identify, recruit and train Monthly Chair for assigned meetings
- Manage the following budget line items:
 - Monthly Program Expenses
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
 - Oversee each program and manage by the approved budget for each event
 - Work with Monthly Chair in submitting all event expenditures to VP Programs for review & approval
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Gain a comprehensive understanding of how the Leadership Development can assist in securing and developing your committees
- Ensure committee adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Work with the Director of Business Development to develop, implement and manage an RFP process for location and sponsorships for all monthly educational programs
- Provide BD with recommendations/preferences for location and type of venue for each event and approve final site selection for each event
- Oversee the coordination of all logistics for monthly educational programs, including menu selection, audio visual needs, room set-up requirements, registration requirements and any hotel arrangements required
- Assign and oversee Monthly Chair for each educational program to facilitate production of their assigned event
- Serve as primary point of contact with Chapter Administrator and Communications Committee to ensure all meeting plans are communicated to members
- Submit updated VP of Program Logistics job description to the Director of Leadership Development by January 1
- Create and submit a succession plan to the Director of Leadership Development by January 1

Time Commitment:

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Committee activities (20 hr/mo)

WestField MPI Job Description**Director of Special Events**

Category: Programs

Term: Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP, Programs

Eligibility:

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

General Responsibilities:

- Serve as a voting member of the Chapter Board of Directors
- Attend Monthly Board Meetings, Chapter events and Committee Meetings
- Act as coach, advisor, and counselor to assigned committees
- Submit agenda items to VP for monthly TSR by date noted
- Manage the following budget line items:
 - Special Events
 - Holiday Networking Event
 - Annual Fundraiser
 - Summer Fundraiser
 - Awards Ceremony
- 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
- Mentor committee members for succession
- Conduct transition meeting with successor
- Gain a comprehensive understanding of how Leadership Development can assist in securing and developing your committees
- Ensure committee adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Liaise with the Director of Community Outreach and the Director of Member Care to execute unique and innovative Special Events for the Chapter
- Provide BD with recommendations/preferences for location and type of venue for each event and approve final site selection for each event
- Liaise with the Director of Business Development to ensure that promised sponsor benefits are received by the sponsor.
- Research association and meetings industry trends to discover best practices in Special Events by other organizations and make recommendations to the Board of Directors
- Liaise with Communications to ensure promotion of Special Events both within Chapter and outside community.
- Report on Special Event strategies to the Board of Directors
- Submit updated Director of Special Events job description to the Director of Leadership Development by January 1
- Create and submit a succession plan to the Director of Leadership Development by January 1

Time Commitment:

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Trainings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Committee activities (25 hr/mo)

WestField MPI Job Description**VP of Finance**

Term: Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: President

Eligibility:

- Member in good standing
- Previous service on an MPI Board of Directors, preferably on the Finance Committee
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Excel/Accounting skills a plus, timely response to emails necessary

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Provide direction and leadership for the Chapter to maintain financial viability
- Work with staff to maintain a current roster of committee members
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Coordinate departmental TSR for Board of Directors meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Manage the following budget line items:
 - Fundraising (within Education and Special Events)
 - Business Development
 - Green Committee
- Responsible for overseeing all budget line items (expenses and income)
- 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
- Oversee creation and submission of articles to Communications in support of committee(s) to which position is assigned
- Ensure that Directors properly utilize Leadership Development to grow and maintain their committees
- Ensure adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise Chapter financial efforts, including:
 - Community Outreach and Fundraising at events, (Charity and Community Programs)
 - Business Development – Sponsorships (cash and in-kind), Advertising
 - Investments & Reserves -CDs, Mutual funds, Prudent reserve
- Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and approving all authorized invoices and check requests
- Ensure safekeeping of Chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors
- Prepare annual operating budget with input from relevant departments and ensure compliance once approved by the Board
- Ensure Chapter is incorporated according to Chapter minimum bylaws
- Review Chapter tax reports as required and ensure compliance with all governmental tax regulations and file (in conjunction with Chapter Administrator)
- Research current funding, partnership and investment trends and topics pertinent to the Chapter and report findings to Board of Directors
- Review Budget monthly for errors/updates then approve and add to TSR
- Review and sign all contracts for the Chapter (with pre-review of contract by specific Director)
- Sign check requests and send approval to Chapter Administrator
- Review budget at monthly meeting
- Submit updated VP of Finance job description to the Director of Leadership Development by January 1
- Create and submit a succession plan to the Director of Leadership Development by January 1

Direct Reports: Director of Community Outreach & Director of Business Development**Time Commitment:**

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 7 Executive Committee meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance/facilitation at a minimum of 1 Leadership Development Training, per year



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- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Review/Maintenance of Chapter financial records
- Committee activities (20-25hr/mo)

WestField MPI Job Description
Director of Community Outreach

Category: Finance

Term: Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Finance

Eligibility:

- Member in good standing
- Previous service on an MPI Committee, preferably Finance
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills

General Responsibilities:

- Serve as a voting member of the Chapter Board of Directors
- Attend Monthly Board Meetings, Chapter events and Committee Meetings
- Act as coach, advisor, and counselor to assigned committees
- Submit agenda items to VP for monthly TSR by date noted
- Manage the following budget line items:
 - Community Outreach
 - Green Initiatives
- 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
- Gain a comprehensive understanding of how the Leadership Development can assist in securing and developing your committees
- Ensure committee adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Enhance and develop community relationships in the WestField region
- Develop strategies to increase revenue and in-kind support for the Chapter for the following:
 - Fundraising at Events
 - Charity and Community Outreach Drives
 - Green Initiatives
 - Holiday Networking Event
 - Annual Fundraiser
 - Summer Fundraiser
 - Awards Ceremony
 - Summer Classic
- Liaise with the Director of Business Development to ensure that promised sponsor benefits are received by the sponsor
- Research local charities and make recommendations to the Board of Directors
- Develop, implement and manage Chapter Fundraising efforts
- Liaise with Communications to ensure promotion of Fundraising efforts both within Chapter and outside community
- Establish and maintain a program in which the Chapter supports a charity as a means of giving back to its community
- Plan and facilitate Chapter's community service program, ensuring the active involvement of Chapter members
- Report on Fundraising strategies to the Board of Directors
- Submit updated Co-Director of Special Events job description to the Director of Leadership Development by January 1
- Create and submit a succession plan to the Director of Leadership Development by January 1

Time Commitment:

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Committee activities (25 hr/mo)

WestField MPI Job Description**Director of Business Development**

Category: Finance

Term: Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: VP of Finance

Eligibility

- Member in good standing
- Previous service on an MPI Committee, preferably Finance
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Selling/marketing experience a plus

General Responsibilities:

- Serve as a voting member of the Chapter Board of Directors
- Attend Monthly Board Meetings, Chapter events and Committee Meetings
- Act as coach, advisor, and counselor to assigned committees
- Submit agenda items to VP for monthly TSR by date noted, as well as updated BD breakdown spreadsheet
- Report on the strategies, successes and challenges of assigned committees to the Board of Directors
- Manage the following budget line items:
 - Advertising
 - Sponsorships (both cash and in-kind sponsorships on various levels)
 - Strategic Alliance Expense
- 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
- Gain a comprehensive understanding of how the Leadership Development can assist in securing and developing your committees
- Ensure committee adherence to the Chapter Leadership Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Oversee development of strategies to establish strategic partnerships and advertising opportunities with Chapter members
- Oversee development of to establish strategic partnerships and advertising opportunities with the local, national and global community
- Monitor association and meetings industry trends to discover best practices in Strategic Alliances by other organizations
- Work with Programs department to source appropriate sites according to information supplied for educational programs and special events.
- Work with appropriate committee to develop and/or manage Strategic Alliance programs
- Liaise with Communications to ensure promotion of Strategic Alliance efforts within Chapter and outside community
- Coordinate Strategic Alliance effort with entire Board, but specifically with Programs, Membership, Communications and Community Outreach to ensure that that promised sponsor benefits are received by the strategic partners and sponsors
- Maintain and update the SAP spreadsheet for yearly activities
- Report on Strategic Alliance strategies and Advertising opportunities to the Board of Directors
- Submit updated Director of Business Development job description to the Director of Leadership Development by January 1
- Create and submit a succession plan to the Director of Leadership Development by January 1

Time Commitment:

- Attendance at a minimum of 7 Board meetings, either in person or via conference call, per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at a minimum of 1 Leadership Development Training, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – 2.5 days each, per year
- Committee activities (30 hr/mo)



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