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Chapter Level Liaison

*\*Role typically is included within the President Elect responsibilities, however chapters may assign as an independent role.*

**Leadership Attributes**

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Create objectives (financial goal) to support the chapter’s Business and Strategic plan * Educate exec committee and chapter members regarding MPIF grants & scholarships available as financial resource * Communicate with Global Board of Trustee Liaison regarding opportunities towards fundraising and engagement with local chapter. * Transition with incoming appointed Liaison | * Facilitation * Collaboration * Entrepreneurial * Delegation * Coaching * Teaching * Financial * Conflict/Resolution * Execution |

**Job Description**

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

*Helpful Skills:*

* Organization, Communicator (mostly written), Creative, Entrepreneurial, Attention to detail

*Eligibility:*

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

*General Responsibilities:*

* Attend monthly board meetings, chapter events and relevant committee meetings
* Communicate with MPIF Global Board of Trustee Liaison regarding chapter efforts
* Act key liaison for chapter to MPIF. Share options regarding educational grants, scholarships, and general funding available to help chapter.
* Identify, recruit and train volunteers to assist in fundraising efforts.
* Responsible for ensuring the fiscal responsibility of the role to which position is assigned
* Support and defend policies and programs adopted by the Board of Directors
* Conduct transition meeting with successor
* Perform any other duties as assigned by the President and/or Board of Directors

*Specific Responsibilities:*

* Prepare Board meeting highlights for newsletter after each Board meeting
* Act as MPIF conscience in helping chapter members understand financial resources available to help in professional development.
* Develop and facilitate a mechanism for the historical record of all Chapter activities and Board minutes
* Host at least one event or create fundraising mechanism to educate local chapter leaders/members about MPIF role and how to help.
* Create a calendar of communications to highlight opportunities and use this as opportunity to connect within your own chapter, with other chapters, and with the Global Board of Trustees.
* Have FUN!

*Reports to:* President

*Commitment:*

* Regular attendance at monthly meetings
* Attendance at Board retreats
* Attendance at all official chapter activities and functions