

Director of Education Volunteer Description

Term: Up to three consecutive years or as determined by the Board of Directors and Chapter Bylaws
Reports to: Vice President of Education

Eligibility:

- Member in good standing
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Experience as Committee member preferred

General Responsibilities:

- Serve as voting member of the 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 the Board of Directors
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Identify, recruit and train Committee Chairs for assigned committees
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- In coordination with the Vice President of Education, develop annual education plan in accordance with chapter strategies, MPI standards and MPI compliance requirements
- Ensure content of educational programs is considered to be relevant to all members, not solely to planners and not solely to suppliers and is considered to achieve maximum attendance at programs/meetings
- Serve as point of contact with speakers to provide for their arrangements, including fee negotiation and transportation requirements
- Assist with the site selection for all educational programs and selection of topics and speakers.
- Assist with all logistics for educational programs, including meal selection, AV needs, room setup requirements, registration and hotel arrangements

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings, and board retreats
- Attendance at all official Chapter activities and functions, as able
- Attendance at Chapter Leadership conferences and/or trainings by MPI Global
- Chapter management activities (10 hr/mo)

Director of Membership – Retention & Retention Volunteer Description

Term: Up to three consecutive years or as determined by the Board of Directors and Chapter Bylaws
Reports to: Vice President of Membership

Eligibility:

- Member in good standing
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Experience as Committee member preferred

General Responsibilities:

- Serve as voting member of the 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 the 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
- Identify, recruit and train Committee Chairs for assigned committees
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- In coordination with the Vice President of Membership, develop annual membership plan in accordance with chapter strategies, MPI standards and MPI compliance requirements
- Director of Recruitment:
 - Establishes recruiting goals to attract new members to the association
 - Researches and stays knowledgeable about changes and news within the industry, communicates ROI to potential members
- Director of Retention:
 - Proactively monitor members 'health' and ensure they are receiving the ROI to remain a member
 - Manage and maintain accurate member information, Build relationships, evaluate member experience and satisfaction
 - Create, optimize, and evolve retention strategies to keep members
 - Work with cross-functional teams to lead the creation and preparation of new campaigns for execution including campaign strategy, offer development, and member targeting
- Prepare and present presentations to various audiences to influence the loyalty and retention program. Identify opportunities for member benefits

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings, and board retreats
- Attendance at all official Chapter activities and functions, as able
- Attendance at Chapter Leadership conferences and/or trainings by MPI Global
- Chapter management activities (10 hr/mo)

Director of MARCOM Volunteer Description

Term: Up to three consecutive years or as determined by the Board of Directors and Chapter Bylaws
Reports to: Vice President of Marketing & Communication

Eligibility:

- Member in good standing
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Experience as Committee member preferred

General Responsibilities:

- Serve as voting member of the 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 the 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
- Identify, recruit and train Committee Chairs for assigned committees
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- In coordination with the Vice President of Marketing & Communication, develop annual communication plan in accordance with chapter strategies, MPI standards and MPI compliance requirements
- Assist with managing all publications:
 - Website
 - Social media channels to include but not limited to Facebook, Twitter, Instagram, and LinkedIn
 - Newsletter
- Research current communications/technology trends and topics pertinent to the meetings industry and report findings to the Board of Directors

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings, and board retreats
- Attendance at all official Chapter activities and functions, as able
- Attendance at Chapter Leadership conferences and/or trainings by MPI Global
- Chapter management activities (10 hr/mo)

Director(s) of Sponsorship Volunteer Description

Term: Up to three consecutive years or as determined by the Board of Directors and Chapter Bylaws
Reports to: Vice President of Finance

Eligibility:

- Member in good standing
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Experience as Committee member preferred

General Responsibilities:

- Serve as voting member of the 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 the Board of Directors
- Assist in 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(s)
- Identify, recruit and train volunteers
- Perform other duties that may be delegated by the President, VP Of Finance or Board of Directors

Specific Responsibilities:

- In coordination with the Vice President of Finance, develop annual finance plan in accordance with chapter strategies, MPI standards and MPI compliance requirements
- Assist with chapter financial efforts, including:
 - Fundraising - fundraising events, auction
 - Special Events - trade shows, special networking events
 - Strategic Alliances - Sponsorships, partnership marketing
- Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to Board of Directors

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings, and board retreats
- Attendance at all official Chapter activities and functions, as able
- Attendance at Chapter Leadership conferences and/or trainings by MPI Global
- Chapter management activities (10 hr/mo)

Director of Socials Volunteer Description

Term: Up to three consecutive years or as determined by the Board of Directors and Chapter Bylaws
Reports to: Vice President of Special Events

Eligibility:

- Member in good standing
- Willing to give time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Experience as Committee member preferred

General Responsibilities:

- Serve as voting member of the 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 the 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
- Identify, recruit and train Committee Chairs for assigned committees
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Organize chapter socials in the assigned geographic areas - Registration, Site Selection & Logistics
- Create stimulating events to encourage member retention and bring in potential new members.
- Introduce unique facilities and encourage member networking
- Provide reporting and revenue back to the VP of Finance, membership leads back to the VP Membership, photos and feedback to VP Communications for publishing
- Provide calendar of upcoming social events to the board

Time Commitment:

- Regular attendance at monthly meetings, board meetings and executive committee meetings, and board retreats
- Attendance at all official Chapter activities and functions, as able
- Attendance at Chapter Leadership conferences and/or trainings by MPI Global
- Chapter management activities (10 hr/mo)