MPI Job Description
Director of Education

Category: Programs
Term: 1 Year with 2 Term Max, Suggested two years, or as determined by the Board of Directors and Chapter Bylaws
Reports to: VP of Education

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
- Keep the Board updated on the status of business plan items, board meeting agenda items, and team progress
- 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 Education Programming budget lines
- 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 Education Chair in submitting all event expenditures to VP Education for review & approval
- 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, along with monthly reporting as requested
- Utilize Google Docs for all documents/forms
- Ensure committee adherence to the Chapter Business Plan
- Adhere to the guidelines found in MPI's Principals of Professionalism and Chapter's By-Laws and Policies and Procedures.
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:
- Develop 18-month 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
- Liaise with MPI Headquarters on educational opportunities available to the Chapter, including Grants, Chapter Content Database, 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, emerging leaders or seasoned planners, etc.
- Ensure educational content of programs is considered to achieve maximum attendance and satisfaction at programs/meetings
- Coordinate and manage (1) meeting with Education Task force to review needs of membership and develop content for education programs
- Serve as primary point of contact for Education Committee Chair, Administrator, Sponsorships and Director of Communications to answer questions and ensure all meeting plans are on schedule and on budget
- 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 lead planners for each educational program to facilitate production of their assigned event
- Work with Education Committee & Director of Sponsorships throughout RFP process to secure venue sponsorships for educational events and then to coordinate fulfillment of benefits
- Oversee scheduling and agendas for Education Committee meetings

Time Commitment:
- Attendance at a minimum of 7 Board meetings, either in person or via conference call (once), per year
- Attendance at a minimum of 4 official Chapter activities and functions, per year
- Attendance at the Board Transition and Board Orientation Meetings, per year
- Attendance at 2 Board retreats – up to 3 days total, per year

- Committee activities (10 hr/mo)