

# **MPI Job Description**

## ***Director of Communications***

Category: Communications  
Term: 1 Year with 2 Term Max  
Reports to: VP of Communications

### **Eligibility:**

- Member in good standing
- Previous service (preferred) 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 Communications for monthly meetings and Board Meetings
- 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 Communication budget lines
- 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:**

- 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 Communications Chair to produce digital and 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 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
- Ensure adherence to all MPI branding standards and MPI Standards

### **Time Commitment:**

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings, either in person or via conference call, per year
- Attendance at all other MPI functions whenever possible (networking, regional conferences, receptions, education programs)
- Attendance at annual Board Transition and Board Orientation Meetings
- Attendance at 2 Board retreats – (Annual two days, Mid-Year one day), per year

- Attendance and leadership/participation at Education Committee Meetings (no more than 8/year)