

MPI Indiana Job Description

Director of Leadership Development

Term: 1 Year with 2 Term Max, Suggested two years, or as determined by the Board of Directors and Chapter Bylaws

Reports to: Immediate Past President

Eligibility

- Member in good standing
- Previous service on an MPI Indiana Committee
- 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 Monthly Board Report to Chapter Admin by date noted
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Manage the Leadership Development 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:

- Oversee Chapter's volunteer recruitment & retention efforts
- Liaise with all committees to fill open job positions
- Liaise with all committees to offer guidance and support for committee succession planning
- Ensure promotion of volunteer opportunities in chapter newsletter, social media, etc
- Ensure a Leadership Development Committee presence at all new member events
- Manage all bills for the Leadership Development committee and forward appropriate paperwork to the Immediate Past President for approval
- Submit updated Director of Leadership Development job description to the Immediate Past President by January 1
- Ensure adherence to all MPI branding standards and MPI Indiana Standards

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)