

# MPI ARIZONA SUNBELT CHAPTER

## 2025 Board of Directors Position Descriptions

The following job descriptions specify the roles, responsibilities and duties for each leadership position.

### **President**

Chair - Annual Awards & Board Installation Gala

### **President-Elect**

### **Immediate Past President**

Chair - Governance

Chair - Nominations

### **V.P. Finance**

Director – Fundraising and Special Events

Chair – Fundraising Events

Chair – Holiday Party

Chair – Golf Tournament

Director of Strategic Alliances

Chair – Sponsorships

Chair – Raffles

### **V.P. Education**

Director – Education

Chair – EduCon

Chair – Certification (CMP University)

Chair - Educational Programs

### **V.P. Membership**

Director - Membership

Chair - Member Recruitment and Retention

Chair - Networking/Social Events

Chair - Student Relations and Host & Hospitality

### **V.P. Communications**

Director - Communications

Chair – Digital Marketing

Chair – E-Newsletter

Chair – Social Media

Chair - Strategic Marketing

### **Applying for a Board Position and Commitment:**

Everyone must re-apply (*Incoming President and Incoming Immediate Past President excluded*) with the exception of VP's and Directors electing to remain in the same role a second year do not need to re-apply. Understand consecutive term policies (Chapter Bylaws: Article VI, Section 4)

- Regular attendance at Chapter events, Board of Directors meetings (typically bi-monthly, approx. 6 per year) and Executive Committee meetings (Office of the President and VP positions only, typically bi-monthly, approx. 6 per year)
- Completion of Team Status Reports (TSR's) and Business Plan Updates up to 10 days prior to board meetings
- Attendance at Board of Directors retreats (responsible for own travel and hotel room cost, typically 2 per year)
- Attendance at Chapter Leadership Summit (Virtual meeting)
- Participation in committee meetings is not mandatory but recommended.

# President

**Term:** One-year or as determined by the Board of Directors and Chapter Bylaws

## **Eligibility:**

- Member in good standing with previous service as President Elect duties
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational/leadership skills
- Good relationship with the Chapter Executive Director

## **Specific Responsibilities:**

- Directly responsible for communicating with and supervising the chapter. Ensure that all assignments are completed according to the business strategic plan.
- Serve as chair of all meetings of both the Executive Committee and Board of Directors.
- Stay connected VP of Finance regarding chapter budget and finances
- Ensure development and facilitation of a long-term business strategic plan.
- Ensure Chapter adherence to Chapter and International Bylaws, Policies and Procedures.
- Support and defend policies and programs adopted by the Board of Directors.
- Serve as an ex-officio member on all committees except the Nominating Committee.
- Non-voting member on issues brought before the Board of Directors except in a tie situation.
- Act as official spokesperson of the chapter.
- Conduct annual and mid-year Leadership/Board retreats.
- Responsible for the following budget line items relating to: President's Fund.
- Prepare the Annual Report reviewing chapter activities and finances within 90 days of the end of the change to calendar year and present to membership and MPI headquarters.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Act on the org chart as support/mentor to President Elect with growth opportunity assignments and visibility within Chapter. Conduct a transition meeting with your successor.
- Submit budget needs for the following fiscal year.
- Assemble materials necessary for Chapter Awards and ensure timely entry of complete application form and support materials.
- Oversee performance of Chapter Administrator/Executive Director, including monthly meetings and a yearly performance review.
- Serve as liaison between the chapter and MPI Headquarters. Ensure Chapter compliance with MPI Headquarters.
- Performs any other duties as assigned by the Board of Directors.
- Government Relations - Support and defend policies and programs adopted by the Board of Directors. Develop and maintain a means for the chapter to have a voice in government to promote its interests. Update chapter members on local legislation that affects the meetings industry. Liaise with MPI Headquarters on any advocacy programs or legislation supported or opposed by MPI as an organization.

## **Time Commitment:**

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Attendance at Chapter Leadership Summit
- Chapter management activities (45 hr/mo)

# President-Elect

**Term:** One-year or as determined by the Board of Directors and Chapter Bylaws

**Reports to:** President

## **Eligibility:**

- Member in good standing with previous service in a (preferably VP) Board position
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational and leadership skills

## **Specific Responsibilities:**

- Serve as direct support to the Chapter President.
- In the absence of the President, perform the duties of the President with the powers of and subject to all the restrictions upon the President.
- Keep knowledgeable about chapter activities in order to take over for or represent the President.
- Serve as a voting member of Board of Directors & Executive Committee.
- Serve on the Nominating Committee (non-voting member) to develop a slate of qualified board members for the following year.
- Develop and implement a leadership succession/mentoring program.
- Provide for mentoring of members and students.
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI.
- Act as coach, advisor and counselor to board members and committees.
- Attend monthly board meetings, executive committee meetings, chapter events and committee meetings.
- Report on the strategies, successes and challenges of assigned committees to Board.
- Support and defend policies and programs adopted by the Board of Directors.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Conduct a transition meeting with your successor.
- Establish and facilitate an orientation/training program for the incoming Board of Directors. This may be implemented at the board retreat as President.
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Perform other duties that may be delegated by the President and/or the Board of Directors.
- Responsible for overseeing all Vice Presidents in their job functions, with communication to the President with updates and issues.

## **Time Commitment:**

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Attendance at Virtual Chapter Leadership Summit
- All other related activities (30 hr/mo)

# Immediate Past President

**Term:** One-year or as determined by the Board of Directors and Chapter Bylaws

**Reports to:** President

**Eligibility:**

- Member in good standing
- Completion of previous year's term as President
- Good organizational and leadership skills

**Specific Responsibilities:**

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process, and ensuring compliance with MPI elections calendar requirements
- Chair Governance Committee to comply with MPI Global issuances of bylaw or policy manual updates. Update bylaws and policy manual as needed, with board approval.
- Support and defend policies and programs adopted by the Board of Directors.
- Act as support/mentor to President
- Support leadership development. Act as coach, advisor and counselor to board members and committees.
- Attend monthly board meetings, executive committee meetings, chapter events and committee meetings.
- Responsible for the following budget line items relating to: Nominating Committee
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Conduct a transition meeting with your successor.
- Perform other duties that may be delegated by the President and/or Board of Directors

**Time Commitment:**

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Related committee activities (8 hr/mo)

# V.P. of Finance

**Category:** Finance

**Term:** One-year or as determined by the Board of Directors and Chapter Bylaws

**Reports to:** President

**Eligibility:**

- Member in good standing
- Previous service on Board of Directors, preferably in a financial capacity
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational and leadership skill

**Responsibilities**

- Serve as a voting member of the Board of Directors and Executive Committee.
- Chair the Budget & Finance Committee.
- Attend monthly board meetings, executive committee meetings, chapter events and committee meetings.
- Report on the strategies, successes and challenges of assigned committees to Board
- Act as coach, advisor and counselor to assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- Submit agenda items for Board of Directors meetings in advance of meetings
- Responsible for the following budget line items relating to: Special Events, Fundraising Events, Strategic Alliances, Sponsorships, and Investments & Reserves
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Conduct a transition meeting with your successor.
- Perform other duties that may be delegated by the President and/or Board.

**Specific Responsibilities**

- Investments & Reserves - CDs, mutual funds, prudent reserve
- Prepare an annual operating budget and ensure compliance once approved by the Board.
- Present up-to-date financial statements at each Board of Directors meeting.
- Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to the Board of Directors.
- In conjunction with the ED -Ensure investment allocation is in compliance with the approved Chapter Reserve and Money Market Investment policy.
- Maintain a schedule of all investments held (listing investment type, purchase date, maturity, date, interest rate, cost and current market value) and present a report to the Board of Directors on a quarterly basis.
- Ensure reserve fund is compliant with chapter policies

**Time Commitment:**

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Potential attendance at Chapter Leadership Summit
- Attendance at all official chapter activities and functions
- Maintenance of chapter financial records
- Committee activities (8 hr/mo)

# Director of Fundraising & Special Events

**Category:** Finance

**Term:** One-year or as determined by the Board of Directors and Chapter Bylaws

**Reports to:** VP of Finance

**Eligibility:**

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational and leadership skills

**Responsibilities:**

- Serve as a voting member of the Board of Directors.
- Attend monthly board meetings, chapter events and committee meetings.
- Address the strategies, successes and challenges of assigned committees to Board of Directors via a complete, concise monthly committee report for each committee
- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Committee Chair(s) for assigned committees with approval of Chapter President.
- Submit agenda items requiring action or a Board vote for Board of Directors meetings in advance of meetings.
- Responsible for the budget line items and guiding the committee chairs relating to the Golf Tournament and any fundraising events calendared for the year approved by the board of directors
- Ensure the fiscal responsibility by monitoring, meeting or exceeding budget goal of each event
- Support and defend policies and programs adopted by the Board of Directors.
- Create a succession plan for each committee with the current chapter committee leader and conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or Board of Directors.
- Monitor association and meetings industry trends to discover best practices in special events by other organizations.
- Ensure promotion of special event efforts.
- Work with appropriate committees to develop and/or manage special events programs.
- Report on special event strategies to the Board of Directors.

**Time Commitment:**

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Whenever possible, attend committee meetings
- Attendance at all official chapter activities and functions
- Committee activities (12 hr/mo)

# Director of Strategic Alliances

**Category:** Finance

**Reports to:** VP of Finance

**Term:** One-year or as determined by the Board of Directors and Chapter Bylaws

**Eligibility:**

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational and leadership skills

**Responsibilities:**

- Serve as a 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.
- Identify, recruit and train Sponsorship Committee Chair for assigned committees with approval of Chapter President.
- Insure Sponsorship Committee report submitted to Board of Directors prior to monthly board meetings.
- Responsible for the following budget line items relating to: Sponsorship and raffle donations for all educational programs, fundraising events and other events that may need sponsorship support.
- Support and defend policies and programs adopted by the Board of Directors Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or Board of Directors.

**Specific Responsibilities:**

- Develop strategies and partnerships for the future with chapter needs.
- Ensure promotion and benefits received of sponsors.
- Monitor all donations to chapter for best utilization of entire organization

**Time Commitment:**

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Leadership Summit
- Committee activities (8 hr/mo)

# V.P. of Education

**Category:** Education

**Term:** One-year or as determined by the Board of Directors and Chapter Bylaws

**Reports to:** President

**Eligibility:**

- Member in good standing
- Previous service on Board of Directors, preferably in an educational capacity
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational and leadership skills

**General Responsibilities:**

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Attend monthly board meetings, executive committee meetings, leadership retreats, chapter events and committee meetings
- Act as coach, advisor and counselor to committees within department of Director of Education
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Manage the following budget line items relating to: Educational Programs, EduCon, and Certification
- 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 at transition meeting with successor
- Work with Director of Education to mentor successors
- Perform other duties that may be delegated by the President and/or Board of Directors
- Frequently communicate with Director of Education to ensure progress of chapter committee goals

**Specific Responsibilities:**

- Collaborate with Education Director on the development and maintenance of the 18-month education plan in accordance with chapter strategies and MPI standards, and present this plan to the BOD for approval
- Review, update and submit annual budgets for committee's within the Education Department to the VP of Finance.
- Communicate strategic issues relating to professional development to Board of Directors
- Research current education trends and topics pertinent to the meetings industry and report findings to the Board of Directors.
- Approve all bills within the Education category and forward appropriate paperwork to the VP of Finance.
- Work with Director of Education to identify education topics for the year
- Participate in conference calls coordinated by MPI for VP of Education positions
- Update business plan monthly to the Executive Director
- Review and update policy manual job descriptions for Board of Director positions and Committee Chairs in the Education Department, VP of Education.

**Time Commitment:**

- Regular attendance at monthly meetings, board meetings and executive committee meetings • Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Attendance at Chapter Leadership Summit
- Committee activities (20 hr/mo)



# Director of Education

**Category:** Education

**Term:** One-year or as determined by the Board of Directors and Chapter Bylaws

**Reports to:** VP of Education

**Eligibility:**

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational and leadership skills

**General Responsibilities:**

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events, leadership retreats and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Director
- Submit agenda items for Board of Directors meetings in advance of meetings
- Identify, recruit and train Committee Chair (s) for assigned committees with approval of Chapter President
- Manage the following budget line items relating to: Educational Programs, CMP U certification program, EduCon
- 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 a transition meeting with your successor
- Perform other duties that may be delegated by the President, VP of Education and/or Board of Directors
  - Provide leadership guidance for Chair/Co-Chair of Education Programs, CMPU and EduCon
- Monthly communication with VP of Education to provide update regarding Education Programs, CMPU and EduCon progress, success, concerns or challenges
- Work with VP of Education, Committee/Co-Chairs, and education 18-month calendar to establish topics and speakers for the following year
- Oversee the committee (i.e. travel (arranged by speaker) airport transfers, speaker honorarium, general expenses)
- Frequently communicate with VP of Education to ensure progress of chapter committee goals
- Participate in quarterly conference calls coordinated by VP of Education

**Specific Responsibilities:**

- Develop, implement and manage an RFP process for all educational programs and EduCon (to include speakers and locations)
- Perform site inspections when possible, or delegate to Chairs prior to making a decision to move to a contract for a program. Involve the board as needed. Ensure to collaborate with the sponsorship team to align location with sponsors where applicable.
- Coordinate contracts with suppliers to support all education department programs: speakers, venue, floral, photographer, entertainment and any additional supplier required. Send contracts to the President and VP Finance for signature.
- Facilitate and work closely with the Executive Director for completing the marketing piece/registration form for all educational programs; and the Communications team for digital marketing messaging, graphics and plan.
- Develop, implement and manage a system of collecting and summarizing attendee evaluations; report summarized information to Board of Directors
- Work with Executive Director to ensure Clock Hours (continuing education credits) at chapter educational programs
- Assist all committees as needed, to facilitate the production of their events
- Conduct a transition meeting with your successor along with VP of Education
- Work with VP of Education to mentor potential successor for Director of Education
- Work with current Chair/Co-Chairs to mentor potential successor to lead committee
- Ensure Chair/Co-Chairs are on task for all deliverables

- Schedule monthly education calls with committee

***Time Commitment:***

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
  - Attendance at Chapter Leadership Summit
- Attendance at committee meetings
- Committee activities (20 hr/mo)

# V.P. of Membership

**Category:** Membership

**Term:** One-year term or as determined by the Board of Directors and Chapter Bylaws

**Reports to:** President

**Eligibility:**

- Member in good standing
- Previous service on Board of Directors, preferably in a membership capacity
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational and leadership skills

**General Responsibilities:**

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Establish membership goals for the year, based on the strategic plan and provide direction and leadership for the chapter's program to maintain and increase MPI membership roster
- Work with Executive Director to maintain a current roster of chapter members
- Attend monthly board meetings, executive committee 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 Board of Directors
- Responsible for the following budget line items relating to: Membership Recruitment and Retention, Networking/Social Events, Student Relations and Host & Hospitality
- Responsible for 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 a transition meeting with your successor
- Perform other duties that may be delegated by the President and/or Board of Directors

**Specific Responsibilities:**

- Manage and supervise chapter membership efforts, including: Recruitment – member recruitment, membership 101, Member Care – member retention, hospitality
- Communicate strategic issues relating to membership to Board of Directors
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of the committees within the Membership category and forward appropriate paperwork to the VP of Finance
- Maintain the membership business plan for corporate and the chapter

**Time Commitment:**

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Leadership Summit
- Committee activities (8 hr/mo)

# Director of Membership

**Category:** Membership

**Term:** One-year term or as determined by the Board of Directors and Chapter Bylaws

**Reports to:** VP of Membership

**Eligibility:**

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational and leadership skills

**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 for Board of Directors meetings in advance of meetings
- Identify, recruit and train Committee Chair(s) for assigned committees with approval of Chapter President
- Responsible for the following budget line items related to: Membership Recruitment and Retention, Networking/Social Events
- Responsible for 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 a transition meeting with your successor
- Perform other duties that may be delegated by the President and/or Board of Directors

**Specific Responsibilities:**

- Establish membership goal with VP Membership for the year, based on the strategic plan
- Develop and maintain an active and ongoing campaign to attain membership goal
- Welcome and orient new members (quarterly)
- Work closely with MPI to assure the timely and accurate processing of new member applications
- Submit articles to newsletter and website in support of recruitment activities
- Coordinate networking/social events as calendared for the year, approved by board of directors
- Work with the Executive Director to maintain complete and accurate records of the chapter's membership..
- Encourage member involvement in committees.
- Show hospitality at chapter functions by welcoming attendees and making them feel welcome.
- Work with Committee(s) to expand each Volunteer's long-term involvement with the chapter.

**Time Commitment:**

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Leadership Conference, as directed by President
- Committee activities (10-12 hr/mo)

# V.P. of Communications

**Category:** Communications

**Term:** One-year term or as determined by the Board of Directors and Chapter Bylaws

**Reports to:** President

**Eligibility:**

- Member in good standing.
- Previous service as a Board of Director, preferably as a Director of Communications.
- Willing to give the time, energy, talents and enthusiasm required for the position.
- Good organizational and leadership skills.
- Member in good standing.
- Willing to learn Hootsuite, Facebook, Linked-In, and be an expert on [www.mpi.org/arizona](http://www.mpi.org/arizona) for effective operational management, strategic planning, and contingency planning.
- General Knowledge of operations and communications management.
- Willing to perform director responsibilities if director position(s) are unfilled or volunteer support is lacking.

**Overall Responsibilities:**

- Ensure committees operate within chapter policies and procedures, and international bylaws.
- Serve as a voting member of the Board of Directors.
- Member of the Executive Committee.
- Attend monthly board meetings, chapter events, and department meetings.
- Act as coach, advisor and counselor to assigned directors and committees.
- Submit agenda items and business plan updates for Board of Directors meetings in advance of meetings.
- Report on strategies, successes and challenges of assigned committees to the Board of Directors.
- Manage budget line items relating to Communication areas to ensure fiscal responsibility.
- Support and defend policies and programs adopted by the Board of Directors.
- Conduct transition and training meetings with successor.
- Perform other duties that may be delegated by the Board of Directors or President.

**Specific Responsibilities:**

- Develop and implement an integrated strategic communications plan to advance MPI AZ's brand identity, broaden awareness of its programs and priorities; and increase the visibility of its programs across key stakeholder audiences.
- Identify communication challenges and emerging issues faced by MPI AZ. Work with the leadership team and volunteers to recognize internal and external communications opportunities and solutions and define and execute appropriate strategies to support them.
- Advise and support Communications as well as oversight of all committees: Marketing/eNewsletter, Digital Marketing, Marketing Strategy, Social Media, Advertising, Community Outreach and Website
- Ensure chapter programs, activities and accomplishments are highlighted on an international level by communicating with MPI Chapter Business Manager, MPI Public Relations, Communications, Technology, and Marketing Departments.
- Communicate strategic initiatives to the Board of Directors.
- Research current Communications/Technology trends and topics pertinent to the meetings industry and report findings to the Board of Directors.
- Fiscal oversight, final approvals, and financial recommendations for all committees and directors under the supervision of the VP of Communications.
- Perform other duties that may be delegated by the President and/or Board of Directors.
- Perform an annual chapter needs assessment survey.

***Time Commitment:***

- Regular attendance at Executive Committee meetings, Board of Directors meetings, and Communications meetings.
- Attendance at Board retreats.
- Attendance at official chapter activities and functions.
- Attendance at Chapter Leadership Summit
- Operational management, oversight and executive leadership of Communications Director and Committees (15+/- hrs. per week, depending on volunteer support).

# Director of Communications

**Category:** Communications

**Term:** One-year or as determined by the Board of Directors and Chapter Bylaws

**Reports to:** VP of Communications

**Eligibility:**

- Member in good standing.
- Willing to give the time, energy, talents and enthusiasm required of the position.
- Good organizational and leadership skills.
- Willing to learn Facebook, LinkedIn, HootSuite, communications department Application Software and be an expert on [www.mpi-az.org](http://www.mpi-az.org)
- General Knowledge of digital communications and event marketing.
- Willing to work with all MPI AZ committees to effectively promote and market events.
- Willing to perform committee tasks/responsibilities if committee chair positions are unfilled or volunteer support is lacking.

**General Responsibilities:**

- Ensure committees operate within chapter policies and procedures, and international bylaws.
- Serve as a voting member of the Board of Directors.
- Attend monthly board meetings, chapter events and department meetings.
- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Committee Chair(s) for assigned committees with approval of VP of Communications.
- Report on the strategies, successes and challenges of Website, annual member survey, and all Digital Marketing.
- Submit agenda items for discussion or board vote.
- Manage budget line items relating to: Website, Social Media and Related Technology.
- Ensure the fiscal responsibility of the committee(s) to which position is assigned, expenses incurred without advanced Board of Directors approval, are not reimbursable.
- Conduct a transition and training meetings with your successor.
- Perform other duties that may be delegated by the VP of Communications and/or Board of Directors.
- Generate new revenue sources for the chapter by means of web marketing, advertising, and technology sponsorships.
- Administer chapter annual membership survey.

**Specific Responsibilities:**

- Improve the operational systems, processes and policies which support MPI AZ's information technology – specifically, support better committee reporting, information flow, management, distribution, chapter business processes, and organizational planning.
- Manage and increase the effectiveness and efficiency of chapter communications specifically ensuring committees such as Strategic Marketing, Digital Marketing, E-Newsletter, Social Media and Advertising are performing their committee duties.
- Play a significant role in long-term planning, including an initiative geared toward technology excellence and a strong volunteer support system.
- Put technology vehicles in place to create momentum and awareness as well as to test the effectiveness of current communication activities.
- Manage the development, distribution, and maintenance of all electronic mediums, but not limited to, websites, surveys, e-newsletters, and social media
- Mentor and lead a team of volunteers who are capable of providing communication support services to the chapter.

**Time Commitment:**

- Regular attendance at Communications and Board meetings.

- Attendance at Board retreats.
- Attendance at official chapter activities and functions.
- Attendance at Chapter Leadership Summit
- Committee management and committee task support (10+/- hrs. per week, depending on volunteer support).