



OTTAWA
CHAPTER

President-Elect - Job Description

Category: Executive

Reports to: President

Responsible for: N/A

Term: One (1) year as President Elect with a commitment of two (2) additional years; one (1) year serving as Chapter President, followed by one (1) year serving as Immediate Past President

Eligibility:

1. MPI Member in good standing.
2. Previous service on a Board of Directors, preferably at the VP level with MPI Ottawa.
3. Knowledgeable of the activities, initiatives, and affairs of the Chapter.
4. Willingness to put in the time, energy, talents, and enthusiasm required of the position.
5. Good organizational and communication skills.

General Responsibilities:

1. Support and defend policies and programs adopted by the Board of Directors.
2. Serve as voting member of Board of Directors.
3. Serve as voting member of the Board's Executive Committee.
4. Assist in the development of the annual Chapter Business Plan.
5. Submit written report for inclusion in the Chapter's Annual Report.
6. Submit written Board reports, in advance, for monthly Board meetings; request agenda time as required. Board reports to include progress on the Annual Business Plan commitments and status of projects.
7. Provide statistics to the VP Finance for inclusion in the Chapter dashboard metrics as required, as required.
8. Monitor and approve appropriate invoices, as one of the Chapter signing authorities, and forward supporting paperwork to Chapter Administrator for payment, as required.
9. Responsible for the following budget line: Presidents/Board of Directors.
10. Ensure fiscal responsibility of the "Board Expenses" budget.
11. Submit budget needs for the following fiscal year.
12. Update documents and monitor appropriate Projects on Basecamp (the Chapter's online project management tool).
13. Act as coach, advisor, and counselor to other Board members and committees.
14. Conduct transition meeting with successor.
15. Perform other duties that may be delegated by the President and/or Board of Directors.
16. Liaise with all portfolios and offer support as required.

Specific Responsibilities:

1. Serve as direct support to the Chapter President.
2. In the absence of the President, perform duties of the President with the powers of, and subject to, all restrictions upon the President, include presiding at all Chapter meetings.
3. Remain knowledgeable about all Chapter activities in order to take over for or represent the President at any time.
4. Serve on the Nomination and Governance Committees to identify a slate of qualified Board members for the following year (Nominations) and uphold the Chapter Bylaws, Policies and Procedures of the Chapter (Governance).
5. Assist in preparing the annual operating budget with the VP of Finance and President for the coming fiscal year.
6. Act as the Chapter ambassador with the MPI Canada Foundation.
7. Understand and follow accepted procedures upholding *Roberts Rules of Order* and enforcing the presence of a quorum to properly conduct business, Board, and other meetings.
8. Along with the Immediate Past President and Chapter Administrator, act as guardian of the Chapter's Bylaws, Policies and Procedures to ensure they are updated as necessary and in compliance with MPI Bylaw standards.
9. Oversee appropriate mechanism for maintaining the historical record of all Chapter activities and Executive Committee and Board of Directors minutes.
10. Organize and facilitate the one-of-year Board Retreat.
11. Conduct an orientation program for the incoming Board of Directors with the President.
12. Work with Director of Leadership and Volunteer Management to fill volunteer opportunities identified within Chapter structure and support Mentor Program initiatives for the Chapter.

Attendance and Time Commitment:

1. Mandatory attendance at monthly Board of Directors meetings (in person or via video).
2. Attendance at meetings of the Executive Committee.
3. Attendance at two Board retreats. Act as Chair of the end-of-year Retreat.
4. Participate in Chapter Presidents/President-Elects conference calls if /as organized by MPI Headquarters.
5. Attendance at official Chapter activities and functions, whenever possible.
6. Attendance at the Annual General Meeting (mandatory).
7. Attendance at Chapter Business Summit.

Estimated time per month: 16-20 hours