



Director, Member Awards and Recognition - Job Description

Category: Membership

Reports to: VP of Membership

Responsible for: Member Awards and Recognition Committee

Term: Two consecutive one (1) year terms, total two (2) years

Eligibility:

1. MPI Member in good standing;
2. Previous service on MPI Ottawa committee.
3. Knowledgeable of the activities/affairs of the Chapter;
4. Willing to give the time, energy, talents and enthusiasm required of the position;
5. Good organizational 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. Assist in the development of the annual Chapter Business Plan.
4. Submit to VP Membership written report for inclusion in the Chapter's Annual Report.
5. 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 current status on projects.
6. Provide monthly statistics to VP Membership for inclusion in the Chapter dashboard metrics as required.
7. Approve appropriate invoices and forward supporting paperwork to the Chapter Administrator for payment.
8. Ensure fiscal responsibility of the committee to which position is assigned.
9. Responsible for the following budget line: Prix Prestige Awards Gala.
10. Submit budget needs for the following fiscal year to the VP Finance in consultation with the VP Membership.
11. Update documents and monitor appropriate Projects on Basecamp (the Chapter's online project management tool).
12. Cultivate and motivate leadership/leaders within your committee and identify successors within the first year.
13. Complete transition plan and conduct transition meeting with successor.
14. Perform other duties that may be delegated by the President and/or Board of Directors.

Specific Responsibilities:

1. Work with the VP Membership, Director Partnerships and Director Member Care to develop, implement and assess strategic goals and objectives that support the Chapter's business plan.
2. Work with VP Membership and Director, Member Care to develop and administer member recognition program to meet strategic objectives.
3. Act as a coach, advisor and counselor to the Members Awards and Recognition Committee members.
4. Identify, recruit and train committee chair(s)/event lead(s).
5. In conjunction with event lead(s) create event timeline and critical path for Prix Prestige Awards Gala.
6. Ensure minutes of Committee meetings and project meetings are taken and upload a final copy to Basecamp (the Chapter's online project management tool).
7. Manage and coordinate specification and logistic needs for RFP processes related to venue RFP based on RFP Schedule and for all specific event suppliers as needed including proposal review and recommendations for the Chapter's Prix Prestige Awards Gala.
8. Order the Prix Prestige Award trophies.
9. Be part of the voting committee who decides on the winners and prepare the slide decks, winner envelopes, announcement and or information to MC and o Voic of Goodes.
10. Coordinate with AV company and Run of the Show writer the final script.
11. Collaborate with Director, Partnerships to ensure all potential sponsorship opportunities are attained and sponsor requirements are fulfilled.
12. Ensure on-site requirements/entitlements for sponsors are met.
13. Report to the Executive Committee and the Board of Directors on the strategies, successes and challenges of the Member Awards & Recognition Committee.
14. Review, adhere and update all policies and procedures related to Committee work.
15. Work with Director of Leadership and Volunteer Management to fill volunteer opportunities identified within committee structure.

Attendance and Time Commitment:

1. Mandatory attendance at monthly Board of Directors meetings (in person or via zoom).
2. Attendance at two Board retreats.
3. Attendance at the Annual General Meeting (mandatory).
4. Attendance at official Chapter activities and functions, whenever possible.
5. Attendance at committee meetings and activities/events planned by the Committee.

Estimated time per month: 15 - 20 hours (more during month of event)