



## 2016-17 Position Descriptions (Revised 8/30/16)

### Position Description

The following job descriptions specify the roles, responsibilities and duties for each leadership position within the Arizona Sunbelt Chapter of MPI.

#### Categories

Positions are grouped by Category: Finance, Administration, Membership, Education, and Communications. Each Category has one VP, plus Director and Chair positions.

#### President

Chair - Government Relations

Chair - Annual Awards Gala

#### President-Elect

Chair – Committee Volunteerism

Chair – MPI Foundation

#### Immediate Past President

Chair – Nominations

Chair – Leadership Development

#### V.P. Finance

Director – Fundraising and Special Events

Chair – Annual Spring Fundraiser

Chair – Holiday Party

Chair – Golf Tournament

Director of Strategic Alliances

Chair – Sponsorship

Chair – Monthly Mini-Tradeshaw

#### V.P. Education

Director – Special Educational Projects

Chair – Summer EduCon

Chair – Certification

Chair- Business Owner Forum

Director of Monthly Programs

Chair – Monthly Programs

**V.P. Membership**

Director of Member Recruitment

Chair – Member Recruitment

Director of Retention

Chair – Member Relations/Retention

Chair – Student Relations

Chair – Host & Hospitality

**V.P. Communications**

Director of Public Relations & Marketing

Chair- Public Relations and Marketing

Chair – Career Connections

Chair – Community Outreach

Director of Information Technology

Chair – Website

Chair – Social Media

Chair – Cvent

**V.P. Administration**

Director – Membership Directory

## 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.
- Serve as a member of the Budget and Finance Committee.
- Ensure development and facilitation of a long term business strategic plan.
- Appoint all members of standing and special committees. Relieve any inactive committee members with approval of the Board.
- Ensure Chapter adherence to Chapter and International Bylaws, Policies and Procedures.
- Support and defend policies and programs adopted by the Board of Directors.
- Prepare consent agenda for each, executive committee meeting, board meeting and distribute prior to meeting.
- Prepare agenda and preside at chapter annual business meeting.
- 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 fiscal year and present to membership and MPI headquarters.
- Act on the org chart as support/mentor to President Elect with growth opportunity assignments and visibility within Chapter. Conduct transition meeting with successor.
- Submit budget needs for the following fiscal year.
- (In the event of a Chapter Administrator) 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.
- Serve as a member of the Council of Chapter Presidents or appoint a designee.
- Performs any other duties as assigned by the Board of Directors.
- Arrange and attend other industry meetings with Presidents (HSMAl, ISES, AZSAE, SGMP)
- Serve as the MPI Chapter representative to the Event Industry Alliance.
- Coordinate travel, logistics and registration for all chapter representatives to Chapter Business Summit. (CBS)
- Responsible for Social/Networking and Reception details the chapter is participating in at WEC and Meet Different, and the interaction with all fellow chapters nationwide

### **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 COCP meetings held in conjunction with WEC
- Attendance at Chapter Business Summit
- Chapter management activities (45 hr/mo)

# Chair of Government Relations

*(Duties fall to President)*

**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

**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
- Identify, recruit and train Committee Chair(s) for assigned committees .with approval of Chapter President.
- 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: Government Affairs.
- 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.
- Perform other duties that may be delegated by the President and/or Board of Directors.

**Specific Responsibilities:**

- Develop and maintain a means for the chapter to have a voice in government to promote its interests.
- Recruit and train volunteers who can influence public policy and garner and elected officials' support for projects beneficial to the industry.
- Update chapter members on local legislation that affects the meetings industry.
- Submit any community issues of interest to chapter newsletter and/or report at monthly meeting.
- Liaise with MPI Headquarters on any advocacy programs or legislation supported or opposed by MPI as an organization.

**Reports to:**

**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 (8 hr/mo)

## Chair of Annual Awards Gala

**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

**General Responsibilities:**

- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Committee members for assigned committees
- Report on the strategies, successes and challenges of assigned committee to Director of Monthly Programs
- Manage the budget line items relating to: Gala
- 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.

**Specific Responsibilities:**

- Work with the following committees to assist with the Awards Gala: Host & Hospitality to make calls prior to the event to encourage attendance, Communications Committee to assist in publicizing the event.
- Track in-kind and cash sponsorship monthly and enter into chapter donation database.
- Secure a volunteer to fill each task area.
- Work closely committee members to accomplish tasks for the event.
- Send out monthly committee meeting notices.
- Establish monthly committee meeting agenda and distribute to the committee, President and Executive Director.
- Ensure minutes are taken by a chair/co-chair or committee volunteer assigned to task.
- Send out monthly committee meeting minutes and copy President and Executive Director.
- Submit event information and committee meetings to Website Chair to add to [www.azmpi.org](http://www.azmpi.org) calendar.
- Submit the Cvent builder form to the Director of Information Technology to set up registration and e-mail correspondence on the event.
- Submit minutes of committee meeting to President for the Department Team Status Report (TSR).
- Make sure all logistics are coordinated for the event, including BEO, menu, audiovisual, room set up requirements, registration, hotel arrangements, entertainment.
- Conduct site visit to ensure everything is set for the event

**Reports to:** *President*

**Time Commitment:**

- Attendance at Chapter Leadership Training, as directed by President
- Committee activities (15 hrs/ for 3 mo)

## President-Elect

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

**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 voting member of Board of Directors & Executive Committee.
- Serve on the Nominating Committee to develop a slate of qualified board members for the following year. ( Non Voting Member)
- 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 transition meeting with successor.
- Establish and facilitate an orientation/training program for the incoming Board of Directors in the spring. This will 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.
- Responsible for the chapter's member of the month awards & recognition program.
- Mentor VPs and fellow board members to enhance their visibility and presentation skills.

**Reports to:** President

**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 COCP (non voting) meetings held in conjunction with WEC
- Attendance at Chapter Business Summit
- All other related activities (30 hr/mo)

# Director of Leadership Development

Category: President-Elect

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

## **Purpose:**

The primary goal of this committee is to attract, involve and develop the future leaders for the Chapter. In conjunction with the Volunteerism Committee it provides a means for members to derive the greatest benefit from their participation in the chapter's many volunteer activities, while developing their skills to enable them to become leaders within the chapter.

## **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
- 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, President-Elect and/or Board of Directors
- Support and defend policies and programs adopted by the Board of Directors.

## **Volunteer Experience Strategic Objectives**

1. Consistently ensure opportunities are available which allow volunteers to contribute and believe they are making a difference.
2. Dedicating the necessary resources toward proper training, development, recognition and transition of our volunteer leaders.
3. Develop pathways for which volunteers and their organizations benefit from their involvement and are able to give back to the industry.

## **Responsibilities:**

- Oversee the management of volunteer recruitment with the Volunteerism Chair and committee.
- Work with the Volunteerism Chair to liaise with all committees to fill open job positions
- Create, implement and conduct a minimum of two enhanced training opportunities a year with the committee chairs
- Update and maintain the Chapter Succession Planning Toolkit prior to each new leadership training for the new MPI year to be used Chapter leaders.
- Provide a minimum of 2 articles on leadership for the Quarterly Chapter Newsletter
- Ensure promotion of leadership development efforts
- Responsible for the following budget
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Prepare a final report of activities for the year and make recommendations for next year
- It is your responsibility as a leader in the Arizona Sunbelt Chapter to identify those MPI members you encounter throughout the year who show an interest or capability to serve in a leadership capacity within the chapter (committee member, chair or BOD officer).
- Work with the Volunteerism Committee for appropriate committee placement of members interested in Chapter participation.
- You are also encouraged to personally coach and mentor any MPI member for prospective leadership roles within your particular team or the organization as a whole.
- Address the strategies, successes and challenges of assigned committees to Board of Directors via a complete, concise monthly committee report for each committee

- Identify, recruit and train Committee Chair(s) for assigned committees with approval of Chapter President.
- Create succession plan for each committee with 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.
- Educate chapter leaders and implement the Succession Planning Toolkit.
- Communicate to the Leadership Advisory Council area's of need in the leadership area for the Chapter to see where they can advise or assist in the continuation of leadership development and guidance for the Chapter.

**Reports to:** President-Elect

**Time Commitment:**

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



# Committee Volunteerism

Category: President-Elect

**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

**General Responsibilities:**

- Attend monthly chapter events and committee meetings.
- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Committee members for assigned committees
- Report on the strategies, successes and challenges of assigned committee to Director of Leadership Development
- Manage the budget line items relating to: Committee Volunteerism
- 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.
- Perform other duties that may be delegated by the President and/or Board of Directors.

**Specific Responsibilities:**

- Work with VP/Director/Chairs to find out what positions are available
- Work with Director of Leadership Development to get monthly new member list
- Send out specific email to all new members asking for them to become involved with a committee
- Work with Executive Director with specific requests from member to become involved with a committee
- Match an open committee position with a member
- Talk with non-involved members and ask for their involvement at all MPI events
- Work with Communications team on a monthly basis to post within eblast the committee positions available to be filled.

**Reports to:** Director of Member Retention

**Time Commitment:**

- Regular attendance at monthly meetings and monthly programs
- Attendance at Chapter Leadership Training, as directed by President
- Committee activities (15 hr/mo)

## Immediate Past President

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

**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.
- Support and defend policies and programs adopted by the Board of Directors.
- Act as support/mentor to President.
- Act as coach, advisor and counselor to board members and committees.
- Attend monthly board meetings, executive committee meetings, chapter events and committee meetings.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Responsible for the following budget line items relating to: Nominating Committee, and MPI Foundation.
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Assemble materials necessary for International Chapter Awards and ensure timely entry of complete application form and support materials.
- Chair Leadership Advisory Council Committee to provide for continued involvement of past presidents to support the strategic plan of the chapter.
- Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or Board of Directors.

**Reports to:** President

**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 (8-12 hr/mo)

## Chair of Past President's Council

*(These duties fall to Past President)*

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

**Eligibility:**

- Must be a Past President of the chapter
- 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

**General Responsibilities:**

- Attend 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 committee to Board
- 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:**

- Format committee as a think tank for future direction of the chapter
- Host 2 – 3 meetings per year
- Identify 5 members and implement a mentoring program to develop future chapter leaders.
- Elevate the membership and promote advocacy through developing relationships with industry and community leaders.
- Work with ED to revise, update and announce scholarship opportunities
- Evaluate all scholarship nominations for both general and Bobette Gorden scholarships, award and advise winners
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Prepare a final report of activities for the year and make recommendations for next year.

**Reports to:** President

**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 (5 hr/mo)

## **Chair of Nominations**

*(These duties fall to Past President)*

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

**Eligibility:**

- Member in good standing
- 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

**General Responsibilities:**

- Report on the strategies, successes and challenges of assigned committee to Board
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor

**Specific Responsibilities:**

- Create committee based on the current policies and procedures
- as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Provide evaluation matrix
- Guide committee through process
- Inform all nominees of status
- Submit committee recommendation to members at large for vote
- Work with Executive Director to submit leadership grid to International by April 1

**Reports to:** President

**Time Commitment:**

- Regular attendance at monthly meetings and Board meetings
- Attendance at Leadership retreats
- Attendance at all official chapter activities and functions
- Committee activities (10 hrs)

## **Chair of MPI Foundation**

*(These duties fall to President-Elect)*

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

**Eligibility:**

- Member in good standing
- 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

**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
- Report on the strategies, successes and challenges of assigned committee to Board
- 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:**

- Maintain contact with International on current program opportunities
- Encourage members to support and donate

**Reports to:** President

**Time Commitment:**

- Regular attendance at monthly meetings and Board meetings
- Attendance at Leadership retreats
- Attendance at all official chapter activities and functions
- Committee activities (2 hr/mo)

## V.P. of Finance

### Category: Finance

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

#### **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 voting member of 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, (Buy MPI Trade Show, Golf Tournament and Holiday Party). Strategic Alliances, Sponsorships, and Investments & Reserves
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Conduct transition meeting with successor.
- Perform other duties that may be delegated by the President and/or Board.

#### **Specific Responsibilities**

- Investments & Reserves - CDs, mutual funds, prudent reserve
- Prepare 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 Board of Directors.
- In conjunction with the ED -Ensure investment allocation is in compliance with the approved Chapter 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 report to Board of Directors on a quarterly basis.
- Ensure reserve fund is prudent compared to annual budget

**Reports to:** President

#### **Time Commitment:**

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

# Director of Special Events and Fundraising

Category: 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 voting member of 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 following budget line items relating to: Golf Tournament and Holiday Party and annual spring fundraiser.
- 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 succession plan for each committee with 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.
- Guide committee chair to develop agenda for special events, including golf tournament, annual spring fundraiser, and the holiday party.
- 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 committee to develop and/or manage special events programs.
- Report on special event strategies to the Board of Directors.

**Reports to:** VP of Finance

**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 backup to VP of Finance, as directed by President
- Committee activities (8 hr/mo)

# Chair of Spring Fundraiser

Category: 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

**General Responsibilities:**

- Attend Spring Fundraiser and monthly committee meetings.
- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Committee members for assigned committees
- Report on the strategies, successes and challenges of assigned committee to Director of Fundraising and Special Events.
- Manage the budget line items relating to: Spring Fundraiser
- 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.
- Perform other duties that may be delegated by the President and/or Board of Directors.

**Specific Responsibilities:**

- Update the Spring Fundraiser RFP with the appropriate optional dates and specifics
- Distribute the RFP through the AzMPI office
- Updated sponsorship opportunities RFP
- Follow up on proposals received to host the Spring Fundraiser or solicit host if no proposals are received
- Establish a contract with host property for the Spring Fundraiser
- Work with the following committees to assist with the Spring Fundraiser: Communications Committee to assist in publicizing the event, Host and Hospitality to assist with event check-in
- Track in-kind and cash sponsorship and enter into chapter donation database.
- Secure a volunteer to fill each task area to produce event such as education element, luncheon, exhibitors, raffle/door prize, sponsorship and promotion
- Work closely committee members to accomplish sub-committee tasks
- Submit program information to webmaster to promote Spring Fundraiser including attachments for attendee registration, raffle, and sponsorship
- Establish monthly committee meeting agenda and distribute to the committee, Director of Fundraising/Special Events, VP of Finance, President, President Elect and Executive Director.
- Ensure minutes are taken by a chair/co-chair or committee volunteer assigned to task.
- Send out monthly committee meeting minutes and copy Director of Fundraising/Special Events, VP of Finance, President, President Elect and Executive Director.
- Submit event details and committee meetings to webmaster to add to [www.azmpi.org](http://www.azmpi.org) calendar.
- Submit minutes of committee meeting to Director of Fundraising and Special Events for the Department Chapter Business Plan
- Promote event through website and e-blasts
- Refer to timeline and sub-committee tasks lists for additional tasks to accomplish with the committee

**Reports to:** Director of Fundraising/Special Events

**Time Commitment:**

- Regular attendance at monthly committee meetings
- Attendance at Chapter Leadership Training, as directed by President
- Attendance at the event
- Committee activities (8 hr/mo)



## Chair of Holiday Party

Category: 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

**General Responsibilities:**

- Attend monthly chapter events and committee meetings.
- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Committee members for assigned committees
- Report on the strategies, successes and challenges of assigned committee to Director of Fundraising and Special Events.
- Manage the budget line items relating to Holiday Party
- 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.
- Perform other duties that may be delegated by the President and/or Board of Directors.

**Specific Responsibilities:**

- Work with the following committees to assist with the event: Host & Hospitality to make calls prior to the event to encourage attendance, Communications Committee to assist in publicizing the event.
- Track in-kind and cash sponsorship monthly and enter into chapter donation database.
- Secure a volunteer to fill each task area.
- Work closely committee members to accomplish tasks for the event.
- Send out monthly committee meeting notices.
- Establish monthly committee meeting agenda and distribute to the committee, VP Finance, Director of Fundraising and Special Events, President, President Elect and Executive Director.
- Ensure minutes are taken by a chair/co-chair or committee volunteer assigned to task.
- Send out monthly committee meeting minutes and copy VP Finance, Director of Fundraising and Special Events, President, President Elect and Executive Director.
- Submit event information and committee meetings to Website Chair to add to [www.azmpi.org](http://www.azmpi.org) calendar.
- Submit the Cvent builder form to the Director of Information Technology to set up registration and e-mail correspondence on the event.
- Submit minutes of committee meeting to the Director of Fundraising and Special Events for the Department Chapter Business Plan
- Make sure all logistics are coordinated for the event, including BEO, menu, audiovisual, room set up requirements, registration, hotel arrangements, entertainment.
- Conduct site visit to ensure everything is set for the event

**Reports to:** Director of Fundraising and Special Events

**Time Commitment:**

- Regular attendance at monthly meetings and monthly programs
- Attendance at Chapter Leadership Training, as directed by President
- Committee activities (15 hr/mo)

# Chair of Golf Tournament

Category: 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

**General Responsibilities:**

- Attend monthly chapter events and committee meetings.
- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Committee members for assigned committees
- Report on the strategies, successes and challenges of assigned committee to Director of Fundraising and Special Events
- Manage the budget line items relating to: Golf Tournament
- 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.
- Perform other duties that may be delegated by the President and/or Board of Directors.

**Specific Responsibilities:**

- Work with the following committees to assist with the event: Host & Hospitality to make calls prior to the event to encourage attendance, Communications Committee to assist in publicizing the event.
- Track in-kind and cash sponsorship monthly and enter into chapter donation database.
- Secure a volunteer to fill each task area.
- Work closely committee members to accomplish tasks for the event.
- Send out monthly committee meeting notices.
- Establish monthly committee meeting agenda and distribute to the committee, VP Finance, Director of Fundraising and Special Events, President, President Elect and Executive Director.
- Ensure minutes are taken by a chair/co-chair or committee volunteer assigned to task.
- Send out monthly committee meeting minutes and copy VP Finance, Director of Fundraising and Special Events, President, President Elect and Executive Director
- Submit event information and committee meetings to Website Chair to add to [www.azmpi.org](http://www.azmpi.org) calendar.
- Submit the Cvent builder form to the Director of Information Technology to set up registration and e-mail correspondence on the event.
- Submit minutes of committee meeting to the Director of Fundraising and Special Events for the Department Chapter Business Plan
- Make sure all logistics are coordinated for the event, including BEO, menu, audiovisual, room set up requirements, registration, hotel arrangements, entertainment.
- Conduct site visit to ensure everything is set for the event

**Reports to:** Director of Fundraising and Special Events

**Time Commitment:**

- Regular attendance at monthly meetings and monthly programs
- Attendance at Chapter Leadership Training, as directed by President
- Committee activities (15 hr/mo)

## Director of Strategic Alliances

Category: 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 voting member of 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, including monthly program sponsorship and raffles.
- 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 future with chapter needs.
- Ensure promotion and benefits received of sponsors.
- Monitor all donations to chapter for best utilization of entire organization

**Reports to:** VP of Finance

**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 (8 hr/mo)

# Chair of Sponsorship

Category: 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

**General Responsibilities:**

- Attend monthly chapter events-
- Report on the strategies, successes and challenges Director of Strategic Alliances
- Manage the budget line items relating to: Sponsorship
- Ensure the fiscal responsibility of Sponsorship budget
- 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:**

- Track in-kind and cash sponsorship monthly and enter into chapter donation database.
- Follow up with every Sponsor to ensure they are receiving their full benefits
- Work closely with Monthly Programs in terms of Sponsor alignments (sponsor/venue location requirements)

**Reports to:** VP Finance

**Time Commitment:**

- Regular attendance at monthly programs
- Attendance at Chapter Leadership Training, as directed by President
- Committee activities (8 hr/mo)

## Chair of Monthly Mini-Tradeshow

Category: 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

**General Responsibilities:**

- Attend monthly chapter events.
- Report on strategies, successes and challenges to Director of Strategic Alliances
- Manage the budget line items relating to: Monthly Mini Tradeshow
- Ensure the fiscal responsibility of Monthly Mini Tradeshow
- 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:**

- Secure a volunteer to fill each task area.
- Work closely with Monthly Programs and communicate status of tradeshow tables for each program
- Follow up with every tradeshow exhibitor to ensure they receive their full benefits
- Work closely with Monthly Programs committee members to accomplish tasks for the event.

**Reports to:** VP Finance

**Time Commitment:**

- Regular attendance at monthly programs
- Attendance at Chapter Leadership Training, as directed by President
- Committee activities (8 hr/mo)

# V.P. of Education

## Category: Education

**Term:** Two years or as determined by the Board of Directors and Chapter Bylaws

### **Eligibility:**

- Member in good standing
- Previous service on Board of Directors, preferably in a 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 committee's within department, Director of Monthly Programs and Director of Special 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: Monthly Programs, Special Education Projects to include 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 transition meeting with successor
- Work with Director of Monthly Programs and Director of Special Education to mentor successors
- Perform other duties that may be delegated by the President and/or Board of Directors
- Frequently communicate with Director of Monthly Programs and Director of Special Education to ensure progress of chapter committee goals

### **Specific Responsibilities:**

- Manage and supervise chapter educational efforts, including:
  - Monthly Programs
  - Special Educational Projects – EduCon, Business Owners Forum and Certification
- Collaborate with Education Directors 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 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 Board of Directors.
- Approve all bills of the committees within the Education category and forward appropriate paperwork to the VP of Finance.
- Work with Director of Monthly Programs to identify education topics for the following year
- Participate in conference calls coordinated by MPI for VP of Education positions
- Update business plan monthly to the Executive Director
- Submit final Team Status Report (TSR) from Education Department, 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.

**Reports to:** President

**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 Business Summit as directed by President
- Committee activities (20 hr/mo)

# Director of Special Educational Projects

Category: Education

**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

**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
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Identify, recruit and train Committee Chair(s) for assigned committees with approval of Chapter President
- Manage the following budget line items relating to: EduCon Forum, Business Owners Forum and Certification Committees
- 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
- Perform other duties that may be delegated by the President, VP of Education and/or Board of Directors
- Work with Executive Director to ensure Clock Hours at chapter educational programs
- Assist all committees as needed, to facilitate the production of their events in a timely manner
- Conduct a transition meeting with successor along with VP of Education
- Work with VP of Education to mentor potential successor for Director of Special Education
- Monthly communication with VP of Education to provide update regarding committees under Special Education on progress, success, concerns or challenges
- Frequently communicate with VP of Education to ensure progress of chapter committee goals
- Participate in quarterly conference calls for special education committees and overall education
- Provide a condensed report for each committee (EduCon, Business Owners Forum and Certification) to VP of Education by deadline for Team Status Report (TSR)/business plan

**Specific Responsibilities:**

Certification Committee

- Oversee the development and implementation of one-two CMP study group programs to coincide with CMP examination dates
- Ensure promotion of certification opportunities, deadline dates, exam information and certification process for both CMP and CMM
- Oversee the development and implementation of certification mentor program and recruitment of current certified members to serve as mentors
- Align Certification Committee and programs with vision of International Global Training Programs
- Work with the committee chair to review and update the designated area of the website throughout the year
- Work closely with the Committee Chair/Co-Chairs to provide support as needed to assist them in providing a successful program and to ensure tasks are moving forward aligned with goals
- Work with current Chair/Co-Chairs to mentor potential successor to lead committee
- Ensure sponsorship and In-kind support is entered by each committee into the donation database system following each event

Business Owners Forum Committee



- Work with committee coordinators to review and update designated area of the website throughout the year
- Oversee the development and implementation of a minimum of two Business Owner Forums during the year
- Ensure promotion of the Business Owners Forum within the AzMPI Chapter for Business Owners only
- Work closely with the Committee Chair/Co-Chairs to provide support as needed to assist them in providing a successful program and to ensure tasks are moving forward aligned with goals
- Work with current Chair/Co-Chairs to mentor potential successor to lead committee
- Ensure sponsorship and In-kind support is entered by each committee into the donation database system following each event

#### EduCon Committee

- Work with committee chair to review and update designated area of the website throughout the year
- Oversee the development and implementation of the annual Education Forum
- Ensure promotion of the Education Forum within the chapter, International surrounding MPI Chapters and industry associations
- Work closely with the Committee Chair/Co-Chairs to provide support as needed to assist them in providing a successful program and to ensure tasks are moving forward aligned with goals
- Work with current Chair/Co-Chairs to mentor potential successor to lead committee
- Ensure sponsorship and In-kind support is entered by each committee into the donation database system following each event
- Ensure topics/speakers are not duplicated from Monthly Programs current and upcoming year's education plan

**Reports to:** VP of Education

#### **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 Training, as directed by President
- Attendance at committee meetings within Special Education area: Education Forum, Certification, Business Owners Forum
- Committee activities (15 hr/mo)

# Chair of Summer EduCon

Category: Education

**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

**General Responsibilities:**

- Attend EduCon and monthly committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train Committee members for assigned committees
- Report on the strategies, successes and challenges of assigned committee to Director of Special Education
- Manage the budget line items relating to: Education Forum
- 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
- Perform other duties that may be delegated by the President and/or Board of Directors

**Specific Responsibilities:**

- Update the EduCon RFP with the appropriate optional dates and specifics
- Distribute the RFP through the AzMPI office to Convention & Visitor Bureau (CVB) MPI member and MPI member in those destinations which do not have a CVB
- Follow up on proposals received to host the EduCon or solicit host destination if no proposals are received
- Establish a contract with each host property for the Education Forum
- Work with the following committees to assist with the monthly programs: Communications Committee to assist in publicizing the event
- Track in-kind and cash sponsorship and enter into chapter donation database
- Secure a volunteer to fill each task area
- Work closely with committee members to accomplish sub-committee tasks
- Submit Program information to webmaster to promote EduCon including attachments for registration, raffle, and sponsorship and copy Director of Special Education
- Establish monthly committee meeting agenda and distribute to the committee, Director of Special, VP of Education and Executive Director
- Ensure minutes are taken by a chair/co-chair or committee volunteer assigned to task
- Send out monthly committee meeting minutes and copy Director of Special Education, VP of Education, President and Executive Director
- Submit event details and committee meetings to webmaster to add to [www.azmpi.org](http://www.azmpi.org) calendar.
- Promote event through website, newsletter and e-blasts
- Refer to timeline and sub-committee tasks lists for additional tasks to accomplish with the committee

**Reports to: Director of Special Education**

**Time Commitment:**

- Regular attendance at monthly committee meetings
- Attendance at Chapter Leadership Training, as directed by President
- Attendance at the event
- Committee activities (10 hr/mo)

# Chair of Certification

## Category: Education

**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

### **General Responsibilities:**

- Attend and lead all certification prep meetings for all people involved in facilitating the group studies and practice test. Act as coach, advisor and counselor to assigned to the project
- Identify, recruit and train Committee members for assigned committee tasks
- Report on the strategies, successes and challenges of assigned committee to Director of Special Education.
- Manage the budget line items relating to: Certification Committee
- 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
- Familiarize yourself with the MPI Global Training Program opportunities, Convention Industry Council Certified Meeting Professional Process and MPI Certified Meeting Management Process
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

### **Specific Responsibilities:**

- Update the Certification Study Group RFP with the appropriate optional dates and specifics
- Distribute the RFP through the AzMPI office to Convention & Visitor Bureau (CVB) MPI member and MPI member in those destinations which do not have a CVB. The chair or “coordinator” updates, the RFP is sent out by Executive Direct (Joanne).
- Work with an AzMPI partner to host CMP Study Group program utilizing MPI online study program
- Track in-kind and cash sponsorship and enter into chapter donation database
- Conduct one fall and one spring certification orientation during the year prior to a monthly program
- Work with the Monthly Programs Committee to secure a small room prior to a meeting to conduct orientation
- Recruit members who hold the CMM or CMP designation to assist with orientations, promote the importance of gaining the designation, MPI Global Training opportunities and committee programs through the year such as mentor program and study programs
- Work with AzMPI members who hold their CMP or CMM designation to establish a mentor program to assist AzMPI members whom are interested in obtaining their designation
- Work closely with committee members to accomplish tasks for certification events
- Periodically review and submit updates to AzMPI website for certification programs including CMP, CMM and additional Global Training Programs offered through International
- Send out monthly committee meeting notices
- Establish monthly committee meeting agenda and distribute to the committee, Director of Special Education, VP of Education and Executive Director
- Ensure minutes are taken by a chair/co-chair or committee volunteer assigned to task.
- Send out monthly committee meeting minutes and copy Director of Special Education, VP of Education and Executive Director
- Submit event details and committee meetings to webmaster to add to [www.azmpi.org](http://www.azmpi.org) calendar and copy Director of Special Education
- Refer to committee action plan for additional tasks associated with programs for the current AzMPI year.
- Submit minutes of committee meeting to Director of Special Education for the Department Team Status Report (TSR)
- Promote Chapter and MPI Foundation Scholarship Program which provides Certification, Global Training and Conclave financial assistance

**Reports to:** Director of Special Education

**Time Commitment:**

- Attendance at Chapter Leadership Training, as directed by President
- Attendance at committee events
- Committee activities (10-15 hr/month)

## Chair of Business Owners Forum

Category: Education

**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

**General Responsibilities:**

- Attend Business Owners Forum programs
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train Committee members for assigned committees as needed
- Report on the strategies, successes and challenges of assigned committee to Director of Special Education.
- Manage the budget line items relating to: Business Owners Forum
- 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
- Perform other duties that may be delegated by the President and/or Board of Directors

**Specific Responsibilities:**

- Establish the number of Business Owners Forum programs which will be held during the year
- Work with an AzMPI partner to host the programs
- Track in-kind and cash sponsorship and enter into chapter donation database
- Select program topic and speaker selection
- Coordinate details of event with the speaker
- Submit event details to webmaster to add to [www.azmpi.org](http://www.azmpi.org) calendar
- Submit minutes of committee meetings and/or a report from event to Director of Special Education, VP of Education, President and Executive Director for the Department Team Status Report (TSR)
- Submit program details to AzMPI website to promote Business Owners Forum
- Distribute special invitation to AzMPI Business Owner Members for event
- Promote Business Owners Programs through website, newsletter and e-blasts

**Reports to:** Director of Special Education

**Time Commitment:**

- Attendance at Chapter Leadership Training, as directed by President
- Attendance at the event
- Committee activities (10 hr/year)

## Director of Monthly Programs

Category: Education

**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

### **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: Monthly Educational Programs
- 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
- 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 Monthly Education Programs
- Monthly communication with VP of Education to provide update regarding Monthly Programs 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 monthly educational programs
- Perform site inspection when possible, or delegate to co-chairs prior to making a decision to move to a contract for a program. Involve the board as needed. Ensure to collaborate with sponsorship team to align location with sponsors where applicable.
- Coordinate contracts with suppliers to support monthly programs: speakers, venue, floral, photographer, entertainment and any additional supplier required
- Facilitate and work closely with web team for registration process for monthly educational programs
- 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 at chapter educational programs
- Assist all committees as needed, to facilitate the production of their events
- Conduct a transition meeting with successor along with VP of Education
- Provide committee report to VP of Education for Team Status Report (TSR)/Business Plan
- Work with VP of Education to mentor potential successor for Director of Monthly Programs
- 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

**Reports to:** VP of Education

**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 Training, as directed by President
- Attendance at Monthly Programs committee meetings
- Committee activities (20 hr/mo)

## Chair/Co-Chair of Monthly Programs

Category: Education

**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

### **General Responsibilities:**

- Attend monthly chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Committee members for assigned committees
- Report on the strategies, successes and challenges of assigned committee to Director of Monthly Programs
- Manage the budget line items relating to: Monthly Programs
- 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
- Perform other duties that may be delegated by the President and/or Board of Directors

### **Specific Responsibilities:**

- Work with the following committees to assist with the monthly programs: Host & Hospitality to make calls prior to the program to encourage attendance, Communications Committee to assist in publicizing the programs, Membership Committee to hold a new member orientation periodically through the year, Sponsorship to provide raffle items and any other committee which you may be able to collaborate with for the betterment of the Chapter and Monthly Programs
- Track in-kind and cash sponsorship monthly and enter into chapter donation database
- Secure a volunteer to fill each task area
- Work closely with committee members to accomplish tasks for each monthly program
- Assist program and property chairs to accomplish specific tasks lists for monthly programs
- Send out monthly committee meeting notices
- Establish monthly committee meeting agenda and distribute to the committee, Director of Monthly Programs, VP of Education, President and Executive Director
- Ensure minutes are taken by a chair/co-chair or committee volunteer assigned to task and include President and Executive Director
- Send out monthly committee meeting minutes and copy Director Monthly Programs, VP of Education and Executive Director
- Submit Monthly Programs information and committee meetings to webmaster to add to [www.azmpi.org](http://www.azmpi.org) calendar
- Work with the Director of Monthly Programs, VP of Education and selected volunteers to establish the Monthly Programs Education plan for the following year
- Refer to Stats document for additional responsibilities to support monthly programs committee
- Work with property and program chairs of each monthly program to make sure all logistics are coordinated for monthly education programs including BEO, menu, audiovisual, room set up requirements, registration, hotel arrangements, speaker accommodations and travel
- Attend the monthly programs site visit to ensure everything is set for the program

**Reports to:** Director of Monthly Programs

### **Time Commitment:**

- Regular attendance at monthly meetings and monthly programs
- Attendance at Chapter Leadership Training, as directed by President
- Committee activities (15 hr/mo)



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

**Category: Membership**

**Term:** Two years term or as determined by the Board of Directors and Chapter Bylaws

### **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.
- Provide direction and leadership for the chapter's program to maintain and increase MPI membership.
- Work with staff 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, 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 transition meeting with 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, new member orientation
  - 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.

**Reports to:** President

### **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 Business Summit, as directed by President
- Committee activities (8 hr/mo)

# Director of Member Recruitment

Category: Membership

**Term:** One year term 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

**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.
- 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 transition meeting with successor.
- Perform other duties that may be delegated by the President and/or Board of Directors.

**Specific Responsibilities:**

- Establish membership goal 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.
- Handle monthly “Ice Breaker” networking needs during monthly educational meeting

**Reports to:** VP of Membership

**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**)

## Chair of Member Recruitment

Category: Membership

**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

**General Responsibilities:**

- Attend monthly chapter events and committee meetings.
- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Committee members for assigned committees
- Report on the strategies, successes and challenges of assigned committee to Director of Member Recruitment
- Manage the budget line items relating to: Member Recruitment
- 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.
- Perform other duties that may be delegated by the President and/or Board of Directors.

**Specific Responsibilities:**

- Contact prospective new members who attend meeting and functions
- Review list of new members and assign by the Director of Membership Recruitment
- Attend Membership Committee meetings
- Lead implementation Membership development programs
- Works closely with the Chair of Retention

**Reports to:** Director of Member Retention

**Time Commitment:**

- Regular attendance at monthly meetings and monthly programs (**4 hr/mo**)
- Attendance at Chapter Leadership Training, as directed by President
- Committee activities (**8 hr/mo**)

## Director of Member Retention

Category: Membership

**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

**General Responsibilities:**

- Serve as voting member of Board of Directors.
- Attend monthly board meetings, chapter events and committee meetings.
- Act as coach, advisor, counselor and liaison 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.
- Responsible for the following budget line items relating to: Member Relations/Retention, My MPI ROI, Student Relations, and Host & Hospitality.
- Responsible for ensuring the fiscal responsibility of the Committee(s) assigned to Member Retention.
- Support and execute 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:**

- Works with Executive Director to maintain complete and accurate records of the chapter's membership and reconcile reports monthly through MPI AMS (Association Management Software).
- Establish and achieve member retention goal for the fiscal year as identified in the strategic goal plan.
- Develop and maintain an active and ongoing campaign to retain members.
- Encourage member involvement in committees.
- Perform an annual chapter needs assessment survey.
- 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 chapter.
- Submit articles for website and social media in support of member care activities.

**Reports to:** VP of Membership

**Time Commitment:**

- Regular attendance at monthly meetings and Board meetings as frequent as possible
- Attendance at Board Retreats
- Attendance at 80% of chapter activities and functions
- Potential attendance at Chapter Leadership Conference, as directed by President
- Committee liaison activity (8-12 hr/mo)

## Chair of Member Relations/Retention

Category: Membership

**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

**General Responsibilities:**

- Attend monthly chapter events and committee meetings.
- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Committee members for assigned committees
- Report on the strategies, successes and challenges of assigned committee to Director of Member Retention
- Manage the budget line items relating to: Member Retention
- 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.
- Perform other duties that may be delegated by the Board of Directors.

**Specific Responsibilities:**

- Recruit Retention Committee Members
- Execute monthly calls to Due, Delinquent and Dropped Members with support of Committee to renew Chapter Membership
- Collect Member feed back opinion to evaluate Member(s) satisfaction
- Advise Chapter Leadership (Director, VP and President) when necessary to secure Member renewal
- Work with Executive Director on updating membership status to update retention spreadsheets
- Return call work membership status information to Director of Retention, VP Membership and Executive Director
- Work with Director of Retention on MPI International retention incentives to promote to members causing increase renewals.
- Work on assigning out call work to committee: Delinquent, Due for Renewal, and Dropped Lists
- Work with Executive Director on updating membership status to update retention spreadsheets
- Return call work membership status information to Director of Retention, VP Membership and Executive Director
- Work with Director of Retention on MPI International retention incentives to promote to members causing increase renewals.

**Reports to:** Director of Member Retention

**Time Commitment:**

- Regular attendance at monthly meetings and monthly programs
- Attendance at Chapter Leadership Training, as directed by President
- Committee activities (8 hr/mo)

## Chair of Student Relations

### Category: Membership

**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

**General Responsibilities:**

- Attend monthly chapter events and committee meetings.
- Act as coach, advisor and counselor to assigned committees.
- Identify, recruit and train Committee members for assigned committees
- Report on the strategies, successes and challenges of assigned committee to Director of Member Retention
- Manage the budget line items relating to: Student Relations
- 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.
- Perform other duties that may be delegated by the President and/or Board of Directors.

**Specific Responsibilities:**

- Increase student membership
- Work with existing Student Clubs to promote AZMPI to each of the main AZ college campuses: ASU, U of A, NAU, Scottsdale Community College
- Attend a student MPI chapter meeting
- Update class presentation slides, handouts, marketing materials
- At each campus:
  - Identify and work with faculty contact and department head(s)
  - Identify and post on AzMPI web, contacts for internships, field study hours, part-time
  - Industry and jobs (for students who need to earn \$)
  - Identify and promote national and international industry events, especially those with student scholarships (ex: WEC, IMEX)
  - Direct students to campus funding opportunities
  - Identify classes for presentations about MPI (as requested by faculty)
  - Work with Student Club to identify possibilities for trade show table on campus to promote AzMPI
- Career Services
- Work with Dr. Gary Vallen/ NAU and the Woojin Lee/ASU student chapter clubs

**Reports to:** Director of Member Retention

**Time Commitment:**

- Regular attendance at monthly meetings and monthly programs
- Attendance at Chapter Leadership Training, as directed by President
- Committee activities (10 hr/mo)

## Chair of Host & Hospitality

Category: Membership

**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

**General Responsibilities:**

- Attend monthly chapter events and committee meetings.
- Act as coach, advisor and counselor to assigned committees.
- Recruit and train Committee members for assigned committee duties.
- Report on the strategies, successes and challenges of assigned committee to Director of Member Retention
- Manage the budget line items relating to: Host & Hospitality
- 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.
- Perform other duties that may be delegated by the President and/or Board of Directors.

**Specific Responsibilities:**

- Run Host and Hospitality phone tree for all MPI events
- Assist at the registration tables
- Work with Director of Recruitment to welcome and set up “shadow” all new members attending their 1st monthly meeting

**Reports to:** Director of Member Retention

**Time Commitment:**

- Regular attendance at monthly meetings and monthly programs
- Attendance at Chapter Leadership Training, as directed by President
- Committee activities (15 hr/mo)

## V.P. of Communications

Category: Communications

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

### **Eligibility:**

- Member in good standing.
- Previous service as a Board of Director, preferably as a Director of IT or Public Relations/Marketing.
- 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 CVENT, Hootsuite, Facebook, LinkedIn, Twitter, and be an expert on AZMPI.org 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 voting member of 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 Board of Directors.
- Manage budget line items relating to PR/Marketing and Information Technology 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 AZMPI'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 AZMPI. Work with 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 Director of PR/Marketing and Information Technology as well as oversight of all committees under each:
  - Director of PR/Marketing Committees: PR, Marketing, Career Connections, Community Outreach and Quarterly Update.
  - Director of Information Technology Committees: Cvent, Social Media, 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 initiative's relating to PR/Marketing and Information Technology to Board of Directors.
- Research current Communications/Technology trends and topics pertinent to the meetings industry and report findings to 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.
- Participate in chapter leadership retreats (June/January).



- Manage MPI communications' partnerships with *Phoenix Business Journal*, *Arizona Business Magazine MPI Supplement*, *Naylor Chapter Membership Directory*, and other industry partners and/or publications that support chapter communications.

**Reports to:** President

**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.
- Possible attendance at MPI chapter leadership conference and/or WEC.
- Operational management, oversight and executive leadership of Communications' Directors and Committees (15+/- hrs. per week, depending on volunteer support).

## Chair of Public Relations and Marketing

**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.
- General knowledge of public relations and event marketing
- Willing to work with committee across AzMPI to effectively promote and market events

**Purpose and Objective:**

Oversee and manage the process for creating, communicating and delivering campaigns, activities and promotions between AzMPI and the public. Specifically ensure that the marketing efforts are establishing relationships with local media, members, industry partners and the local community. Work within AzMPI to help oversee marketing efforts for AzMPI events, promotions and communications.

**Responsibilities:**

- Recommend and execute branding standards across all AzMPI communication channels which adhere to MPI marketing guidelines, policies and timelines.
- Work with appropriate committees to recommend and assist in publicizing all chapter events, promotions, programs and campaigns.
- Educate, market and inform the public about chapter activities, campaigns and programs with the assistance of the event committee.
- Manage, obtain and solicit for the Oct/Nov AzMPI insert of the Arizona Business Magazine project.
- Report on the strategies, successes and challenges of committee to Director of Public Relations and VP of Communications.
- Create press releases, forward to Director of PR and Marketing for review, edit as necessary and distribute to media and public.
- Identify recruit, train and advice committee members.
- Manage and report month PR and Marketing Committee activities to Director of PR and Marketing.

**Reports To:**

Director of PR and Marketing

**Time Commitment:**

- Regular attendance at Communications Meetings.
- Attendance at Board Retreats.
- Attendance at official chapter activities and functions
- Committee Management and committee task support as needs (5+/- hrs. per week).

# Chair of Career Connections

Category: Communications

**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.
- Willing to learn CVENT, Hootsuite, Facebook, LinkedIn, Twitter, and AZMPI.org.
- General Knowledge of Career Services.
- Willing to perform committee tasks/responsibilities if committee volunteer support is lacking.

**Committee Description:**

Oversees and manages the chapter's online job bank for both job seekers and employers. Liaison with Arizona universities and community colleges specific to internship opportunities in the meetings industry, recent grads seeking professional experience in the industry, and students seeking professional development hours for graduation.

**General Responsibilities:**

- Ensure committee operates within chapter policies and procedures, and international bylaws.
- Attend monthly chapter events and committee meetings.
- Act as coach, advisor and counselor to committee members.
- Identify, recruit and train committee members for assigned committee.
- Report on the strategies, successes and challenges of assigned committee to Director of Public Relations/Marketing and VP of Communications.
- Manage the budget line items relating to Career Connections.
- Ensure the fiscal responsibility of the committee to which position is assigned, expenses incurred without advanced Board of Directors approval, are not reimbursable.
- Conduct transition and training meetings with successor.
- Perform other duties that may be delegated by the Director of PR/Marketing, VP of Communications or Board of Directors.

**Specific Responsibilities:**

- Develop and manage operation of Career Connections webpage to ensure timely updates, fresh design, and current postings.
- Liaise with job search websites and employers to ensure fresh employment opportunities.
- Collaborate with university and college faculty, administrators, and campus departments specific to hospitality, tourism, recreation, business, marketing, or communications majors seeking careers in the meetings industry.
- Supervise the acquisition, maintenance, and dissemination of information regarding career fields, employment opportunities, and specific employers for full-time, part-time, internship and work-study opportunities.
- Develop and direct programs and services designed to equip meetings professionals with necessary job search skills and employment preparation strategies.
- Develop and oversee marketing strategies and resources to identify and bring recruiters and potential employers to AZMPI.org.

**Reports to:** Director of PR and Marketing

**Time Commitment:**

- Regular attendance at Communications meetings.
- Attendance at Board retreats.
- Attendance at official chapter activities and functions.
- Committee management and committee task support (5+/- hrs. per week, depending on volunteer support).

# Chair of Community Outreach

## Category: Communications

**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.
- Willing to learn CVENT, Hootsuite, Facebook, LinkedIn, Twitter, and AZMPI.org.
- General Knowledge of Philanthropy.
- Willing to perform committee tasks/responsibilities if committee volunteer support is lacking.

### **Committee Description:**

Focuses on giving back to the community by soliciting volunteers from the chapter for community service projects throughout the year. Through these efforts, the committee works to increase awareness of AZMPI and the hospitality industry. Coordinate all of the volunteer and community service projects, giving members unique networking opportunities. Oversees the selection process for AZMPI's Charity of the Year and works to bring awareness on the selected charity to the chapter.

### **General Responsibilities:**

- Ensure committee operates within chapter policies and procedures, and international bylaws.
- Attend monthly chapter events and committee meetings.
- Act as coach, advisor and counselor to committee members.
- Identify, recruit and train committee members for assigned committee.
- Report on the strategies, successes and challenges of assigned committee to Director of Public Relations/Marketing and VP of Communications.
- Manage the budget line items relating to Community Outreach.
- Ensure the fiscal responsibility of the committee to which position is assigned, expenses incurred without advanced Board of Directors approval, are not reimbursable.
- Conduct transition and training meetings with successor.
- Perform other duties that may be delegated by the Director of PR/Marketing, VP of Communications or Board of Directors.

### **Specific Responsibilities:**

- Develop and facilitate relationships between relevant community stakeholders to manage the implementation of selected projects.
- Establish and maintain a community service program in which the chapter supports a charity as a means of giving back to its community.
- Review local charities and make support recommendations to the Board of Directors.
- Plan and facilitate chapter's community service program, ensuring the active involvement of chapter members.
- Ensure promotion of community outreach efforts.
- Develop and manage operation of chapter webpage for Community Outreach Committee to ensure timely updates that keep information fresh and informative.
- Coordinate with Public Relations committee to create press releases before the event if public is invited to participate, or after the event to educate public on AZMPI's Community Outreach effort's.

**Reports to:** Director of PR and Marketing

### **Time Commitment:**

- Regular attendance at Communications meetings.
- Attendance at Board retreats.
- Attendance at official chapter activities and functions.
- Committee management and committee task support (5+/- hrs. per week, depending on volunteer support).

# Director of Information Technology

Category: Communications

**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.
- Willing to learn CVENT, Facebook, LinkedIn, Twitter, YouTube, Application Software and be an expert on AZMPI.org.
- General Knowledge of information technology, HTML, and operations management.
- 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 voting member of 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 CVENT, Website, and Application Technology.
- Submit agenda items for discussion or board vote.
- Manage budget line items relating to: CVENT, 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 transition and training meetings with 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, social media advertising, and technology sponsorships.
- Administer chapter annual membership survey (November/April).

**Specific Responsibilities:**

- Improve the operational systems, processes and policies which support AzMPI'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 Information Technology support services, specifically ensuring committees such as Cvent, Website, and Social Media 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 technology activities.
- Manage the development, distribution, and maintenance of all electronic mediums, but not limited to, event websites, event registration, surveys, eMarketing, contact management, Facebook, LinkedIn, Twitter, YouTube, Cvent, Crowd Compass and AZMPI.org.
- Mentor and lead a team of volunteers who are capable of providing technology support services to the chapter.

**Reports to:** VP of Communications

**Time Commitment:**

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

## **Chair of Cvent**

**Category: Communications**

**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.
- Willing to learn CVENT – a must.
- General Knowledge of online event registration software.
- Willing to perform committee tasks/responsibilities if committee volunteer support is lacking.

**Committee Description:**

Oversees and manages Cvent specific to monthly and special event build-outs. Provides additional support with eMarketing, contact management, and survey builds specific to Cvent use.

**General Responsibilities:**

- Ensure committee operates within chapter policies and procedures, and international bylaws.
- Attend monthly chapter events and committee meetings.
- Report on the strategies, successes and challenges of assigned committee to Director of IT and VP of Communications.
- Manage the budget line items relating to Cvent.
- Ensure the fiscal responsibility of the committee to which position is assigned, expenses incurred without advanced Board of Directors approval, are not reimbursable.
- Conduct transition and training meetings with successor.
- Perform other duties that may be delegated by the Director of IT, VP of Communications or Board of Directors.

**Specific Responsibilities:**

- Setup event registration and event websites for all chapter events.
- Assists Executive Director with Event Reports.
- Assists VP of Finance in generating financial reports from CVENT.
- Creates, designs, and implements Chapter Needs Assessment Survey and additional chapter surveys through CVENT.
- Liaison with CVENT staff and CVENT Manager on account management.
- Perform other CVENT duties that may arise.

**Reports to:** Director of Information Technology

**Time Commitment:**

- Regular attendance at Communications meetings.
- Attendance at Board retreats.
- Attendance at official chapter activities and functions.
- Committee management and committee task support (5+/- hrs. per week, depending on volunteer support).

## **Chair of Website**

**Category: Communications**

**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.
- Willing to learn AzMPI.org.
- General Knowledge of website management and HTML.
- Willing to perform committee tasks/responsibilities if committee volunteer support is lacking.

**Committee Description:**

Oversees and manages the chapter website specific to editing, refreshing, approving changes, and maintaining design integrity.

**General Responsibilities:**

- Ensure committee operates within chapter policies and procedures, and international bylaws.
- Attend monthly chapter events and committee meetings.
- Act as coach, advisor and counselor to committee members.
- Identify, recruit and train committee members for assigned committee.
- Report on the strategies, successes and challenges of assigned committee to Director of IT and VP of Communications.
- Manage the budget line items relating to Website.
- Ensure the fiscal responsibility of the committee to which position is assigned, expenses incurred without advanced Board of Directors approval, are not reimbursable.
- Conduct transition and training meetings with successor.
- Perform other duties that may be delegated by the Director of IT, VP of Communications or Board of Directors.

**Specific Responsibilities:**

- Recruit volunteers to assist with managing azmpi.org.
- Develop, implement, and manage operations of the chapter website content to ensure timely updates that keep website information fresh and informative.
- Update chapter graphics, webpages, and ads on a periodic basis.
- Collect web-site traffic statistics and share with appropriate chapter leaders.
- Promote chapter website to members and non-members.
- Liaise with Directors and Committee Chairs to ensure promotion of chapter activities on azmpi.org.
- Act as a reviewer of information, which information should be released, how information is incorporated across azmpi.org, and who has authority to publish information.
- Work with AZMPI's web developer in implementing web changes.
- Work with other Communication's committees and outside contracted service providers to manage the operations of azmpi.org.

**Reports to:** Director of Information Technology

**Time Commitment:**

- Regular attendance at Communications meetings.
- Attendance at Board retreats.
- Attendance at official chapter activities and functions.
- Committee management and committee task support (5+/- hrs. per week, depending on volunteer support).

## Chair of Social Media

Category: Communications

**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.
- Willing to learn CVENT, Facebook, LinkedIn, Twitter and YouTube.
- Knowledge of social media.
- Willing to perform committee tasks/responsibilities if committee volunteer support is lacking.

### **Committee Description:**

Oversees and manages the chapter website's social media specific to profile management, enhancements, updating, moderating, and improving public access to AZMPI's social media streams through the use of Hootsuite, Facebook, LinkedIn, Twitter and YouTube.

### **General Responsibilities:**

- Ensure committee operates within chapter policies and procedures, and international bylaws.
- Attend monthly chapter events and committee meetings.
- Act as coach, advisor and counselor to committee members.
- Identify, recruit and train committee members for assigned committee.
- Report on the strategies, successes and challenges of assigned committee to Director of IT and VP of Communications.
- Manage the budget line items relating to Social Media.
- Ensure the fiscal responsibility of the committee to which position is assigned, expenses incurred without advanced Board of Directors approval, are not reimbursable.
- Conduct transition and training meetings with successor.
- Perform other duties that may be delegated by the Director of IT, VP of Communications or Board of Directors.

### **Specific Responsibilities:**

- Implement changes and enhancements for further development of each social media application (Facebook, Twitter, LinkedIn, and YouTube).
- Grow social media sites with more followers and members.
- Strategically devise a plan to incorporate all social media sites with various chapter communications' mediums (azmpi.org, Quarterly Update, E-Blast, Cvent builds, Facebook, LinkedIn, and Twitter).
- Create supporting material and content for the social media sites to encourage activity and engagement.
- Work with social media developer to enhance and customize our social media sites.
- Inform Chapter members of these social networking group pages (via chapter website, monthly meetings, etc.).

**Reports to:** Director of Information Technology

### **Time Commitment:**

- Regular attendance at Communications meetings.
- Attendance at Board retreats.
- Attendance at official chapter activities and functions.

Committee management and committee task support (5+/- hrs. per week, depending on v



**V.P. of Administration**  
*(Duties fall to Executive Director)*  
**Category: Administration**

**Term:** Contracted as determined by the Board of Directors and Chapter Bylaws

**Eligibility:**

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

**Specific Responsibilities:**

- Attend monthly board meetings, executive committee meetings, chapter events and committee meetings.
- Act as coach, advisor and counselor to all committees.
- Support and defend policies and programs adopted by the Board of Directors.
- Responsible for the proper and legal mailing of notices to members, proper recording of proceedings of the chapter, maintaining a permanent record of all chapter minutes and documents, and carrying into execution all orders, votes and resolutions not otherwise committed.
- Submit agenda items for Board of Directors meetings in advance of meetings.
- Take minutes of all Board meetings.
- Ensure proper distribution of monthly board minutes to all board members and MPI Chapter Business Manager (CBM).
- Take minutes of Executive Committee meetings and Annual business meeting and distribute as appropriate.
- Act as chapter parliamentarian, promptly upholding Roberts Rules of Order and enforcing the presence of a quorum to properly conduct business.
- 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.
- Develop and facilitate a mechanism for the historical record of all chapter activities and board minutes.
- Maintain chapter operations calendar with event dates, board/committee meeting dates, newsletter and event mailing submission deadlines, and other industry-related event dates.
- Responsible for the following budget line items: Administrative Budget
- Perform other duties that may be delegated by the President and/or Board of Directors.

**Reports to:** President

**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 Business Summit, as directed by President