



Position Descriptions

Board Members – Officers/Executive Committee

President - Serve as chairman of the Board of Directors and the Executive Committee; serve as an ex-officio member on all program Committees; direct the general business of the Chapter; direct the Chapter strategic planning and production of the annual plan; manage the Chapter administration; and serve as official liaison to the MPI Global organization and other groups and entities associated with the Chapter.

President Elect – Assume the duties and preside at all meetings in the absence of the President; serve as direct support to the President; assist in strategic planning and production of the annual plan; provide guidance and advice to the Vice Presidents in the performance of their duties; assist with the management of Chapter administration; direct the transition of outgoing and incoming Board members; oversee Chapter Grant application process; act as the Chapter's Foundation Liaison and serve as an official representative of the Chapter as assigned.

Immediate Past President – Serve as the chair of the Nominations Committee; direct the annual nominations process and membership vote for the Slate of Officers and Directors; assist the President with special projects as assigned; and serve as an official representative of the Chapter as assigned.

Vice President Positions:

All Vice Presidents collaborate in the strategic planning and production of the annual plan; collaborate with the Executive Committee on program and project execution and general Chapter business; assist with the management of Chapter administration; assist in the transition of outgoing and incoming board members; and serve as an official representative of the Chapter as assigned. In addition, specific assigned duties of the Vice Presidents are as follows:

Vice President –Leadership Development (Administration)

- Direct and manage the Leadership Development team and the assigned director positions - Director Professional Development, Director Advisory Council and Director Recognition
- Manage the performance of the team effort to the expectations established in the annual plan
- Oversee leader recruitment and training
- Oversee leader recognition and awards
- Oversee the CMP Study Group program

Vice President – Finance

- Direct and manage the Finance team and the assigned director positions - Director Strategic Partnership Alliances and Director Special Events
- Manage the performance of the team effort to the expectations established in the annual plan
- Oversee Chapter financial planning, budgeting and reporting
- Oversee the Strategic Partnership Alliance program
- Oversee Chapter fundraising special events
- Oversee and promote advertising opportunities

Vice President – Membership

- Direct and manage the Membership team and the assigned Director positions - Director Member Care and Director Recruitment
- Manage the performance of the team effort to the expectations established in the annual plan
- Oversee the recruitment of new members
- Oversee the renewal and retention of current members
- Oversee the Ambassador Member Outreach program

- Oversee the Student Outreach program
- Oversee the annual Needs Assessment survey
- Oversee the New Member Orientation program
- Oversee the Member Needs Assistance program

Vice President – Education

- Direct and manage the Education team and the assigned director positions - Director Monthly Programs and Director Special Programs
- Manage the performance of the team effort to the expectations established in the annual plan
- Oversee the planning and execution for monthly programs
- Oversee the planning and execution for Chapter conferences and special meetings
- Liaise with MPI headquarters on educational opportunities available to the Chapter, including Platinum Programs, Advocacy Programs, and MPI speakers
- Oversee CMM and CMP programs

Vice President – Communications

- Direct and manage the Communications team and the assigned Director positions - Director Publications and Director Public Relations
- Manage the performance of the team effort to the expectations established in the annual plan
- Oversee the production Chapter publications – website, postcard and e-blast communications
- Oversee the social networking websites
- Oversee the public relations program and Chapter awareness/information outreach effort
- Oversee Chapter participation in community charity programs and events
- Coordinate with SPA the sponsorship of the monthly postcard

Board Members - Directors

All Directors assist in strategic planning and production of the annual plan; manage specific programs and projects within their areas of responsibilities; direct and supervise the work of committee(s) assigned to their programs and projects; manage and report on program performance; provide input and recommendations for general Chapter business; participate in the transition of outgoing and incoming board members; and serve as an official representative of the Chapter as assigned. All Directors attend regular Board meetings and Chapter meetings and events. In addition, specific assigned duties of the Directors are as follows:

Director – Professional Development

- Report to the VP –Leadership Development
- Manage professional development program which includes promotion of Chapter leaders/volunteer opportunities and recruitment of leaders for Board and committee positions
- Mentor and provide leaders with volunteer positions, proper training and preparation within their areas of responsibility
- Collaborate with other teams with regard to coaching and professional development details
- Manage the annual transition of outgoing and incoming Board members as well as volunteer committee support

Director – Advisory Council

- Report to the VP –Leadership Development
- Manage the Chapter’s Advisory Council program, a special group of senior executive meeting planners and suppliers (including past Chapter executive committee members) called upon to council MPIOC on a variety of Chapter and industry issues
- Recruit and collaborate with members appointed to the Council
- Plan and coordinate an annual gathering of the Advisory Council to discuss and make recommendations on a variety of issues
- Collaborate with the Advisory Council on the nominations processing for the Board of Directors
- Manage the annual transition of outgoing and incoming board members

Director –Recognition

- Report to the VP –Leadership Development
- Manage recognition program which includes promoting and recommending opportunities for recognition
- Coordinate the presentation of monthly and annual awards

- Collaborate with other teams with regard to recognition and award details
- Oversee scholarship opportunities and promotion to members

Director – Strategic Partnership Alliances

- Report to the VP – Finance
- Manage Strategic Partnership Alliance program which includes promotion and marketing of sponsor opportunities and acquisition of commitments and contracts
- Manage the delivery of program benefits to contracted sponsors
- Collaborate with other teams with regard to sponsorship opportunities and benefit details

Director – Special Events

- Report to the VP – Finance
- Manage design, planning and execution of special events strategic partnership program which includes promotion and marketing of sponsor opportunities and acquisition of commitments and contracts
- Manage design, planning and execution of the annual awards and installation event
- Manage design, planning and execution of the annual fundraiser
- Manage design, planning and execution of the annual holiday party
- Collaborate with other teams with regard to special event details

Director – Member Care

- Report to the VP – Membership
- Manage the program for retention of current members, including an active membership renewal campaign
- Manage the established Ambassador Outreach program
- Manage and perform the New Member Orientation program
- Design and perform an Annual Needs Assessment survey
- Manage special programs for members assigned to member care
- Collaborate with other teams with regard to member retention and care details

Director – Recruitment

- Report to the VP – Membership
- Manage the program for recruitment of new members, including an active membership promotion campaign
- Manage the program for recruitment of student members, including an active membership promotion campaign
- Collaborate with other teams with regard to member recruitment details
- Oversee Affiliate Membership program

Director – Monthly Programs

- Report to the VP – Education
- Plan and execute promotional, presentation and logistic details for the designated monthly Chapter educational programs (estimated at 4-6 per year)
- Collaborate with other teams with regard to program details

Director – Special Programs

- Report to the VP – Education
- Plan and execute promotional, presentation and logistic details for the annual Education Conference and Tradeshow
- Plan and execute promotional, presentation and logistic details for the annual State of the Chapter industry program (in conjunction with the awards and installation event)
- Collaborate with other teams with regard to program details

Director – Publications

- Report to the VP – Communications
- Manage operation and development of the Chapter website, including design, editing/updating and quality control
- Manage production and development of the Chapter postcard, including design and coordination with Western Growers for printing and mailing.
- Manage production and development of the Chapter e-blast communications tool, including design, editing/updating and quality control

- Manage the content and frequency of the social network sites (Facebook, Twitter and LinkedIn)
- Collaborate with other teams with regard to publication details

Director – Public Relations

- Report to the VP – Communications
- Manage the public relations program and Chapter awareness/information outreach effort (to include media relations)
- Coordinate and manage the Chapter's participation in community charity programs and events
- Collaborate with other teams with regard to public relations details
- Media relations outreach to ensure press releases are created and distributed to online and print outlets to promote Chapter's charity partnerships, monthly meetings and special events