MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

Meeting Professionals International
Northern California Chapter

2012-2013 CANDIDATE INTEREST APPLICATION

APPLICATION INSTRUCTIONS

Please **TYPE** your responses to the following questions. Answers should be complete and concise. Application deadline is **Wednesday, January 11, 2012**.

Name	
Title	
Company Name	
Company Address	
Phone	
Email	

Please list the phone number where you can be reached on Friday, February 3, 2012:	

MPI Membership #	
MPINCC Member Since	
MPI Member Since	
List your MPI Membership Category	

Board of Directors Positions

Please indicate your desired position below. A complete list of positions and Leadership Process Guides are located at the end of this application. Officer positions require at least one-year service as a Board Director. Officer positions are one-year terms and open Director positions are two-year terms. Please provide first, second and third choices in the space provided, by marking in **bold "1," "2," and "3"** below. (Note: We will do our best to accommodate your preferences but cannot guarantee that you will be assigned to one of your selections).

OFFICERS
(5 positions available)
____ President-Elect*
____ Vice President Communications
____ Vice President Education
____ Vice President Finance
____ Vice President Membership

BOARD OF DIRECTORS
(2 positions available)
____ Fundraising & Sponsorship
____ Marketing
____ Member Administration
____ Member Care
____ Education
____ Special Events
____ Leadership Development

If applying for the President-Elect position, you will be asked to meet with the Nominations Committee to provide your qualifications at the meeting. No more than 15 minute interviews will be assigned.

Professional Experience (attach a copy of your resume)

1. Describe your current job, your leadership responsibilities and how you apply your personal leadership skills.

2. Describe how you have incorporated teamwork and mentoring into your daily professional life and note what rewards and challenges you have faced.

3. List *other* volunteer positions and professional affiliations (including other MPI Chapters) that you have held. Briefly elaborate on your duties and achievements in these positions.

4. Please provide us with the names, company affiliation and phone numbers of two references who can attest to your leadership capabilities. At least one must be a current MPI member.

Leadership Skills and Experience

1. List all MPINCC volunteer activities with which you have been involved. Include a brief description of your positions, duties, accomplishments, years on committees, and how each position impacted you personally and professionally.

2. Identify any awards or recognition you have received from MPINCC.

3. Please list your experience in working with, managing and motivating volunteer leaders and committee members?

4. What are your strengths?

5. What are your areas for growth?

6. If applicable, has your employer/supervisor approved your willingness to serve on the MPINCC Board of Directors and time requirements to fulfill your commitment?

Problem Solving

1. You are likely to experience a variety of chapter issues during your term on the BOD. Please select two (2) areas from the list below, or select another issue not listed, and describe how, as a chapter leader, you would approach these issues? List any actions/recommendations in regard to these issues.

   - Marketing & Promoting MPINCC Events
   - Educational Programs
   - Fundraising and Sponsorship
   - Member Participation/Involvement
   - Member Recruitment or Retention
   - Leadership Development/Succession Planning

2. a. What do you view as the 3 biggest challenges facing our chapter currently?
   b. How will you as a leader work toward improving these areas?

Industry Knowledge

- Over the next year, what do you think will be the main challenges in our industry and geographic location?
- How can these challenges be addressed by and for our chapter members?

Your Motivation

- Why do you want to serve on the MPINCC Board of Directors?
- Why is it important to you?
- What do you have to gain from a leadership role?

President-Elect Applicants Only

Please explain why you feel you are qualified for the position of President-Elect. Are you available on Friday, February 3, 2012 to be present or available on a conference call during the Nominations Committee Meeting for a short 15 minute interview with the committee?

SUBMIT COMPLETED APPLICATION

Please return completed application via email, fax or mail no later than **Wednesday, January 11, 2012** to:

MPI Northern California Chapter
Attention: Nominations Chair
2440 Camino Ramon, Suite 273
San Ramon, CA 94583
Fax: (925) 355-1296
Email: dianes@mpincc.org

For additional information, please contact:
Matthew Schermerhorn, CMP
Nominations Chair and MPINCC Immediate Past President
matthew.schermerhorn@goAAA.com.

NORTHERN CALIFORNIA CHAPTER

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CANDIDATE CONSENT FORM
(Please print this page, sign the bottom and email or fax with your application to the MPINCC office no later than Wednesday, January 11, 2012.)

for

_____
(print or type your name)

General Responsibilities of Board of Directors:

- Oversee submission of a monthly status report for assigned committees.
- Attend monthly board meetings (maximum of 6-8 annually, 1-3 hours each).
- Attend annual spring and winter Weekend Board of Directors Retreats, All Team Meetings, and Committee Day (held during August Professional Education Program).
- Select Officers are asked to attend the MPI Chapter Leaders Conference which will take place in Texas in the fall of 2012.
- Attend regular Professional Education Programs, Professional Breakfast Programs, the Annual Gala and selected committee meetings.

This document will verify that I am familiar with the job descriptions and requirements to serve on MPINCC Board of Directors.

If elected, I have the professional and personal support necessary to allow me to serve in this capacity, and am willing to devote the time and energy required to fulfill this office for the 2012-2013 term.

_____ _____
Signature of Applicant **Date**

NORTHERN CALIFORNIA CHAPTER

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BOARD OF DIRECTORS
LEADERSHIP PROCESS GUIDES

OFFICERS

Officer positions (one-year terms) are open to any member who has served a minimum of one year as a Director, except for President, who is qualified after serving two years on the board, at least one of which was as President-Elect.

LEADERSHIP ROLE: President

PURPOSE: Directly responsible for communicating with and supervising the Chapter Officers and Directors to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team.

RESPONSIBILITIES:

- Ensure adherence to Policy & Procedures and Chapter Bylaws by Board and committees
- Preside over board meetings, chapter programs and events.
- Serve as chair of both the Board of Directors and Executive Committee
- Serve as a member of the Finance/Budget Committee
- Serve as a member of the Nominations Committee
- Recruit members to leadership positions on the Board of Directors and committees
- Approve all committee Chairs and Co-Chairs for the year

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Assumes responsibility as the liaison with MPI Headquarters	President	Ongoing	Chapter Business Manager	Leadership section of website
Plan all aspects of Spring Leadership Retreat	President	April – May	MPI Approved Facilitator Chapter Business Manager Executive Director	Agenda from past Spring retreats
Establish Chapter Metrics for the year for discussion/ approval by Board of Directors at Spring Leadership Retreat	President	June	Immediate Past President Executive Director	Current Chapter Dashboard report
Active participation in drafting annual budget for approval by Board of Directors and submission to MPI Headquarters	VP Finance	March-May Submit to MPI Dallas July 1	Executive Director President-Elect	Current year's budget and financial reports
Active participation in creating the annual Education Plan and submission to MPI Headquarters	VP Education	March-June Submit to MPI Dallas July 1	Director of Education Program Committee Chair, Co-Chair Executive Director President President-Elect	MPI Template Calendar of Events

Item	Accountable Party	Deadlines	Interdependencies	Resources
Attend and represent the Chapter at MPI WEC Coordinate MPINCC member reception during MPI WEC as applicable	President	June – July	Chapter Business Manager Executive Director	Registration list for WEC MPI HQ for chapter reception assignment
Compose the "President's Message" article for the website	President	June	Marketing Committee Chair	Existing "President's Message"
Prepare the President's Welcome Letter for the New Member Packet	President	June	New Member Care Committee Chair Executive Director	Sample letter from existing New Member Packet
Prepare agenda for and present at the Chapter annual business meeting in August	President	Early August / 2 weeks prior to scheduled meeting	Work with Executive Director on presentation and script	Chapter dashboard report Annual business plan
Represent Chapter at annual Chapter Business Summit produced by MPI Headquarters	President	September	Chapter Business Manager MPI HQ MPINCC Executive Committee	
Prepare agendas for each chapter board meeting and ensure distribution to all board members prior to each meeting	President	10 days prior to each scheduled board meeting	Work with Executive Director to draft agenda and approve board packet Committee Chairs, Co-Chairs and Board Directors for timely completion of committee reports	Past board of directors meeting agendas Committee reports
Compose appropriate "President's Message" articles for each issue of Perspective (4), Annual Report, Member Directory and A.C.E.	President	Based on Perspective schedule	Perspective Editor Marketing Committee Chair A.C.E. Committee Chair	
Plan all aspects of Winter Board Retreat	President	November-December	MPI Approved Facilitator Chapter Business Manager Executive Director	Business Plan Past retreat agenda

LEADERSHIP ROLE: President-Elect

PURPOSE: Act as coach, advisor and counselor to the leadership team.

RESPONSIBILITIES:

- Preside over board meetings, chapter programs and events in the absence of the President
- Serve as member of both the Board of Directors and Executive Committee
- Serve as a member of the Finance/Budget Committee
- Serve as a member of the Nominations Committee
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Assumes responsibility as the official liaison with the management firm	President-Elect	Ongoing	President Immediate Past President	Management firm contract
Develop a leadership succession plan for 2 to 3 years	President-Elect	Ongoing	Director of Leadership Development Immediate Past President President	Volunteer Development tracking
Attend and represent the Chapter at MPI WEC Assist with coordination of MPINCC member reception during MPI WEC as applicable	President	June – July	Chapter Business Manager Executive Director	Registration list for WEC MPI HQ for chapter reception assignment
Represent Chapter at annual Chapter Business Summit produced by MPI Headquarters	President-Elect	September	Chapter Business Manager MPI HQ MPINCC Executive Committee	
Attend board meetings, chapter programs and events. Participate in committee meetings/conference calls as necessary.	President-Elect	Monthly	Committee Chairs for Volunteer Development	
Submit Team Status Report (TSR) as required prior to board meetings and Winter Retreat	President-Elect	1 week prior to each board meeting TBD prior to retreat	Committee Chairs for Volunteer Development	Committee reports, TSR Mid-year report
Active participation in drafting annual budget for approval by Board of Directors and submission to MPI Headquarters	VP Finance	March-May	Executive Director President President-Elect	Current year's budget and financial reports
Active participation in creating the annual Education Plan and submission to MPI Headquarters	VP Education	March-June	Director of Education Program Committee Chair, Co-Chair Executive Director President President-Elect	MPI Template Calendar of Events

Item	Accountable Party	Deadlines	Interdependencies	Resources
Plan all aspects of Spring Leadership Retreat (before officially taking office in July)	President-Elect	April – May	MPI Approved Facilitator Chapter Business Manager Executive Director	Agenda from past Spring retreats
Plans President's Reception and Installation of Board during Gala	President-Elect	May	Executive Director Gala Committee Chair President	
Work with the management firm to update chapter letterhead, org chart, website and other pertinent materials with new board member information	President-Elect	May-June	Executive Director VP Communications	Existing org chart Existing website materials

LEADERSHIP ROLE: VP Finance

PURPOSE: Manage and supervise chapter financial funds and records with support of management firm. Supervise Director of Sponsorship/Fundraising and Director Special Events to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

RESPONSIBILITIES:

- Sign bank documents as required
- Serve as member of the Board of Directors and Executive Committee
- Serve as a Chair of the Finance/Budget Committee
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Lead the process for drafting annual budget for approval by Board of Directors and submission to MPI Headquarters	VP Finance	March-May	Executive Director President President-Elect	Current year's budget and financial reports
Assumes responsibility as the liaison with management firm for handling and keeping of funds including operating funds and investments	Management firm	Ongoing	President-Elect President	Annual operating budget Financial reports
Attend and represent the Chapter at MPI WEC if possible	VP Finance	July		
Report on financial condition of Chapter at August annual business meeting and at all Board of Directors meetings	VP Finance	August Ongoing	Management firm/accountant	Monthly financial reports Dashboard report
Ensure financial reports are completed and submitted to MPI by established deadlines	Management firm	Monthly	Management firm	Monthly financial reports Dashboard report
Ensure Committee Chairs understand their committee budgets	VP Finance	June-July	All Board Directors All Committee Chairs, Co-Chairs	Annual operating budget
Represent Chapter at annual Chapter Business Summit produced by MPI Headquarters	VP Finance	September	Chapter Business Manager MPI HQ MPINCC Executive Committee	
Attend board meetings, chapter programs and events. Participate in committee meetings/conference calls as necessary.	VP Finance	Monthly	Director, Special Events Director, Fundraising/Sponsorship Committee Chairs for A.C.E., Gala, Holiday, Casino Night, Auctions, Sponsorship	

Item	Accountable Party	Deadlines	Interdependencies	Resources
Submit Team Status Report (TSR) as required prior to board meetings and Winter Retreat	VP Finance	1 week prior to each board meeting TBD prior to retreat	Director, Special Events Director, Fundraising/Sponsorship Committee Chairs for A.C.E., Gala, Holiday, Casino Night, Auctions, Sponsorship	Committee reports, TSR Mid-year report
Manage and supervise Director, Special Events and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director, Special Events.	VP Finance Director, Special Events	Ongoing	Director, Special Events Committee Chairs for A.C.E., Gala, Holiday, Casino Night	
Manage and supervise Director, Fundraising/Sponsorship and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director, Fundraising/Sponsorship.	VP Finance Director, Fundraising/Sponsorship	Ongoing	Director, Fundraising/Sponsorship Committee Chairs for Auctions, Sponsorship	
Work closely with Director, Fundraising/Sponsorship and Sponsorship Committee to obtain annual sponsors	Director, Fundraising/ Sponsorship	June-August	Director, Fundraising/Sponsorship Sponsorship Committee Chair Executive Director	Existing sponsorship agreements Target list for new annual sponsors

LEADERSHIP ROLE: VP Communications

PURPOSE: Manage, with the assistance of all committees and Directors, all communications of the chapter including *Perspective,* event marketing, newsflash, social marketing, press releases, the website and the membership directory. Supervise Director of Marketing to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

RESPONSIBILITIES:

- Serve as official Public Relations contact for MPINCC
- Oversee the Chapter's logo identity program and ensure proper use on all communications
- Serve as member of the Board of Directors and Executive Committee
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Assumes the responsibility as the liaison with MPI's Public Relations and Marketing departments to ensure our programs, activities and accomplishments are highlighted.	VP Communications	Ongoing	MPI Public Relations department MPI Marketing department Chapter Business Manager President Executive Director Marketing Chair, Co-Chair	Contact information Monthly conference calls with MPI
Supervise *Perspective* Editor to plan and execute the Chapter magazine	VP Communications Perspective Editor	Ongoing Deadlines per issue (4)	Executive Director President *Perspective* committee	Naylor (ad sales)
Manage and supervise Director, Marketing and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director, Marketing.	VP Communications Director, Marketing	Ongoing	Director, Marketing Committee Chairs for Marketing, Community Involvement	CPG's
Attend and represent the Chapter at MPI WEC if possible	VP Communications	July		
Represent Chapter at annual Chapter Business Summit produced by MPI Headquarters	VP Communications	September	Chapter Business Manager MPI HQ MPINCC Executive Committee	
Attend board meetings, chapter programs and events. Participate in committee meetings/conference calls as necessary.	VP Communications	Monthly	Director, Marketing *Perspective* Editor Committee Chairs for Marketing, Community Involvement	
Submit Team Status Report (TSR) as required prior to board meetings and Winter Retreat	VP Communications	1 week prior to each board meeting TBD prior to retreat	Director, Marketing *Perspective* Editor Committee Chairs for Marketing, Community Involvement	Committee reports, TSR Mid-year report

LEADERSHIP ROLE: VP Education

PURPOSE: Develop, with the assistance of the President-Elect, President, Executive Director and Director of Education, the annual education plan in accordance with principles from MPI. Supervise Director of Education to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

RESPONSIBILITIES:

- Serve as liaison to related industry associations to research current education trends and topics
- Serve as member of the Board of Directors and Executive Committee
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Assumes the responsibility as the liaison with MPI for all education programs, certifications and training initiatives	VP Education	Ongoing	Chapter Business Manager President Executive Director	Monthly conference calls with MPI
Lead the process for drafting the annual Education Plan for approval by Board of Directors and submission to MPI Headquarters	VP Education	March-May	Executive Committee Executive Director Director, Education Committee Chairs for Educational Programs	Education Plan template Annual event calendar
Manage and supervise Director, Education and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director, Education.	VP Education Director, Education	Ongoing	Director, Education Committee Chairs for CCOE, CMP/CMM, Educational Programs, Special Programs	CPG's
Attend and represent the Chapter at MPI WEC if possible	VP Education	July		
Represent Chapter at annual Chapter Business Summit produced by MPI Headquarters	VP Education	September	Chapter Business Manager MPI HQ MPINCC Executive Committee	
Attend board meetings, chapter programs and events. Participate in committee meetings/conference calls as necessary.	VP Education	Monthly	Director, Education Committee Chairs for CCOE, CMP/CMM, Educational Programs, Special Programs	
Submit Team Status report (TSR) as required prior to board meetings and Winter Retreat	VP Education	1 week prior to each board meeting TBD prior to retreat	Director, Education Committee Chairs for CCOE, CMP/CMM, Educational Programs, Special Programs	Committee reports, TSR Mid-year report

LEADERSHIP ROLE: VP Membership

PURPOSE: Oversee all membership-related activities of the Chapter for both new and existing members. Supervise Director, Member Care and Director, Member Administration to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the leadership team and committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors and Executive Committee
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Assumes the responsibility as the liaison with MPI for all membership promotions and programs	VP Membership	Ongoing	Chapter Business Manager President Executive Director	Monthly conference calls with MPI
Active participation in welcoming new members to the Chapter	Director, Member Care	Ongoing	Committee Chairs for New Member Care Executive Director	MPI membership reports
Manage and supervise Director, Member Care and Director, Member Administration and provide support to committee chairs as needed. Responsible for ensuring fiscal responsibility of the committees under the Director, Member Care and Director, Member Administration.	VP Membership Director, Member Care Director, Member Administration	Ongoing	Director, Member Care Director, Member Administration Committee Chairs for Awards & Recognition, New Member Care, Recruitment/Retention, Student Affairs	CPG's
Ensure New Member Packets are updated annually	Director, Member Care	July 1	President Executive Director VP Communications	Existing New Member Packet
Attend and represent the Chapter at MPI WEC if possible	VP Membership	July		
Represent Chapter at annual Chapter Business Summit produced by MPI Headquarters	VP Membership	September	Chapter Business Manager MPI HQ MPINCC Executive Committee	
Attend board meetings, chapter programs and events. Participate in committee meetings/conference calls as necessary.	VP Membership	Monthly	Director, Member Care Director, Member Administration Committee Chairs for Awards & Recognition, New Member Care, Recruitment/Retention, Student Affairs	
Submit Team Status Report (TSR) as required prior to board meetings and Winter Retreat	VP Membership	1 week prior to each board meeting TBD prior to retreat	Director, Member Care Director, Member Administration Committee Chairs for Awards & Recognition, New Member Care, Recruitment/Retention, Student Affairs	Committee reports, TSR Mid-year report

LEADERSHIP ROLE: Immediate Past-President

PURPOSE: Act as coach, advisor and counselor to the leadership team.

RESPONSIBILITIES:

- Act as guardian of the Chapter's Policy & Procedures and Chapter Bylaws to ensure they are up to date and aligned with MPI Headquarters
- Attend board meetings, chapter programs and events.
- Serve as chair of the Nominations Committee
- Serve as a member of the Executive Committee and Finance/Budget Committee
- Serve as Chapter Liaison to the MPI Foundation
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Assumes responsibility as the liaison with MPI Foundation and communicate necessary information to the board and membership	Immediate Past-President	Ongoing	Current Foundation Liaison Executive Director	Foundation conference calls Foundation materials
Assumes responsibility as the liaison with the Past President's Council	Immediate Past-President	Ongoing	Executive Director	Past President's contact list
Active participation in Spring Leadership retreat	Immediate Past-President	May-June	President	Retreat agenda
Update Chapter Policies & Procedures and ensure posting to chapter website	Immediate Past-President	December	Chapter Business Manager Executive Director	Existing Policy & Procedures MPI P&P Template
Actively recruit members for leadership positions on the Board of Directors	Immediate Past-President	Ongoing	President President-Elect	Leadership Roster
Assumes responsibility for Nominations Committee processes. Ensure distribution of Leadership Interest Forms and collection of responses. Recruit committee members as appropriate.	Immediate Past-President	November-December	Chair, Volunteer Development President President-Elect Executive Director	Leadership Roster Volunteer Development tracking report
Submit Team Status Report (TSR) as required prior to board meetings and Winter Retreat	Immediate Past-President	1 week prior to each board meeting TBD prior to retreat	Chapter Business Manager	Foundation conference calls
Active participation in Winter Leadership Retreat	Immediate Past-President	January	President	Retreat agenda

Item	Accountable Party	Deadlines	Interdependencies	Item
Conduct Nominations Committee Meeting to determine slate of officers.	Immediate Past-President	January	President President-Elect Executive Director Nominations Committee members	Venue Budget for meeting
Present slate of officers to membership. If no contest of the slate, send copy to MPI Headquarters.	Immediate Past-President	February Submit to MPI Dallas by March 31	Executive Director	Mailing to all membership
Present final, chapter approved slate of officers to members at April meeting	Immediate Past-President	April	Executive Director	

DIRECTORS
Director positions are open to those members who have been active on MPINCC Committees. Beginning July 1 of each year (and for a two-year term).

LEADERSHIP ROLE: Director, Fundraising/Sponsorship

PURPOSE: Renew &/or obtain annual sponsors. Supervise Auctions and Sponsorship committee Chairs and Co-Chairs to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

RESPONSIBILITIES:
- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	Director, Fundraising/ Sponsorship	July 1	VP Finance Committee Chairs and Co-Chairs for Auctions and Sponsorship	CPG
Attend and represent the Chapter at MPI WEC if possible	Director, Fundraising/ Sponsorship	July		
Ensure Committee Chairs understand their committee budgets	Director, Fundraising/ Sponsorship	June-July	VP Finance Committee Chairs and Co-Chairs for Auctions and Sponsorship	Annual operating budget
Help Committee Chairs obtain committee members	Director, Fundraising/ Sponsorship	June-August	Volunteer Development Chair Committee Chairs and Co-Chairs for Auctions and Sponsorship	Committee rosters Directory
Renew &/or obtain annual sponsors	Director, Fundraising/ Sponsorship	June-July Ongoing	Office VP Finance	Sponsor contract information Current contracts Sponsorship brochure
Assist Co-Chairs in soliciting cash sponsorships for programs as necessary	Director, Fundraising/ Sponsorship Chair, Sponsorship	Ongoing	Co-Chair Sponsorship Office for lists/resources	Past committee call lists
Attend board meetings, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Director, Fundraising/ Sponsorship	Monthly	VP Finance Committee Chairs for Auctions and Sponsorship Office	Annual calendar Committee timelines

Item	Accountable Party	Deadlines	Interdependencies	Resources
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings and Mid-year Retreat. Review the information submitted by the committees, compile and submit to VP Finance.	Director, Fundraising/ Sponsorship	10 days prior to each board meeting TBD prior to retreat	Committee Chairs for Auctions and Sponsorship	Committee reports, TSR Mid-year report

LEADERSHIP ROLE: Director, Special Events

PURPOSE: Supervise all Special Event committee Chairs and Co-Chairs to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	Director, Special Events	July 1	VP Finance Committee Chairs and Co-Chairs for A.C.E., Gala, Holiday, Tournament (Casino Night)	CPG
Attend and represent the Chapter at MPI WEC if possible	Director, Special Events	July		
Ensure Committee Chairs understand their committee budgets	Director, Special Events	June-July	VP Finance Committee Chairs and Co-Chairs for A.C.E., Gala, Holiday, Tournament (Casino Night)	Annual operating budget
Help Committee Chairs obtain committee members	Director, Special Events	June-August	Volunteer Development Chair Committee Chairs and Co-Chairs for A.C.E., Gala, Holiday, Tournament (Casino Night)	Committee rosters Directory
Assist Co-Chairs as needed to solve challenges, provide resources	Director, Special Events	Ongoing	VP Finance Committee Chairs and Co-Chairs for A.C.E., Gala, Holiday, Tournament (Casino Night)	
Attend board meetings, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Director, Special Events	Monthly	VP Finance Committee Chairs for A.C.E., Gala, Holiday, Tournament (Casino Night) Office (for A.C.E.)	Annual calendar Committee timelines
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings and Winter Retreat. Review the information submitted by the committees, compile and submit to VP Finance.	Director, Special Events	10 days prior to each board meeting TBD prior to retreat	Committee Chairs for A.C.E., Gala, Holiday, Casino Night, Auctions, Sponsorship	Committee reports, TSR Mid-year report

LEADERSHIP ROLE: Director, Marketing

PURPOSE: Supervise the Marketing and Community Involvement committee Chairs and Co-Chairs to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	Director, Marketing	July 1	VP Communications Committee Chairs and Co-Chairs for Marketing, Community Involvement	CPG
Attend and represent the Chapter at MPI WEC if possible	Director, Marketing	July		
Ensure Committee Chairs understand their committee budgets	Director, Marketing	June-July	VP Finance Committee Chairs and Co-Chairs for Marketing, Community Involvement	Annual operating budget
Help Committee Chairs obtain committee members	Director, Marketing	June-August	Volunteer Development Chair Committee Chairs and Co-Chairs for Marketing, Community Involvement	Committee rosters Directory
Assist Co-Chairs as needed to solve challenges, provide resources	Director, Marketing	Ongoing	VP Communications Committee Chairs and Co-Chairs for Marketing, Community Involvement	
Attend board meetings, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Director, Marketing	Monthly	VP Communications Committee Chairs and Co-Chairs for Marketing, Community Involvement	Annual calendar Committee timelines
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings and Winter Retreat. Review the information submitted by the committees, compile and submit to VP Finance.	Director, Special Events	10 days prior to each board meeting TBD prior to retreat	Committee Chairs and Co-Chairs for Marketing, Community Involvement	Committee reports, TSR Mid-year report

LEADERSHIP ROLE: Director, Education

PURPOSE: Supervise the CCOE, CMP/CMM, Programs and Special Projects committee Chairs and Co-Chairs to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	Director, Education	July 1	VP Education Committee Chairs and Co-Chairs for CCOE, CMP/CMM, Programs, Special Projects	CPG
Attend and represent the Chapter at MPI WEC if possible	Director, Education	July		
Ensure Committee Chairs understand their committee budgets	Director, Education	June-July	VP Finance Committee Chairs and Co-Chairs for CCOE, CMP/CMM, Programs, Special Projects	Annual operating budget
Help Committee Chairs obtain committee members	Director, Education	June-August	Volunteer Development Chair Committee Chairs and Co-Chairs for CCOE, CMP/CMM, Programs, Special Projects	Committee rosters Directory
Assist Co-Chairs as needed to solve challenges, provide resources	Director, Education	Ongoing	VP Education Committee Chairs and Co-Chairs for CCOE, CMP/CMM, Programs, Special Projects	
Attend board meetings, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Director, Education	Monthly	VP Education Committee Chairs and Co-Chairs for CCOE, CMP/CMM, Programs, Special Projects	Annual calendar Committee timelines
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings and Winter Retreat. Review the information submitted by the committees, compile and submit to VP Finance.	Director, Special Events	10 days prior to each board meeting TBD prior to retreat	Committee Chairs and Co-Chairs for CCOE, CMP/CMM, Programs, Special Projects	Committee reports, TSR Mid-year report

LEADERSHIP ROLE: Director, Member Care

PURPOSE: Supervise the Awards & Recognition and New Member Care committee Chairs and Co-Chairs to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	Director, Member Care	July 1	VP Membership Committee Chairs and Co-Chairs for Awards & Recognition, New Member Care	CPG
Attend and represent the Chapter at MPI WEC if possible	Director, Member Care	July		
Ensure Committee Chairs understand their committee budgets	Director, Member Care	June-July	VP Finance Committee Chairs and Co-Chairs for Marketing, Community Involvement	Annual operating budget
Help Committee Chairs obtain committee members	Director, Member Care	June-August	Volunteer Development Chair Committee Chair and Co-Chairs for New Member Care (Awards & Recognition does not have committee members)	Committee rosters Directory
Assist Co-Chairs as needed to solve challenges, provide resources	Director, Member Care	Ongoing	VP Membership Committee Chairs and Co-Chairs for Awards & Recognition, New Member Care	
Attend board meetings, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Director, Member Care	Monthly	VP Membership Committee Chairs and Co-Chairs for Awards & Recognition, New Member Care	Annual calendar Committee timelines
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings and Winter Retreat. Review the information submitted by the committees, compile and submit to VP Finance.	Director, Member Care	10 days prior to each board meeting TBD prior to retreat	Committee Chairs and Co-Chairs for Awards & Recognition, New Member Care	Committee reports, TSR Mid-year report

LEADERSHIP ROLE: Director, Member Administration

PURPOSE: Supervise the Recruitment/Retention and Student Affairs committee Chairs and Co-Chairs to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	Director, Member Administration	July 1	VP Membership Committee Chairs and Co-Chairs for Recruitment/Retention and Student Affairs	CPG
Attend and represent the Chapter at MPI WEC if possible	Director, Member Administration	July		
Ensure Committee Chairs understand their committee budgets	Director, Member Administration	June-July	VP Finance Committee Chairs and Co-Chairs for Recruitment/Retention and Student Affairs	Annual operating budget
Help Committee Chairs obtain committee members	Director, Member Administration	June-August	Volunteer Development Chair Committee Chairs and Co-Chairs for Recruitment/Retention and Student Affairs	Committee rosters Directory
Assist Co-Chairs as needed to solve challenges, provide resources	Director, Member Administration	Ongoing	VP Membership Committee Chairs and Co-Chairs for Recruitment/Retention and Student Affairs	
Attend board meetings, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Director, Member Administration	Monthly	VP Membership Committee Chairs and Co-Chairs for Recruitment/Retention and Student Affairs	Annual calendar Committee timelines
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings and Winter Retreat. Review the information submitted by the committees, compile and submit to VP Finance.	Director, Member Administration	10 days prior to each board meeting TBD prior to retreat	Committee Chairs and Co-Chairs for Recruitment/Retention and Student Affairs	Committee reports, TSR Mid-year report

LEADERSHIP ROLE: Director, Leadership Development

PURPOSE: Act as Human Resources manager for the Chapter to identify and develop future leaders. Supervise Volunteer Development committee Chair and Co-Chair to ensure all objectives of the strategic business plan are met. Act as coach, advisor and counselor to the committee chairs.

RESPONSIBILITIES:

- Serve as member of the Board of Directors
- Recruit members to leadership positions on the Board of Directors and committees

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Supervise the ongoing activities of the Volunteer Development Committee. Responsible for ensuring fiscal responsibility of the committee.	Director, Leadership Development	Ongoing	Volunteer Development Committee Chair & Co-Chair	Volunteer Interest Form Volunteer database
Active participation in developing a leadership succession plan for 2 to 3 years	President-Elect	Ongoing	Volunteer Development Committee Chair President Elect President Immediate Past President	Volunteer Development tracking
Ensure Committee Chairs understand their roles by reviewing the Committee Process Guides (CPG)	Director, Leadership Development	July 1	President-Elect Committee Chair and Co-Chair for Volunteer Development	CPG
Attend and represent the Chapter at MPI WEC if possible	Director, Leadership Development	July		
Ensure Committee Chairs understand their committee budgets	Director, Leadership Development	June-July	VP Finance Committee Chair and Co-Chair for Volunteer Development	Annual operating budget
Help Committee Chairs obtain committee members	Director, Leadership Development	June-August	Volunteer Development Chair	Committee rosters Directory Committee Trade Show
Active participation in mid-year check-in with all Board members, to discuss their potential leadership path via phone.	Director, Volunteer Development, Immediate Past President	December/ January	President and Immediate Past President to assist with outreach to emerging chapter leaders as part of recruitment /application to board of directors All board of directors to assist in recruitment	Committee rosters Historical volunteer information

Item	Accountable Party	Deadlines	Interdependencies	Resources
Assist the Volunteer Development Committee to facilitate leadership training for Chapter and personal growth	Committee Chair	September and March/April	President-Elect, President, and other board members for content direction Office for potential speakers/trainers Education Committee if training in conjunction with Ed program	Annual Calendar Historical information on topics Survey data
Attend board meetings, chapter programs and events. Participate in committee meetings/conference calls as necessary.	Director, Leadership Development	Monthly	President-Elect Committee Chairs for Volunteer Development Office	Annual calendar Committee timelines
Ensure Committee Chairs complete the Team Status Report (TSR) as required prior to board meetings and Mid-year Retreat. Review the information submitted by the committees, compile and submit to VP Finance.	Director, Leadership Development	10 days prior to each board meeting TBD prior to retreat	Committee Chairs for Volunteer Development	Committee reports, TSR Mid-year report