



# NORTHERN CALIFORNIA CHAPTER

M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

Meeting Professionals International  
Northern California Chapter

## 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



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## 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

<b>Item</b>	<b>Accountable Party</b>	<b>Deadlines</b>	<b>Interdependencies</b>	<b>Resources</b>
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



# NORTHERN CALIFORNIA CHAPTER

M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

## 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	
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

Item	Accountable Party	Deadlines	Interdependencies	Resources
<p>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.</p>	<p>VP Finance Director, Special Events</p>	<p>Ongoing</p>	<p>Director, Special Events Committee Chairs for A.C.E., Gala, Holiday, Casino Night</p>	
<p>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.</p>	<p>VP Finance Director, Fundraising/Sponsorship</p>	<p>Ongoing</p>	<p>Director, Fundraising/Sponsorship Committee Chairs for Auctions, Sponsorship</p>	
<p>Work closely with Director, Fundraising/Sponsorship and Sponsorship Committee to obtain annual sponsors</p>	<p>Director, Fundraising/Sponsorship</p>	<p>June-August</p>	<p>Director, Fundraising/Sponsorship Sponsorship Committee Chair Executive Director</p>	<p>Existing sponsorship agreements  Target list for new annual sponsors</p>



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## 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 <i>Perspective</i> Editor to plan and execute the Chapter magazine	VP Communications Perspective Editor	Ongoing Deadlines per issue (4)	Executive Director President <i>Perspective</i> 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 <i>Perspective</i> 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 <i>Perspective</i> Editor Committee Chairs for Marketing, Community Involvement	Committee reports, TSR  Mid-year report



# NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## 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



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M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

## 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



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M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

## 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
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

Item	Accountable Party	Deadlines	Interdependencies	Item
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	



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M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

## 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



# NORTHERN CALIFORNIA CHAPTER

M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

## 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



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M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

## 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



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M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

## 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



# NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## 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



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M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

## 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



# NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## 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