



## **Vice President, Membership - Job Description**

**Category:** Membership

**Reports to:** President

**Responsible for:** Member Care and Member Networking Events

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

### **Eligibility:**

1. MPI Member in good standing.
2. Previous service on a Board of Directors, preferably with MPI Ottawa.
3. Knowledgeable of the activities, initiatives and affairs of the Chapter.
4. Willingness to give the time, energy, talents and enthusiasm required of the position.
5. Good organizational and communication skills.

### **General Responsibilities:**

1. Support and defend policies and programs adopted by the Board of Directors.
2. Serve as voting member of Board of Directors.
3. Serve as voting member of the Board's Executive Committee.
4. Assist in the development of the annual Chapter Business Plan.
5. Submit written report for inclusion in the Chapter's Annual Report.
6. Submit written Board reports, in advance, for monthly Board meetings; request agenda time as required. Board reports to include progress on the Annual Business Plan commitments and current status of projects.
7. Gather information from director(s) and provide monthly statistics to the VP Finance for inclusion in the Chapter dashboard metrics as required.
8. Approve appropriate invoices and forward supporting paperwork to the Chapter Administrator for payment as required.
9. Responsible for the following budget lines: Member Care and Member Networking Events
10. Ensure the fiscal responsibility of the director(s) who report to you.
11. Submit budget needs for the following fiscal year.
11. Update documents and monitor appropriate Projects on Basecamp (the Chapter's online project management tool).
12. Act as a coach, advisor and counselor to the director(s) who report to you.
13. Cultivate and motivate director(s)/leaders within your portfolio and identify successors within the first year.
14. Complete transition plan and conduct transition meeting with successor.
15. Perform other duties that may be delegated by the President and/or Board of Directors.

### **Specific Responsibilities:**

1. Along with the director(s) who report to this position, develop, implement, and assess strategic goals and objectives for the team that support the Chapter's Business Plan, and adjust as necessary throughout the year.
2. Ensure Membership portfolio's efforts, include: strategies and implementation for member recruitment, new member orientation and welcome, ongoing member care to support member

retention, awards/recognition programs, volunteer management, and the facilitation of networking for all member showcase events and activities.

3. Establish membership growth and membership retention goals for the year in conjunction with Director, Member Care.
4. Along with the appropriate Directors that report to this position, develop and maintain an active and ongoing campaign to attain membership goals. Work with Director of Leadership or Immediate Past President to ensure volunteer engagement and satisfaction.
5. Monitor the Chapter's membership roster via the MPI HQ Chapter Leaders website access.
6. Review and consult with Director, Member Care regarding efforts to retain and increase MPI membership.
7. Review and consult with Director, Member Networking Events regarding event specific evaluations to ensure programs are delivering at a high level.
8. Research current membership trends and topics pertinent to the meetings industry and report findings and strategic issues to Board of Directors.
9. Report to the Executive Committee and the Board of Directors on the strategies, successes and challenges of the Membership portfolio and Member Networking Events.
10. Support the Director, Member Care to provide hospitality at Chapter functions by welcoming and orienting new members.
11. Perform a biennial Chapter needs assessment survey.
12. Review, adhere and update all policies and procedures related to work of committees.
13. Report to the Executive Committee and Board of Directors on the strategies, successes and challenges of all reporting committees.
14. Ensure that committee directors who report to you submit committee assessments by mid-November. This process will assist checking on volunteer engagement, identifying volunteers interested in succession planning as well as gaps within the committee(s).
15. Ensure minutes of all reporting committees' meetings are recorded and provide a final electronic copy to the Chapter Administrator for archiving.

**Attendance and Time Commitment:**

1. Mandatory attendance at monthly Board of Directors meetings (teleconference participation accepted in some circumstances).
2. Attendance at meetings of the Executive Committee.
3. Attendance at two Board retreats.
4. Participate in VP Membership conference calls if /as organized by MPI Headquarters.
5. Attendance at the Annual General Meeting (mandatory).
6. Attendance at official Chapter activities and functions, whenever possible.
7. Involvement in committee meetings and activities as required.
8. Potential attendance at Chapter Business Summit as directed by President/President-Elect.

***Estimated time per month: 10-15 hours***