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**MPI** ”Enter Chapter” **Chapter**

**TRANSITION MANUAL FOR CHAPTER LEADERS**

**The Legacy of Your Leadership**

***Leadership is understanding people and involving them to help you do a job. That takes all of the good characteristics, like integrity, dedication of purpose, selflessness, knowledge, skill, implacability, as well as determination not to accept failure.* Admiral Arleigh A. Burke**

Where do we find good leaders for our chapters? Should we cross our fingers and hope that the slate which our nominations committee has put forward will be the best for the future? Should we assume that those whom we have voted to move up in board and committee leadership are prepared with the necessary skills to be strong leaders and effective managers?

For chapters with a large volunteer pool, the task of finding new leadership may not be a challenge. In smaller chapters, the search for new leaders can be daunting. Whether small or extra-large, most chapters continue to experience year over year the challenge of how best to effectively communicate leadership expectations with incoming leadership.

The need to create a formalized transition plan arose from discussion among chapter leaders who were experiencing dwindling committee volunteer participation along with an alarming increase in board turnover. The purpose of this manual is to provide you with tools and processes to support accountability within your leadership structure. By creating a structured timeline of “turnover” or transition meetings with incoming leaders you will not only be serving as a teacher, trainer, mentor and coach; you will also have the opportunity to continue to develop your own leadership skills. The goal being that by implementing effective transition processes, your chapter will have the opportunity to create a strong foundation upon which to build a lasting succession plan.

This manual reflects your chapter’s unique composition and includes transition documents based on MPI specific board and committee positions. It ties business objectives with actions that are supported through executive, director and committee initiatives. While Chapter Structure job descriptions are referenced within your executive committee composition, we encourage you to make this manual your own by including other chapter-specific information, processes and guidelines to create the most effective transition process possible for your leadership.

***An empowered organization is one in which individuals have the knowledge, skill, desire, and opportunity to personally succeed in a way that leads to collective organizational success.* Stephen R. Covey, Principle-centered Leadership**

**MPI’s Vision**

Meeting Professionals International will be the pivotal force in positioning meetings and events as strategic components of organizational success.

**MPI’s Mission**

Meeting Professionals International is the leading global association that defines and shapes the meetings and events profession.

**MPI’s Strategic Plan: *Pathways to Excellence***:

1. Create professional development levels to evolve member careers to positions of strategic understanding and influence.
2. Increase awareness and influence senior decision-making executives at corporations, associations and organizations.
3. Identify trends and deliver innovative solutions to ensure MPI is the premier market place for both suppliers and planners.

**MPI CORE VALUES:**

* We are member-centric
* We strive to flawlessly execute
* We believe in the power of the partnership

**MPI “X” Chapter**

**SAMPLE - BOARD OF DIRECTORS**

**President**

# **President Elect**

# **Immediate Past President**

# **Vice President Finance**

### Vice President Education

# **Vice President Membership**

**Vice President Communications**

**Vice President Administration**

**Director of Community Outreach**

**Director of Monthly Programs**

**Director of Publications**

**Director of Education and PD**

**Director of PR and Marketing**

**Director of Strategic Alliances**

**Director of Recognition and Awards**

**Chapter Board Structure:**

Effective with the installation of chapter boards for this fiscal year, the following positions constitute the minimum requirement for chapter board structure:

President

President-Elect

Immediate Past President

VP Communications

VP Education

VP Finance

VP Membership

***\*\*\*Any additional board (and committee) positions will be at the full discretion of the chapter.\*\*\****

***The single biggest problem in communication is the illusion that it has taken place.***

**George Bernard Shaw**

**Communicating Leadership Expectations**

The following are guidelines that will help you as you begin the transition process. As you review with the incoming leader the scope of responsibilities noted in the transition document, the questions listed can serve as an assessment tool to determine what knowledge may be lacking or particular leadership and/or management skills that will need further development. These questions can also be used as a focal point for discussion within your nominations committee. While many of you may not think that you have the abilities to work in the role of a coach and may be uncomfortable with the terminology, as you begin reviewing board or committee position responsibilities with incoming leadership, you will be communicating with the other person in a coaching capacity.

**Leadership or “Coaching” roles that you will be assuming:**

* Guide
* Teacher
* Motivator
* Mentor

**Coach as a Guide:**

Does the person you are coaching…

* Have a clear understanding of his or her role in the organization?

In other words, do they understand what the chapter is trying to accomplish and how their skills and abilities can contribute?

* Have clearly defined tasks and/or responsibilities?

Can the person articulate the specific tasks and responsibilities that compose his or her role?

Will achievable, interim steps be identified that when accomplished in sequence, will result in successful completion of tasks?

**Coach as a Teacher:**

Does the person you are coaching…

* Possess the skills to accomplish/fulfill the task/responsibility?

Can the person acquire the needed skills?

* Possess the knowledge necessary to accomplish/fulfill the task/responsibility?

Does the person know what he or she doesn’t know?

**Coach as Motivator:**

Does the person you are coaching…

* Have a high level of commitment to the task/responsibility?

Does the person feel a sense of ownership for the completion of the task?

* Have an awareness of positive consequences that will result from success and negative consequences that will result from failure?

Are there consequences directly tied to his or her contributions?

* Have a firm belief that he or she can accomplish/handle the task/responsibility?

Is the person under-confident or over-confident?

* Find the task/responsibility interesting and/or enjoyable?

Can the person find meaning in his or her role and even have fun with it?

* Have a natural inclination or aversion to the task/responsibility?

Does his or her role fit his or her personality? Did the person choose his or her role or did circumstances place him or her there?

**Coach as a Mentor:**

Does the person you are coaching…

* Have a well-defined career path?
* Does the person know what kind of position he or she would like to have in the future? How does the person’s current position advance him or her toward their future leadership goals?

**MPI LEADERSHIP OPPORTUNITIES**

**BOARD POSITIONS AND RESPONSIBILITIES**

**PRESIDENT:**

**Leadership Expectations**

|  |  |
| --- | --- |
| Management | Leadership Skills |
| * Strategic Planning: work with the board to create and execute a strategic and business plan * Create goals and objectives for the board and committees * Advise, support and develop board of directors in executing initiatives * Assist in chapter budget development Mediate discussions and create consensus within the board * Communicate with members regarding all international initiatives and objectives * Target future leaders within existing board, committees and membership * Schedule transition time with PE | * Visionary * Facilitation * Collaboration * Delegation * Organization * Mentoring * Coaching * Teaching * Financial * Motivational * Conflict/Resolution * Empowerment * Effective Communication * Execution * Innovation |

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

*Qualifications:*

* Member in good standing with (when possible) previous service as President Elect
* Knowledgeable of the activities/affairs of the chapter
* Willing to give the time, energy, talents and enthusiasm required of the position

*Specific Responsibilities*:

* Directly responsible for communicating with and supervising the chapter officers and directors to ensure that all assignments are completed according to the strategic plan, the chapter is financially sound, and membership is advised of all progress.
* Serve as chair of all meetings of both the Executive Committee and Board of Directors, serve as a member of the Budget and Finance Committee
* Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board
* Communicate with chapter officers and directors to ensure that all assignments are completed according to the chapter's strategic plan and goals, and that the membership is advised of all progress
* Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
* Support and defend policies and programs adopted by the Board of Directors
* Prepare consent agenda for each board meeting and distribute prior to meeting
* Serve as an ex-officio member on all committees except the Nominating Committee
* Vote on issues brought before the Board of Directors only in the event of a tie
* Act as official spokesperson of the chapter
* Conduct annual Board Orientation and mid-year Board Retreat
* Submit budget needs for the following fiscal year
* In the event of a Chapter Administrator, oversee performance of Chapter Administrator/Executive Director, including monthly meetings and a yearly performance review.
* Serve as liaison between the chapter and MPI Headquarters
* Serve as a member of the Council of Chapter Presidents or appoint a designee
* Performs any other duties as assigned by the Board of Directors

*Time Commitment*:

* Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
* Attendance at Board retreats
* Attendance at COCP meetings held in conjunction with PEC/WEC
* Attendance at Chapter Leadership Conference

# **President Transition Document**

**Incoming President**: Enter Name

**Phone/Email**: **Enter phone # and e-mail**

**Current President**: **Enter Name**

**Phone/Email**: **Enter phone # and e-mail**

**Review of role, responsibilities and leadership attributes.**

Click or tap here to enter text.

**Challenges Faced by the President:**

Click or tap here to enter text.

**Successful Processes which should be continued:**

Click or tap here to enter text.

**Ideas to improve current processes/procedures:**

Click or tap here to enter text.

**Action Items/Pending Issues:**

Click or tap here to enter text.

**Recommendations of ways to support or streamline current challenges and pending issues** Click or tap here to enter text.**:**

**Areas of concern regarding board structure and directors:** Click or tap here to enter text.

**Areas of concern regarding committee structure and chairs:**

Click or tap here to enter text.

**PRESIDENT- ELECT:**

**Leadership Expectations**

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan * Advise, support and develop board of directors in executing initiatives * Assist in chapter budget development * Develop leadership development processes to support succession planning * Target and mentor future leaders * Schedule transition time with incoming VP’s | * Facilitation * Collaboration * Delegation * Organization * Mentoring * Coaching * Teaching * Financial * Motivational * Conflict/Resolution * Execution |

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

*Qualifications:*

* Member in good standing with service (when possible) in a Board position
* Knowledgeable of the activities/affairs of the chapter
* Willing to give the time, energy, talents and enthusiasm required of the position

*Specific Responsibilities*:

* Serve as direct support to the Chapter President
* In the absence of the President, perform the duties of the President with the powers of and subject to all the restrictions upon the President
* Serve as voting member of Board of Directors, Executive Committee and Budget and Finance Committee
* Serve on the Nominating Committee to develop a slate of qualified board members for the following year
* Develop and implement a leadership succession/mentoring program
* Ensure the chapter adheres to minimum chapter standards as prescribed by MPI
* Act as coach, advisor and counselor to board members and committees
* Attend monthly board meetings, chapter events and committee meetings
* Report on the strategies, successes and challenges of assigned committees to Board
* Support and defend policies and programs adopted by the Board of Directors
* Conduct transition meeting with successor
* Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
* Perform other duties that may be delegated by the President and/or the Board of Directors

*Reports to:* President

*Time Commitment:*

* Regular attendance at monthly meetings, official chapter activities and functions; Board meetings and Executive Committee meetings
* Attendance at Board retreats
* Attendance at COCP (non- voting) meetings held in conjunction with PEC/WEC
* Attendance at Chapter Leadership Conference

# **President-Elect Transition Document**

**Incoming PE**: **Enter Name**

**Phone/Email**: **Enter phone # and e-mail.**

**Current PE**: **Enter Name**

**Phone/Email**: **Enter phone # and e-mail**

**Review of role, responsibilities and leadership attributes.**

Click or tap here to enter text.

**Assessment of my strengths and weaknesses and determine how as President and PE we can best collaborate together to support each other’s strengths and develop weaknesses.** Click or tap here to enter text.

**Successful Processes which should be continued:**

Click or tap here to enter text.

**Ideas to improve current processes/procedures:**

Click or tap here to enter text.

**Challenges Faced by the PE:**

Click or tap here to enter text.

**Action Items/Pending Issues:**

Click or tap here to enter text.

**Recommendations of ways to support or streamline current challenges and pending issues:** Click or tap here to enter text.

**IMMEDIATE PAST PRESIDENT:**

**Leadership Expectations**

|  |  |
| --- | --- |
| Management | Leadership Skills |
| * Strategic Planning: work with the board to create and execute a strategic and business plan * Create goals and objectives for the board and committees * Advise, support and develop board of directors in executing initiatives * Assist in chapter budget development Mediate discussions and create consensus within the board * Communicate with members regarding all international initiatives and objectives * Target future leaders within existing board, committees and membership * Schedule transition time with PE | * Visionary * Facilitation * Collaboration * Delegation * Organization * Mentoring * Coaching * Teaching * Financial * Motivational * Conflict/Resolution * Empowerment * Effective Communication * Execution * Innovation |

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

*Qualifications:*

* Member in good standing with previous service as President
* Knowledgeable of the activities/affairs of the chapter
* Willing to give the time, energy, talents and enthusiasm required of the position

*Specific Responsibilities:*

* Serve as voting member of Board of Directors and Executive Committee
* Chair the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process, and ensuring compliance with MPI elections calendar requirements.
* Support and defend policies and programs adopted by the Board of Directors
* Act as support/mentor to President
* Act as coach, advisor and counselor to board members and committees
* Attend monthly board meetings, chapter events and committee meetings
* Submit agenda items for Board of Directors meetings in advance of meetings
* Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
* Assemble materials necessary for COTY application and ensure timely entry of complete application form and support materials
* Chair Chapter's Past Presidents Council to provide for continued involvement of past presidents to support the strategic plan of the chapter
* Conduct transition meeting with successor
* Perform other duties that may be delegated by the President and/or Board of Directors

*Reports to:* President

*Time Commitment:*

* Regular attendance at monthly meetings and Board meetings
* Attendance at Board retreats
* Attendance at all official chapter activities and functions

# **Immediate Past President Transition Document**

**Incoming IPP:** **Enter Name**

**Phone/Email**: **Enter phone # and e-mail**

**Current IPP**: **Enter Name**

**Phone/Email**: **Enter phone # and e-mail**

**Review of role, responsibilities and leadership attributes.**

Click or tap here to enter text.

**Assessment of my strengths and weaknesses and determine how as Immediate Past President I can best collaborate with the President and President-Elect.**

Click or tap here to enter text.

**Successful Processes which should be continued:**

Click or tap here to enter text.

**Ideas to improve current processes/procedures:**

Click or tap here to enter text.

**Challenges Faced by the IPP:**

Click or tap here to enter text.

**Action Items/Pending Issues:**

Click or tap here to enter text.

**Recommendations of ways to support or streamline current challenges and pending issues:** Click or tap here to enter text.

**VP Finance:**

**Leadership Expectations**

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan * Advise, support and develop board of directors in executing initiatives * Assist in chapter budget development and fiscal planning * Target future leaders within existing board, committees and membership * Schedule transition time with incoming VP’s | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Motivational * Conflict/Resolution * Execution |

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

*Eligibility:*

* Member in good standing
* Previous service (when possible) on Board of Directors
* Willing to give the time, energy, talents and enthusiasm required of the position

*General Responsibilities*

* Serve as voting member of Board of Directors and Executive Committee
* Chair the Budget & Finance Committee
* Act as coach, advisor and counselor to assigned committees
* Support and defend policies and programs adopted by the Board of Directors
* Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
* Conduct transition meeting with successor
* Perform other duties that may be delegated by the President and/or Board

*Specific Responsibilities: (to be determined based on individual chapter needs)*

* Manage and supervise chapter financial efforts, including:
* Fundraising - fundraising events, auction
* Special Events - golf outing, trade shows, special networking events
* Strategic Alliances - Sponsorships, partnership marketing
* Investments & Reserves - CDs, mutual funds, prudent reserve
* Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and paying all authorized invoices
* Ensure safekeeping of chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors
* Renew all permits and authorized post office boxes
* Prepare annual operating budget and ensure compliance once approved by the Board
* Ensure chapter is incorporated according to chapter minimum bylaws
* Comply with all governmental tax regulations and file chapter tax reports as required
* Ensure chapter complies with MPI bonding requirements
* Present up-to-date financial statements at each Board of Directors meeting
* Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to Board of Directors

*Reports to:* President

*Time Commitment:*

* Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
* Attendance at Board retreats
* Potential attendance at Chapter Leadership Conference, as directed by President

# **VP Finance Transition Document**

**Incoming VP Finance**: **Enter Name**

**Phone/Email**: **Enter phone # and e-mail**

**Current VP Finance**: **Enter Name**

**Phone/Email**: **Enter phone # & email**

**Review of role, responsibilities and leadership attributes.**

Click or tap here to enter text.

**Strategic Goals and Objectives of this position and the supporting committees:**

Insert objectives and actions as submitted in the current business plan

**Successful Processes which should be continued:**

Click or tap here to enter text.

**Challenges Faced by the VP Finance and Executive Committee:**

Click or tap here to enter text.

**Action Items/Pending Issues:**

Click or tap here to enter text.

**Recommendations of ways to support or streamline current challenges and pending issues:**

Click or tap here to enter text.

**Attached to this document please include the following:**

(chapter to provide information)

* **Support Committee chairs list with contact information**
* **Description of all programs/initiatives that were planned by the reporting committees including any vendors/sponsors that were used**
* **Copies of all meeting notices or marketing materials**
* **Any other materials that you feel would be helpful to the new board position**

**VP MEMBERSHIP:**

**Leadership Expectations**

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan * Advise, support and develop board of directors and direct committee reports in executing initiatives * Assist in chapter budget development * Target future leaders within existing board, committees and membership * Schedule transition time with incoming VP’s | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Motivational * Conflict/Resolution * Execution |

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

*Eligibility:*

* Member in good standing
* Previous service on Board of Directors or Committee chair (when possible) preferably in a membership capacity
* Willing to give the time, energy, talents and enthusiasm required of the position

*General Responsibilities:*

* Serve as voting member of Board of Directors
* Member of Executive Committee
* Provide direction and leadership for the chapter's program to maintain and increase MPI membership
* Work with staff to maintain a current roster of chapter members
* Act as coach, advisor and counselor to assigned committees
* Report on the strategies, successes and challenges of assigned committees to Board of Directors
* Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
* Support and defend policies and programs adopted by the Board of Directors
* Conduct transition meeting with successor
* Perform other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities: (to be determined based on individual chapter needs)*

* Manage and supervise chapter membership efforts, including
* Recruitment – member recruitment, new member orientation
* Member Care – member retention, hospitality
* Awards & Scholarships – recognition programs, scholarships
* Communicate strategic issues relating to membership to Board of Directors
* Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors

*Reports to:* President

*Time Commitment:*

* Regular attendance at monthly meetings, chapter activities and functions
* Attendance at Board meetings and retreats
* Potential attendance at Chapter Leadership Conference, as directed by President

# **VP Membership Transition Document**

**Incoming VP Membership**: Enter Name

**Phone/Email**: Enter phone # & e-mail

**Current VP Membership**: Enter Name.

**Phone/Email**: Enter phone # & e-mail

**Review of role, responsibilities and leadership attributes.**

**Strategic Goals and Objectives of this position and the supporting committees:**

Insert objectives & actions as submitted in the current business plan

**Successful Processes which should be continued:**

Click or tap here to enter text.

**Challenges Faced by the VP Membership and Supporting Committees:**

Click or tap here to enter text.

**Action Items/Pending Issues:**

Click or tap here to enter text.

**Recommendations of ways to support or streamline current challenges and pending issues:**

Click or tap here to enter text.

**Attached to this document please include the following:**

(chapter to provide information)

* **Support Committee chairs list with contact information**
* **Description of all programs/initiatives that were planned by the reporting committees including any vendors/sponsors that were used**
* **Copies of all meeting notices or marketing materials**
* **Any other materials that you feel would be helpful to the new board position**

**VP EDUCATION:**

**Leadership Expectations**

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan * Advise, support and develop board of directors in executing initiatives * Assist in chapter budget development * Target future leaders within existing board, committees and membership * Schedule transition time with incoming VP’s | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Motivational * Conflict/Resolution * Execution |

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

*Eligibility:*

* Member in good standing
* Willing to give the time, energy, talents and enthusiasm required of the position

*General Responsibilities:*

* Serve as voting member of Board of Directors
* Member of Executive Committee
* Act as coach, advisor and counselor to assigned committees
* Report on the strategies, successes and challenges of assigned committees to Board of Directors
* Ensure the fiscal responsibility of the committee(s) to which position is assigned.
* Support and defend policies and programs adopted by the Board of Directors
* Conduct transition meeting with successor
* Perform other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities: (to be determined based on individual chapter needs)*

* Manage and supervise chapter educational efforts, including
* Monthly Programs - Registration, Site Selection & Logistics
* Professional Development - Educational Content & Speaker Sourcing
* Special Educational Projects - Chapter/Regional Education Conference, Leadership Institutes, Women's Leadership Initiative, CMP/CMM, Multi-Cultural Initiatives
* Develop annual education plan in accordance with chapter strategies and MPI standards
* Communicate strategic issues relating to professional development to Board of Directors
* Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors
* Approve all bills of the committees within the Education category and forward appropriate paperwork to the VP of Finance

*Reports to:* President

*Time Commitment:*

* Regular attendance at monthly meetings, chapter activities and functions
* Attendance at Board meetings and retreats
* Potential attendance at Chapter Leadership Conference, as directed by President

# **VP Education Transition Document**

**Incoming VP Education**: Enter Name

**Phone/Email**: Enter phone # & e-mail

**Current VP Education**: Enter Name

**Phone/Email**: Enter phone # & e-mail

**Review of role, responsibilities and leadership attributes.**

**Strategic Goals and Objectives of this position and the supporting committees:**

Insert objectives and actions as submitted in the current business plan

**Successful processes which should be continued:**

Click or tap here to enter text.

**Challenges faced by the VP Education and supporting committees:**

Click or tap here to enter text.

**Action Items/Pending Issues:**

Click or tap here to enter text.

**Recommendations of ways to support or streamline current challenges and pending issues:**

Click or tap here to enter text.

**Attached to this document please include the following:**

(chapter to provide information)

* **Support Committee chairs list with contact information**
* **Description of all programs/initiatives that were planned by the reporting committees including any vendors/sponsors that were used**
* **Copies of all meeting notices or marketing materials**
* **Any other materials that you feel would be helpful to the new board position**

**VP COMMUNICATIONS:**

**Leadership Expectations**

|  |  |
| --- | --- |
| ***Management*** | ***Leadership Skills*** |
| * Strategic Planning: work with the board to create and execute a 3-Year Strategic Plan and Annual Business Plan * Advise, support and develop board of directors in executing initiatives * Assist in chapter budget development * Target future leaders within existing board, committees and membership * Schedule transition time with incoming VP’s | * Facilitation * Collaboration * Delegation * Mentoring * Coaching * Teaching * Financial * Motivational * Conflict/Resolution * Execution |

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

*Eligibility:*

* Member in good standing
* Willing to give the time, energy, talents and enthusiasm required of the position

*Overall Responsibilities: (to be based on individual chapter needs)*

* Serve as voting member of Board of Directors
* Member of Executive Committee
* Act as coach, advisor and counselor to assigned committees
* Report on the strategies, successes and challenges of assigned committees to Board of Directors
* Ensure the fiscal responsibility of the committee(s) to which position is assigned.
* Support and defend policies and programs adopted by the Board of Directors
* Conduct transition meeting with successor
* Perform other duties that may be delegated by the President and/or Board of Directors

*Specific Responsibilities: (to be based on individual chapter needs)*

* Manage the publications, marketing, advertising, public relations, community outreach, and advocacy efforts of the chapter, including
* Marketing - Website/technology, Job Bank
* Publications - Newsletter, Directory, Annual Report
* Public Relations - Media Relations, Press Releases
* Advertising - Newsletter Ads, Website Ads
* Community Outreach - Philanthropic Activities
* Advocacy - Government Affairs
* Ensure chapter programs, activities and accomplishments are highlighted on an international level by communicating with MPI Public Relations and Marketing Departments
* Communicate strategic issues relating to communications/technology to Board of Directors
* Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
* Approve all bills of the committees within the Communications category and forward appropriate paperwork to the VP of Finance

*Reports to:* President

*Time Commitment:*

* Regular attendance at monthly meetings and chapter activities and functions
* Attendance at Board meetings and retreats
* Potential attendance at Chapter Leadership Conference, as directed by President

# **VP Communications Transition Document**

**Incoming VP Communications** :Enter Name

**Phone/Email** : Enter phone # and e-mail

**Current VP Communications** : Enter Name

**Phone/Email** : Enter phone # & e-mail

**Review of role, responsibilities and leadership attributes.**

**Strategic Goals and Objectives of this position and the supporting committees:**

Insert objectives and actions as submitted in the current business plan

**Successful Processes which should be continued:**

Click or tap here to enter text.

**Challenges faced by the VP Communications and supporting committees:**

Click or tap here to enter text.

**Action Items/Pending Issues:**

Click or tap here to enter text.

**Recommendations of ways to support or streamline current challenges and pending issues:**

Click or tap here to enter text.

**Attached to this document please include the following:**

(chapter to provide information)

* **Support Committee chairs list with contact information**
* **Description of all programs/initiatives that were planned by the reporting committees including any vendors/sponsors that were used**
* **Copies of all meeting notices or marketing materials**
* **Any other materials that you feel would be helpful to the new board position**

**COMMITTEE CHAIR**

|  |  |
| --- | --- |
| ***Processes*** | ***Leadership Skills*** |
| * Execute strategies to support the chapter’s business plan * Contribute to a marketing plan * Set goals and objectives for the team * Develop team budget based on line items in overall chapter budget * Educate team members regarding Committee Chair Responsibilities * Target future leadership within committee * Schedule transition time with incoming Committee Chair | * Collaboration * Delegation * Managerial * Financial * Coaching * Teaching * Execution |

# (enter specific committee chair responsibilities here)

# **Sponsorships & Advertising Committee Transition Document**

**Incoming Committee Chair:** Enter Name

**Phone/Email:** Enter phone # & e-mail

**Current Committee Chair**: Enter Name

**Phone/Email** Enter phone # & e-mail**:**

**Review of roles, responsibilities and leadership attributes:**

Click or tap here to enter text.

**Direct report:** Enter Name

**Strategic Goals and Objectives of this committee:**

Insert objectives and actions as submitted in the current business plan

**Successful Processes which should be continued:**

Click or tap here to enter text.

**Challenges Faced by the Chair and Committee:**

Click or tap here to enter text.

**Action Items/Pending Issues:**

Click or tap here to enter text.

**Recommendations of ways to support or streamline current challenges and pending issues:** Click or tap here to enter text.

**Attached to this document please include the following:**

(chapter to provide information)

* **Committee List with contact information**
* **Description of all programs/initiatives that were planned by the committee including any vendors/sponsors that were used**
* **Copies of all meeting notices or marketing materials**
* **Any other materials that you feel would be helpful to the new chair of the committee**

# **Scholarships Committee Transition Document**

**Incoming Committee Chair:** Enter Name

**Phone/Email:** Enter Name

**Current Committee Chair**: Enter Name

**Phone/Email** Enter phone # & e-mail**:**

**Review of roles, responsibilities and leadership attributes:**

Enter Name

**Direct report:** Enter Name

**Strategic Goals and Objectives of this committee:**

Enter Name

**Successful Processes which should be continued:**

Enter Name

**Challenges Faced by the Chair and Committee:**

Enter Name

**Action Items/Pending Issues:**

Enter Name

**Recommendations of ways to support or streamline current challenges and pending issues:** Enter Name

**Attached to this document please include the following:**

(chapter to provide information)

* **Committee List with contact information**
* **Description of all programs/initiatives that were planned by the committee including any vendors/sponsors that were used**
* **Copies of all meeting notices or marketing materials**
* **Any other materials that you feel would be helpful to the new chair of the committee**

# **Special Events Committee Transition Document**

**Incoming Committee Chair:** Enter Name

**Phone/Email:** Enter Name

**Current Committee Chair**: Enter Name

**Phone/Email** Enter phone # & e-mail**:**

**Review of roles, responsibilities and leadership attributes:**

Enter Name

**Direct report:** Enter Name

**Strategic Goals and Objectives of this committee:**

Enter Name

**Successful Processes which should be continued:**

Enter Name

**Challenges Faced by the Chair and Committee:**

Enter Name

**Action Items/Pending Issues:**

Enter Name

**Recommendations of ways to support or streamline current challenges and pending issues:** Enter Name

**Attached to this document please include the following:**

(chapter to provide information)

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# **Chapter Awards Committee Transition Document**

**Incoming Committee Chair:** Enter Name

**Phone/Email:** Enter Name

**Current Committee Chair**: Enter Name

**Phone/Email** Enter phone # & e-mail**:**

**Review of roles, responsibilities and leadership attributes:**

Enter Name

**Direct report:** Enter Name

**Strategic Goals and Objectives of this committee:**

Enter Name

**Successful Processes which should be continued:**

Enter Name

**Challenges Faced by the Chair and Committee:**

Enter Name

**Action Items/Pending Issues:**

Enter Name

**Recommendations of ways to support or streamline current challenges and pending issues:** Enter Name

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# **Technology Committee Transition Document**

**Incoming Committee Chair:** Enter Name

**Phone/Email:** Enter Name

**Current Committee Chair**: Enter Name

**Phone/Email** Enter phone # & e-mail**:**

**Review of roles, responsibilities and leadership attributes:**

Enter Name

**Direct report:** Enter Name

**Strategic Goals and Objectives of this committee:**

Enter Name

**Successful Processes which should be continued:**

Enter Name

**Challenges Faced by the Chair and Committee:**

Enter Name

**Action Items/Pending Issues:**

Enter Name

**Recommendations of ways to support or streamline current challenges and pending issues:** Enter Name

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# **Newsletter Committee Transition Document**

**Incoming Committee Chair:** Enter Name

**Phone/Email:** Enter Name

**Current Committee Chair**: Enter Name

**Phone/Email** Enter phone # & e-mail**:**

**Review of roles, responsibilities and leadership attributes:**

Enter Name

**Direct report:** Enter Name

**Strategic Goals and Objectives of this committee:**

Enter Name

**Successful Processes which should be continued:**

Enter Name

**Challenges Faced by the Chair and Committee:**

Enter Name

**Action Items/Pending Issues:**

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# **Public Relations Committee Transition Document**

**Incoming Committee Chair:** Enter Name

**Phone/Email:** Enter Name

**Current Committee Chair**: Enter Name

**Phone/Email** Enter phone # & e-mail**:**

**Review of roles, responsibilities and leadership attributes:**

Enter Name

**Direct report:** Enter Name

**Strategic Goals and Objectives of this committee:**

Enter Name

**Successful Processes which should be continued:**

Enter Name

**Challenges Faced by the Chair and Committee:**

Enter Name

**Action Items/Pending Issues:**

Enter Name

**Recommendations of ways to support or streamline current challenges and pending issues:** Enter Name

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# **CMP, CMM Committee Transition Document**

**Incoming Committee Chair:** Enter Name

**Phone/Email:** Enter Name

**Current Committee Chair**: Enter Name

**Phone/Email** Enter phone # & e-mail**:**

**Review of roles, responsibilities and leadership attributes:**

Enter Name

**Direct report:** Enter Name

**Strategic Goals and Objectives of this committee:**

Enter Name

**Successful Processes which should be continued:**

Enter Name

**Challenges Faced by the Chair and Committee:**

Enter Name

**Action Items/Pending Issues:**

Enter Name

**Recommendations of ways to support or streamline current challenges and pending issues:** Enter Name

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**Conclusion**

***The quality of leadership more than any other single factor, determines the success or failure of an organization.***

Fred Fiedler & Martin Chemers, *Improving Leadership Effectiveness*

**Commitment**

How often have new leaders searched for a missing committee manual (that most likely departed with the outgoing leader) and struggled to re-create responsibilities and procedures? To build a strong leadership foundation, it is vital that there is a commitment from incoming and outgoing leadership to spend time together to create an effective transition of roles, responsibilities and expectations. We can all create wonderful processes and procedures but if they are not implemented, we will have failed to provide what was determined as most needed by chapters: tools and processes to support leadership development.

We encourage you as an effective leader to take the time to coach, train, guide and mentor volunteers. By doing this you will not only be creating a blueprint for future leaders, you will also experience giving back to the chapter the legacy of your leadership.