

# **MPI Utah Chapter Job Description**

## **Director of Leadership Development**

*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
- Good organizational skills

*General Responsibilities:*

- Serve as voting member of Board of Directors
- 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
- Attend monthly board meetings, chapter events and committee meetings
- Coordinate departmental TSR for Board of Directors meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the following budget line items: Membership
- 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:*

- Attend Membership Committee Meetings
- Board Report
- Manage Committee
- Recruit New Chapter Volunteers
- Distribute New Volunteers to Appropriate Committees
- Follow up with Committee Leaders to see that they are being used
- Recruit Mentor Program Lead
- Oversee Potential New Member Orientations- 4/year
- Oversee Potential New Member Calls
- Oversee Ambassador Program- monthly at Membership table

*Reports to:* VP of Membership

*Time Commitment:*

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Leadership Conference, as directed by President
- Committee activities (10 hr/mo)