

MPI Utah Chapter Job Description PE - President Elect

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

Qualifications:

- Member in good standing with previous service 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
- Good organizational skills

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
- Keep knowledgeable about chapter activities in order to take over for or represent 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
- Provide for mentoring of members and students
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI
- Act as coach, advisor and counselor to board members and committees
- Coordinate departmental TSR for Board of Directors meetings
- 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
- Submit agenda items for Board of Directors meetings in advance of meetings
- Conduct transition meeting with successor
- Establish and facilitate an orientation program for the incoming Board of Directors
- Responsible for the following budget line items: Leadership Development
- 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, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Attendance at COCP (non voting) meetings held in conjunction with PEC/WEC
- Attendance at Chapter Leadership Conference
- All other related activities (20 hr/mo)