



## **MPI Ottawa - Director Education Programs - Job Description**

**Category:** Education

**Reports to:** VP of Education

**Responsible for:** Education Committee

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

### **Eligibility:**

1. MPI Member in good standing;
2. Previous service on MPI Ottawa committee, preferably Education;
3. Knowledgeable of the activities/affairs of the Chapter;
4. Willing to give the time, energy, talents and enthusiasm required of the position;
5. Good organizational 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. Assist in the development of the annual Chapter Business Plan.
4. Submit to VP of Education written report for inclusion in the Chapter's Annual Report.
5. Submit written board reports, in advance, for monthly board meetings; request agenda time if required. Board Reports to include progress on the annual Business Plan commitments and current status on projects.
6. Provide monthly statistics to the VP Finance and VP Education for inclusion in the Chapter dashboard metrics as required.
7. Approve appropriate invoices and forward supporting paperwork to the Chapter Administrator for payment as required.
8. Ensure fiscal responsibility of the committee to which position is assigned.
9. Responsible for the following budget line: Education Programs.
10. Submit budget needs for the following fiscal year to the VP Finance in consultation with the VP of Education.
11. Update documents and monitor appropriate Projects on Basecamp (the Chapter's online project management tool).
12. Cultivate and motivate leadership/leaders within your committee and identify successors within the first year.
13. Complete transition plan and conducts transition meeting with successor.
14. Perform other duties that may be delegated by the President and/or Board of Directors.

### **Specific Responsibilities:**

1. Work with VP Education to develop strategic goals for each event committee.
2. Work with the VP Education and Director, Strategic Education to develop the annual education plan in accordance with Chapter strategies, needs assessment survey results, relevance to Chapter members (planners/suppliers; novice/experienced) and MPI standards (compliance).
3. Coordinate with Director Member Events to ensure compatibility and balance within the annual program.

4. Develop, with assistance from Chapter Administrator the RFP process to appropriate suppliers for all monthly educational programs (e.g. venue, A/V, décor).
5. Collaborate and coordinate with other Directors of other programs (Member Events, Community Outreach, Awards and Recognition, Strategic Education) to provide requirements for inclusion in the venue RFP as required and assist in selection process.
6. Perform site selection for each of the education programs confirmed.
7. Act as a coach, advisor and counsellor to the Education Committee members.
8. Monitor and guide Committee efforts in marketing events, planning programs and projecting revenues.
9. Contribute to the Chapter's 18-month Calendar and ensures that contribution is up to date.
10. Identify a chair and sub-committee for each of the mandatory six (6) educational event's/fiscal year (July-June)
11. Develop a breakdown of committee responsibilities and identify lead and volunteers for each educational program.
12. Ensure Committee lead acts as Project Manager for education program assigned and Ensure Committee lead/volunteers are on track to coordinate all venue and other logistics for education program including speaker(s) negotiation and confirmation, menu selection, audiovisual needs, room setup requirements, registration, plus others as needed.
13. Ensure Committee lead completes the event communications checklist and submits to Communications team
14. Work with committee chairs to provide accurate registration template to Chapter Administrator.
15. Collaborate with Director, Strategic Alliances to ensure on-site requirements/entitlements for sponsors are met.
16. Liaise with Chapter Administrator and Committee program lead to develop an evaluation survey for each education program, reporting summarized responses to the Board of Directors.
17. Report to the Board of Directors on the strategies, successes and challenges of the Education Committee and initiatives
18. Ensure minutes of Committee meetings are taken and provide a final electronic copy to the Chapter Administrator for archiving.
19. Completes the Committee Volunteer Assessment, which includes the list of volunteers and their level of engagement. Collaborates with the Director of Leadership to secure sufficient number of volunteers to perform work of the committee.
20. Monitor the usage of the AEF (Advanced education fund) in conjunction with VP Education.

**Attendance and Time Commitment:**

1. Mandatory attendance at monthly Board of Directors meetings (teleconference participation accepted in some circumstances).
2. Attendance at two (2) Board retreats.
3. Attendance at the Annual General Meeting (mandatory).
4. Potential attendance at Chapter Business Summit, as directed by President/President-Elect.
5. Attendance at official Chapter activities and functions, whenever possible.
6. Attendance at the educational programs for which the committee is responsible.
7. Involvement in committee meetings and activities.

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