



experience. connect. inspire. learn. meet. MPI Greater Calgary Chapter

Director of Monthly Programs (DOM)

Serving as MPI-GCC DOM is a highly rewarding experience both personally and professionally. You will promote available member benefits both locally and with MPI Global to assist with growing MPI-GCC's overall membership and engagement. Implement initiatives that will foster interest in the chapter. You must maintain a high standard of collaboration, professionalism, ethics, volunteerism, and commitment; development and is strategic part of GCC's success.

Primary Duties and Responsibilities

To work alongside the VP Programs & Education to:

- Develop, implement and manage an RFP process for monthly educational programs and mixers
- Perform site selection for monthly educational programs and mixers as required
- Coordinate all logistics for monthly educational programs, including menu selection, audiovisual needs, room setup requirements, registration, and hotel arrangements
- Facilitate a registration process for monthly educational programs
- Develop, implement and manage a system of collecting and summarizing attendee evaluations; report summarized information to Board of Directors
- Develop, implement and manage a system for providing CEUs at chapter educational programs
- Assist all committees to facilitate the production of their events

GCC Board of Directors serves as an ongoing leadership and volunteer resource for all current volunteers to ensure they are getting the most out of their role. The board members & NMA will work together to identify, encourage and develop New Members within the chapter.

Time Commitment: max 10 hours per month

1. Assigned tasks and activities
2. Term starts July 1st

Benefits of being GCC DOM

1. Expand your network
2. Meet people who are passionate about the event industry
3. Develop your leadership skills
4. Mentor colleagues and help people reach their full potential
5. Serve MPI in one of the most important committees
6. Boost your resume
7. Become more knowledgeable of the MPI programs available to members
8. Potential attendance at GCC board retreats
9. Invitation to pizza party
10. Have lots of fun



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Leadership Promise

As a leader within our chapter, you have agreed to take on certain responsibilities. The role you play has an impact on the overall success of our chapter and ultimately on the value of membership. It is understood that the position you have accepted is as a volunteer. By accepting this position, you are committing to fulfill its responsibilities or to seek assistance when you are unable to do so.

The success of our chapter depends on each person's integrity to fulfill their commitment. By signing this promise, you are acknowledging your role and responsibility as a chapter leader.

I promise:

1. To respect the personal and professional demands on my fellow volunteers.
2. To offer a solution to any problem about which I express a concern.
3. To ask for guidance, assistance and/or clarity if needed on any task I am assigned.
4. To read and follow all policies and procedures and the by-laws of our chapter.
5. To not take on more than I am able to.
6. To be honest and ethical in all my capacities as a chapter leader.
7. To keep my word - to do what I say I will do.
8. To participate 100% in whatever assignment I undertake.
9. To be in full, open and honest communication and to do so in a responsible way.
10. To acknowledge and respect the contributions, talents, and efforts of every single chapter member.

Director of Monthly Programs -Signature

Print Name

President

Date

Witness

Date