



Director, Leadership - Job Description

Category: Office of the President

Reports to: Immediate Past President

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

Suggested Traits and Qualities: Trend watcher (or willing to research), creativity, adaptability, team builder, mentoring, coaching, conflict resolution

Eligibility:

1. MPI Member in good standing.
2. Previous service on Board of Directors at VP or Presidential level, preferably MPI Ottawa.
3. Willingness to give the time, energy, knowledge, expertise, and enthusiasm required of the position.
4. Good organizational and communication 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 written report for inclusion in the Chapter's Annual Report.
5. Submit written Board reports, in advance, for monthly Board meetings; request agenda time as required. Board reports to include progress on the Annual Business Plan commitments and status of projects.
6. Ensure fiscal responsibility of the portfolio to which position is assigned.

7. If applicable, submit budget needs for the following fiscal year.
8. Update documents and monitor appropriate Projects on Basecamp (the Chapter's online project management tool).
9. Assist in identifying possible successors.
10. Complete transition plan and conduct transition meeting with successor.
11. Perform other duties that may be delegated by the President and/or Board of Directors.

Specific Responsibilities:

1. Work with the Presidents' office to develop, implement and assess strategic goals and objectives that support the Chapter's business plan.
2. Support the Immediate Past President, update, promote and execute the leadership succession/mentoring plan for all Board positions.
3. Active participant in Governance Committee, including permanent participant on Board Nomination Committee.
4. Provide leadership support to Board members and neutral representation for areas of member / volunteer dissatisfaction or conflict resolution as outlined in the MPI Ottawa Volunteer Code of Conduct.
5. Support the Immediate Past President in an annual review of Board job descriptions (JDs) and standard operating procedures (SOPs) to ensure accuracy and relevance

6. Support the Immediate Past President in an annual review of the Chapter's Policies and Procedures to ensure accuracy and relevance
7. Report to the Executive Committee and the Board of Directors on the strategies, successes and challenges of the leadership management programs.
8. Provide direction and leadership for the Chapter's volunteer management program to support active recruitment of Chapter volunteers.
9. Support the OPP with the "Code of Conduct" form, which is to be signed and submitted by all active volunteers. The Chapter Administrator assists with this by sending it out to volunteers at the beginning of the new program year and then as new volunteers are confirmed throughout the year.
10. Support the Immediate Past President in succession planning identifying strong candidates to join the board.
11. Act as a mentor and resource to fellow board members, providing guidance and support when navigating challenging situations or difficult conversations to ensure positive, solutions-focused outcomes.

Attendance and Time Commitment:

1. Mandatory attendance at monthly Board of Directors meetings (in person or video).
2. Attendance at two Board retreats.
3. Attendance at the Annual General Meeting (mandatory).
4. Attendance at official Chapter activities and functions, whenever possible.
5. Potential attendance at Chapter Business Summit, as directed by President/President-Elect.
6. Attendance at monthly OPP and VP calls.

Estimated time: 8 -10 hours a month

[Standard operating procedures](#)