

### Director of Events

- POSITION STATUS:** Director
- TERM:** One Year
- ELECTION PROCESS:** The Director of Events will be elected at the Fall Membership Meeting each year by the voting members of MPA.
- FUNCTION:** The Director of Events will oversee and plan the Winter Gala, the Annual Convention and the Fall Membership Gathering. The Director of Events will also oversee the Corporate Sponsorship Coordinator, the Exhibit Booth Coordinator, and the Door Prize Coordinator.
- SPECIFIC RESPONSIBILITIES:** The Director of Events will assume the following responsibilities:
1. Attend MPA board meetings and prepare the MPA Director of Events board report for each MPA Board meeting.
  2. Attend MPA, NFPA regional and NFPA national meetings as necessary.
  3. Supervise and act as board liaison for the Corporate Sponsorship Coordinator, the Exhibitor Booth Coordinator, the Door Prize Coordinator, the Winter Gala Chair and the Annual Convention Chair.
  4. Select a date for the Winter Gala, Annual Convention and Fall Membership Gathering.
  5. Attend and oversee the Winter Gala, the Annual Convention, the Fall Membership Gathering and Annual Convention Committee meetings.
  6. Determine a venue and obtain a contract with the venue provider for the Winter Gala, Annual Convention and Fall Membership Gathering.
  7. Supervise and coordinate with the Winter Gala Chair and the Annual Convention Chair to prepare the invitations to the Winter Gala, Annual Convention and Fall Membership Gathering.
  8. Supervise and coordinate with the Winter Gala Chair and the Annual Convention Chair to obtain and review the menus and determine food choices for the Winter Gala, Annual Convention and Fall Membership Gathering.

9. Supervise and coordinate with the Winter Gala Chair and the Annual Convention Chair to determine entertainment for the Winter Gala and speakers for the Annual Convention.
10. Supervise and coordinate with the Winter Gala Chair and the Annual Convention Chair volunteers for the Winter Gala, Annual Convention and Fall Membership Gathering registration table.
11. Supervise and coordinate with the Annual Convention Chair to prepare the Annual Convention program, handouts, speaker A/V needs, CLE credit.
12. Coordinate with the Corporate Sponsorship Coordinator to obtain sponsorships for the Winter Gala, Annual Convention and Fall Membership Gathering food, invitations and handouts.
13. Coordinate with the Door Prize Coordinator to obtain door prizes for the Winter Gala, Annual Convention and Fall Membership Gathering.
14. Coordinate with the Exhibitor Booth Coordinator to obtain exhibitors for the Annual Convention.
15. Monitor the budget for each event and act within the budget.
16. Coordinate with the Board to determine the Fall Membership Gathering program.

- DIRECT RESPONSIBLE POSITIONS:**
- Annual Convention Committee
  - Exhibitor Booth Coordinator
  - Networking Committee
    - Fall Gathering Coordinator
    - Gala Coordinator

**RECOMMENDED QUALIFICATIONS:** The Director of Events should have event planning experience and/or prior MPA committee chair or sectional leader experience and exhibit leadership skills.