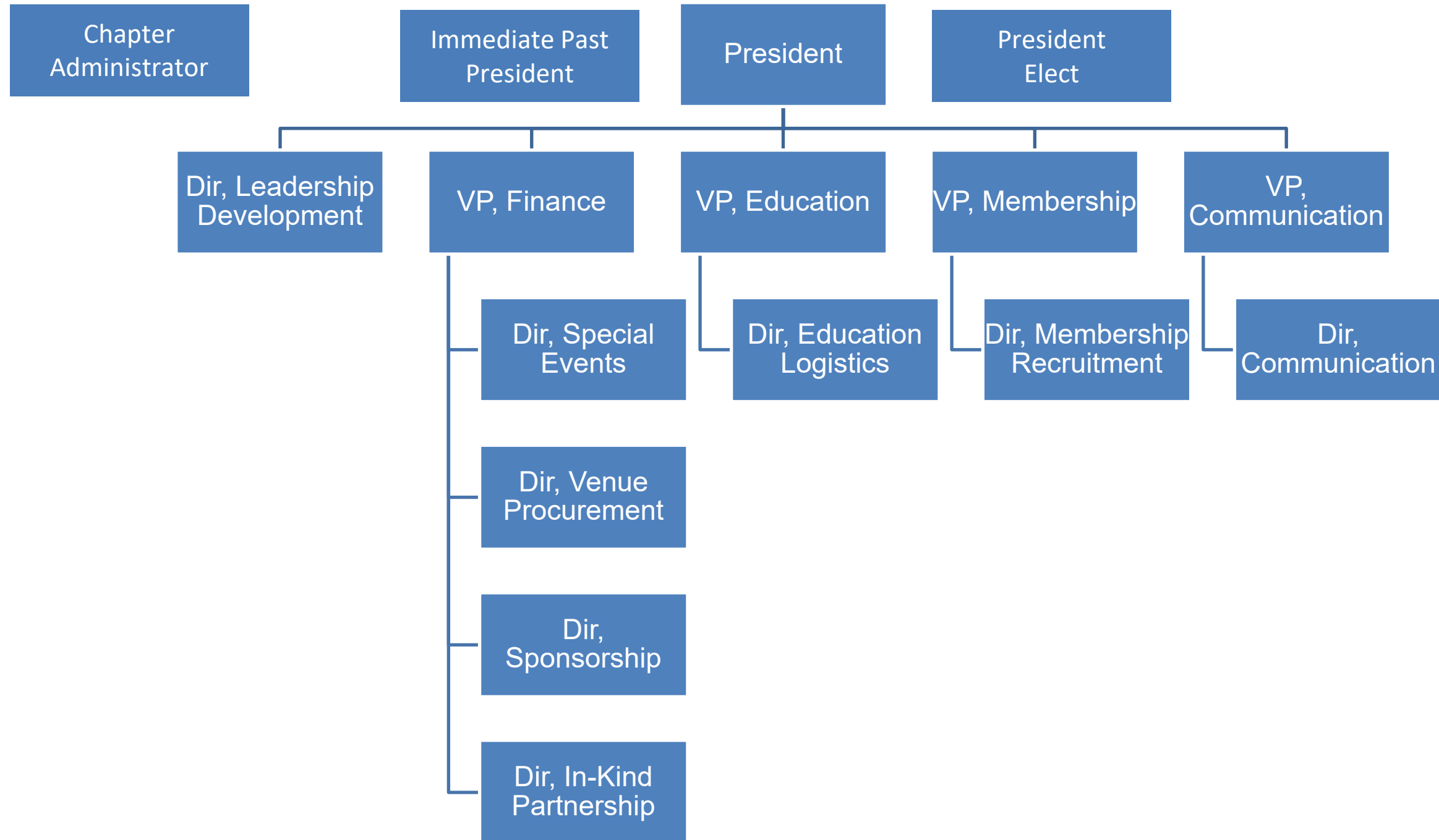
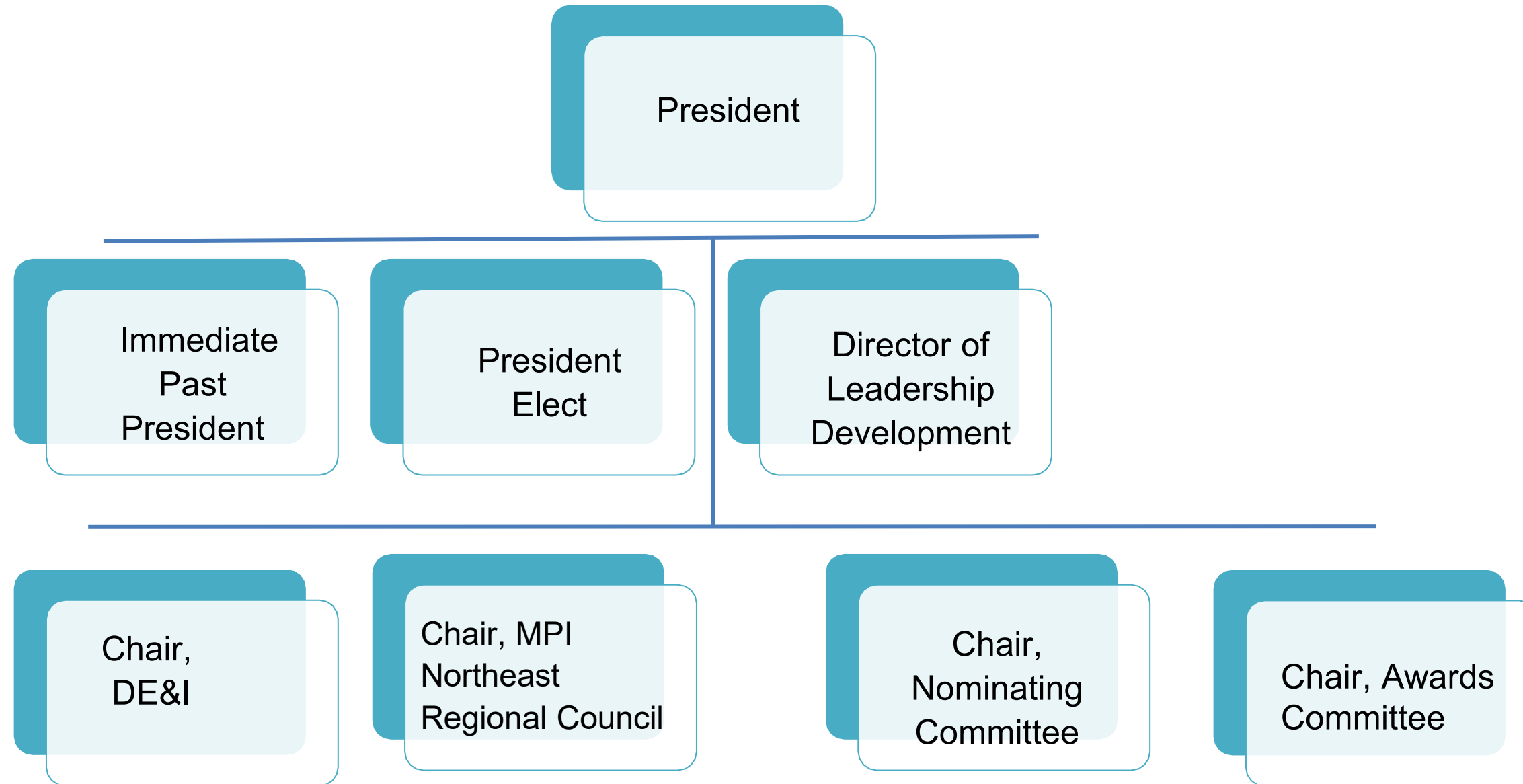


MPI Philadelphia Area Chapter - Organization Chart



OFFICE of the PRESIDENT



President– JOB RESPONSIBILITIES



Eligibility:

Member in good standing with (when possible) previous service as President Elect
Knowledgeable of the activities/affairs of the chapter
Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Directly responsible for communicating with and supervising the chapter officers and directors to ensure that all assignments are completed according to the strategic plan, the chapter is financially sound, and membership is advised of all progress.
- Serve as chair of all meetings of both the Executive Committee and Board of Directors, serve as a member of the Budget and Finance Committee
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board
- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
- Support and defend policies and programs adopted by the Board of Directors
- Prepare consent agenda for each board meeting and distribute prior to meeting
- Serve as an ex-officio member on all committees except the Nominating Committee
- Vote on issues brought before the Board of Directors only in the event of a tie
- Act as official spokesperson of the chapter
- Conduct annual Board Orientation and mid-year Board Retreat
- Submit budget needs for the following fiscal year
- In the event of a Chapter Administrator, oversee performance of Chapter Administrator/Executive Director, including monthly meetings and a yearly performance review.
- Serve as liaison between the chapter and MPI Headquarters
- Serve as a member of the Council of Chapter Presidents or appoint a designee
- Performs any other duties as assigned by the Board of Directors

Time Commitment:

- Term: 1 year or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at COCP meetings held in conjunction with PEC/WEC
- Attendance at Chapter Leadership Conference

Immediate Past President – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing with previous service as President
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process, and ensuring compliance with MPI elections calendar requirements.
- Chair the Awards Committee providing nomination and election process of annual awards program
- Support and defend policies and programs adopted by the Board of Directors
- Act as support/mentor to President
- Act as coach, advisor and counselor to board members and committees
- Attend monthly board meetings, chapter events and committee meetings
- Submit agenda items for Board of Directors meetings in advance of meetings
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Assemble materials necessary for COTY application and ensure timely entry of complete application form and support materials
- Chair Chapter's Past Presidents Council to provide for continued involvement of past presidents to support the strategic plan of the chapter
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Time Commitment:

- Term: 1 year or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions

President Elect – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing with service (when possible) 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

General 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
- 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
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI
- Act as coach, advisor and counselor to board members and committees
- 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
- Conduct transition meeting with successor
- 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

Time Commitment:

- Term: 1 year or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, official chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at COCP (non- voting) meetings held in conjunction with PEC/WEC
- Attendance at Chapter Leadership Conference

Director, Leadership Development – JOB RESPONSIBILITIES



Eligibility:

Member in good standing with (when possible) previous service as a committee member or chair
Knowledgeable of the activities/affairs of the chapter
Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Leadership Development Committee is responsible for the development of processes, procedures, tools, and programs to support the development of chapter leaders, effective succession planning, and the annual transition of volunteer duties. Primary program responsibility is the Annual All Team Meeting.

General Responsibilities:

- Initial and follow-up contact via phone and/or email to match members with volunteer opportunities that match their interests, time constraints, and goals for growth
- Helps plan and execute “All Team” networking event along with Venue Procurement and Special Events
- Outreach to existing committee members via phone and/or email to ensure committee involvement is satisfying their personal goals
- Selects committee to recognize in “Committee Spotlight” and provides info to MarComm
- Helps plan and execute “All Team Meeting” networking event

Time Commitment:

- Term: 1 year or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats

Chair, DE&I – JOB RESPONSIBILITIES



Eligibility:

Member in good standing with (when possible) previous service as a committee member or chair
Knowledgeable of the activities/affairs of the chapter
Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Our Membership is strong when all voices and perspectives are heard. MPI PHL seeks to create a welcoming environment at all times and for all people regardless of color, race, gender identity or expression, age, physically challenged etc.

General Responsibilities:

- Liaise with Education teams to assist in the identification of diverse speakers (LGBT+, POC, etc.)
- Coordinate with MPI PHL MarComm teams and PHL Diversity and other event industry affinity groups catering to marginalized groups to share upcoming MPI PHL event information and to identify opportunities for partnership
- Work with Membership to share information about Chapter and Jack Ferguson scholarships.

Time Commitment:

- Term: 1 year or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats

Chair, PPA Committee – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing with previous service as a Chapter President
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

- Past President's Advisory Committee is responsible for

General Responsibilities:

- Provide mentorship to members and upcoming Leaders.
- Consultation on chapter projects and ideas
- Engage with respective areas such as membership, marketing, finance etc. where the PP has specific interest. Offer wisdom, guidance, experience.
- Provide additional insight with Board Members.
- Members would not have a vote on any Board decisions. Purpose is for PPs to add value, recommend, consult.
- PPC may participate in a portion of the Board Retreats, with no voting privilege.
- PP's are free to focus on areas that he/she is interested. Objective is for PPs to get engaged again.
- Number of Past Presidents would be a total of 5 or 7, which includes the Chair. This provides an Odd number for any tie breakers.
- Depending on progress the first year, the past presidents selected could change from year to year.
- Objective is also to have a mix of Past Presidents from different timeframes.
- Past President does not have to be an active member to participate.

Time Commitment:

- Term: 1 year or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings as requested
- Attendance at Board retreats
- Quarterly or Monthly contact with assigned committee as needed

Chair, Nominating Committee – JOB RESPONSIBILITIES



Eligibility:

Member in good standing with (when possible) previous service as a committee member or chair
Knowledgeable of the activities/affairs of the chapter
Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

- Nominating Committee is responsible for identifying and promoting Board slate positions for the following year

General Responsibilities:

- Collate potential open Board slots
- Send out nominating forms / receive back and review
- Report out through OOP/IPP the nominations at the mid-year retreat
- Conduct interviews
- Make final recommendations / submit new Board slate for review no later than February 1st
- Submit final Board slate to MPI Global by March 1st

Time Commitment:

- Term: 1 year or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats

Chair, Awards Committee – JOB RESPONSIBILITIES



Eligibility:

Member in good standing that has won an award year before
Knowledgeable of the activities/affairs of the chapter
Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

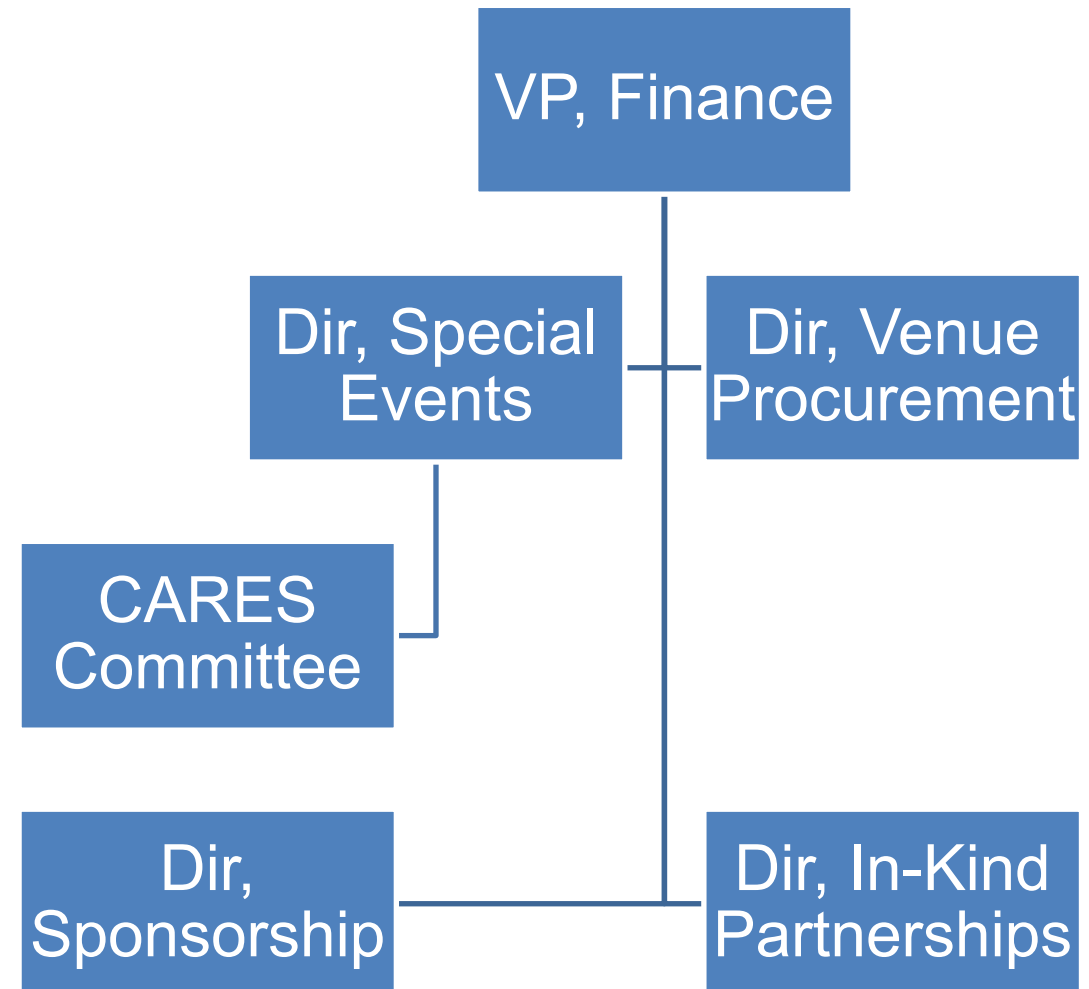
- Awards Committee will focus on the yearly award criteria planning, voting and distribution of our Chapter awards, as well as scholarship programs.
- Primary program responsibility is the Awards Gala.

General Responsibilities:

- Works with Finance/Special Events to create the Awards Gala

Time Commitment:

- Term: 1 year or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats



VP Finance – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Previous service (when possible) on Board of Directors
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Budget & Finance Committee
- Act as coach, advisor and counselor to assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board
- Manage and supervise chapter financial efforts, including:
 - Fundraising - fundraising events, auction
 - Special Events - golf outing, trade shows, special networking events
 - Strategic Alliances - Sponsorships, partnership marketing
 - Investments & Reserves - CDs, mutual funds, prudent reserve
- Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and paying all authorized invoices
- Ensure safekeeping of chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors
- Renew all permits and authorized post office boxes
- Prepare annual operating budget and ensure compliance once approved by the Board
- Ensure chapter is incorporated according to chapter minimum bylaws
- Comply with all governmental tax regulations and file chapter tax reports as required
- Ensure chapter complies with MPI bonding requirements
- Present up-to-date financial statements at each Board of Directors meeting
- Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to Board of Directors

Time Commitment:

- Term: 1 year or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, chapter activities and functions; Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Potential attendance at Chapter Leadership Conference, as directed by President

Director, Venue Procurement – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing with (when possible) previous service as a committee member or chair
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Venue Procurement is responsible for securing venues for the chapters programs and events.

General Responsibilities:

- Work with Monthly Programs and Special Events to develop specs for each space need
- Keep abreast of new and existing hotel and special event meeting space in and around Philadelphia.
- Develop RFPs for each monthly event
- Submit RFPs to identified venues
- Follow up with venues to get responses to RFPs
- Work with appropriate committees to estimate budgets and compare venues
- Secure venue for each monthly program
- Sourcing, Setup and Management of Digital & Hybrid environments

Time Commitment:

- Term: 1 year or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, chapter activities and functions and Board meetings
- Attendance at Board retreats
- Estimated time commitment (2-4 hours / month)

Director, Special Events – JOB RESPONSIBILITIES



Eligibility:

Member in good standing with (when possible) previous service as a committee member or chair
Knowledgeable of the activities/affairs of the chapter
Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Special events Committee is responsible for developing all programming that is not considered a monthly educational event.

Events typically include but are not limited to::

- All Team Meeting (in conjunction with Leadership Development)
- Holiday Party / Fall Fundraiser
- Networking Events
- CMP Luncheon (in conjunction with CMP Luncheon Chair and CMP Study Group Chair)
- Spring Awards Event

General Responsibilities:

- Work alongside Venue Procurement to identify specs needed to source locations and develop RFPs
- Work with VP of Finance on budget parameters
- Work with VP of Sponsorships on sponsor support and acknowledgement
- Work with Marketing to promote events and develop registration and attendance
- Develop agenda and programming if necessary
- Develop Run of Show guide to follow agenda
- Work with venue on F&B, develop BEOs including set up, AV, décor, rentals if needed, load in/load out
 - On site event management
- Fall Fundraiser/Winter Auction: Identify and secure auction donations and platform to manage bids
 - Develop marketing plan to solicit for auction goods
 - Develop marketing plan and content to advertise event to the Chapter
- Assign tasks to committee members as needed

Time Commitment:

- Term: 1 year or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, chapter activities and functions and Board meetings
- Attendance at Board retreats
- Estimated time commitment (1 hour / week + additional time as needed in the month prior to event dates)

Director, Sponsorships – JOB RESPONSIBILITIES



Eligibility:

Member in good standing

Previous service on a committee, preferably as a committee chair

Willing to give the time, energy, talents and enthusiasm required of the position

Good organizational, time-management, and budgeting skills

Committee Description: Sponsorship Committee is responsible for consolidation all of the Chapter's request for Sponsorship and In-Kind Partnerships into one comprehensive strategic business development plan so that we are able to raise more funds to benefit our members. Teams work to identify potential sponsors, maintain current sponsor relationships, oversee sponsorship benefit fulfillment, and ensure that sponsors receive value to their investment. The funds raised through sponsorship benefit our members as sponsorships allow the chapter to produce educational and other events that helps the membership professionally. The Sponsorship team reports to the Director, Sponsorship and the Vice President, Finance.

General Responsibilities:

- Provide direction and leadership in the securing of monthly, annual, program specific (EI) monetary sponsors to generate revenue and reward/acknowledge membership
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit board report and agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the following budget line items: Cash Sponsors, Monthly Meeting Sponsors and EI Sponsorship with the EI Committee
- Responsible for ensuring the fiscal responsibility of the Sponsorship programs
- Support and defend policies and programs adopted by the Board of Directors
- Communicate strategic issues relating to membership to Board of Directors
- Manage and achieve Business Plan Goals
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all contracts and bills/invoices of the committees within the Sponsorship category and forward appropriate paperwork to the VP of Finance

Time Commitment:

- Term: 1 year or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, chapter activities and functions and Board meetings
- Attendance at Board retreats

Director, In-Kind Partnerships – JOB RESPONSIBILITIES



Eligibility:

Member in good standing

Previous service on a committee, preferably as a committee chair

Willing to give the time, energy, talents and enthusiasm required of the position

Good organizational, time-management, and budgeting skills

Responsibilities:

- Serve as voting member of Board of Directors
- Provide direction and leadership in the securing of monthly, annual, program specific in-kind partners to increase the quality of chapter events, increase chapter resources, and reward/acknowledge membership
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit board report and agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the following budget line items: In-kind partners that will lower event costs and chapter spending
- Responsible for ensuring the fiscal responsibility of the Sponsorship programs
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting(s) with successor
- Perform other duties that may be delegated by the President and/or Board of Directors
- Manage and supervise committee efforts
- Communicate strategic issues relating to membership to Board of Directors
- Manage and achieve Business Plan Goals
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all contracts and bills/invoices of the committees within the Sponsorship/In-Kind category and forward appropriate paperwork to the VP of Finance

Time Commitment:

- Term: 1 year or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, chapter activities and functions and Board meetings
- Attendance at Board retreats

CARES Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

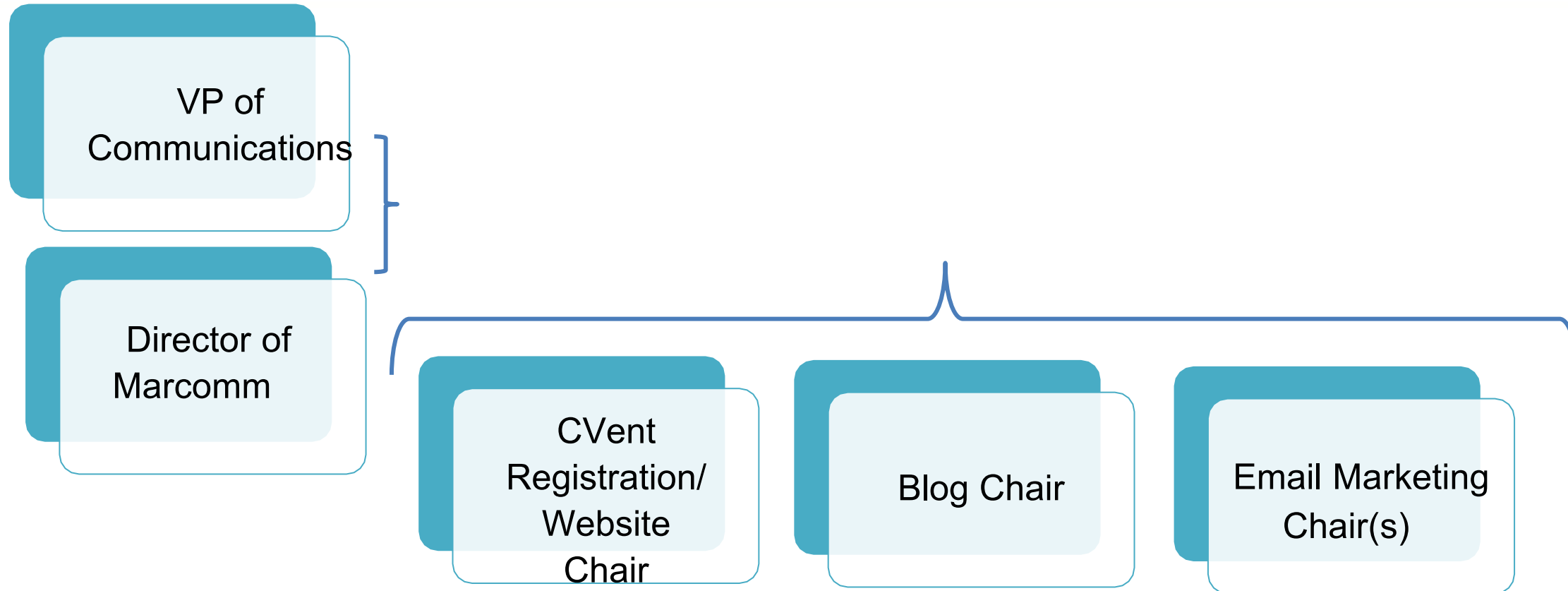
General Responsibilities:

- Work with committee members to identify and confirm charities to support during 2 Weeks of Giving (December & June)
- Facilitate registration for each Week of Giving
- Ensure successful execution and communication with charities leading up to and during each Week of Giving

Time Commitment:

- meet with MARCOMM VP & Director once a month
- Committee activities (8-10 hr/mo)

COMMUNICATIONS



VP OF COMMUNICATIONS – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills
- Excellent writing and editing skills

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit to agenda items to Chapter Administration in advance of Board Meetings.
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Monthly Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Board retreats
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Leadership Conference, as directed by President Committee activities (8-10 hr/mo)

Specific Responsibilities:

Lead all chairs that relate to communications to ensure goals as enumerated in the chapter business plan are met with respect to:

Public Relations
Community Outreach
Marketing Materials
Special Publications

Perform annual review of chapter email marketing strategy to ensure effectiveness as chapter communications tools.

Partner with Special Events and Education Teams to create event registration pages.

Partner with OOP and Membership or other Board Members on any online submissions through chapter website.

Oversee production of annual Cvent EI app in conjunction with Education Institute and with support/ assistance from education department and education institute committee

Oversee participation of chapter in community events via community outreach team

Liaise with chapter business administrator, directors and chairs of MPI Philadelphia area chapter, other MPI chapters, and other industry-related organizations to ensure promotion of chapter activities on chapter website, social media and eblast

Partner with Sponsorship to ensure sponsor fulfillments are being completed.

Partner with Sponsorship to help build sponsorship packages with benefits relating to communications.

Oversee Marketing Consultant to continue working to ensure chapter branding standards.

Updating and maintaining chapter branding guidelines.

Creating and management of Marketing Calendars.

Liaise with chapter business administrator on executing chapter member directory

Research and offer suggestions on ways that technological advances can enhance chapter communications.

Term:

ONE YEAR OR AS DETERMINED BY THE BOARD OF DIRECTORS AND CHAPTER BYLAWS

DIRECTOR, COMMUNICATIONS – JOB RESPONSIBILITIES



Specific Responsibilities:

- Lead all Chairs that relate to Communications under the VP of Communications
 - Connects
 - Social Media
 - Blog
- Ensure content is being deployed per the Marketing Calendar.
- Ensure all content is received by specified due dates.
- Communicate with the Board to collect content.
- Work with committee members to create graphics for social postings, Connects & Cvent.
- Work with VP of Communications to ensure chapter branding is being followed.
- Provide Board Members with requested artwork to ensure it meets branding standards. These include but not limited to Powerpoint Presentations, print materials & other marketing items that fall outside the Communication team's scope of work.
- Create and develop blog content.
- Develop and execute a plan to engage members on social media and increase following.
- Develop and execute a plan to create content to increase open rates on Connects.

Term:

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

Eligibility:

Member in good standing
Willing to give the time, energy, talents and enthusiasm required of the position
Good organizational skills
Excellent writing and editing skills

General Responsibilities:

Serve as voting member of Board of Directors
Attend monthly board meetings, chapter events and committee meetings
Act as coach, advisor and counselor to assigned committees
Submit to VP Communications agenda items for Board of Directors meetings in advance of meetings
Report on the strategies, successes and challenges of assigned committees to Board of Directors
Ensure the fiscal responsibility of the committee(s) to which position is assigned
Support policies and programs adopted by the Board of Directors
Conduct transition meeting with successor
Perform other duties that may be delegated by the President and/or Board of Directors

Time Commitment:

Regular attendance at monthly meetings and Board meetings
Attendance at Board retreats
Attendance at all official chapter activities and functions
Potential attendance at Chapter Leadership Conference, as directed by President
Committee activities (8-10 hr/mo)

SOCIAL MEDIA CHAIR – JOB RESPONSIBILITIES

**Eligibility:**

Member in good standing

Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

Assigns campaigns to committee members per their area of focus

Supervises social media committee and ensures completion of tasks through follow up

Like, share, promote, comment, otherwise engage with social media posts

Time Commitment:

Regular attendance at monthly social media committee meetings

Committee activities (10-15 hr/mo)

Social Media Committee Members – JOB RESPONSIBILITIES



Eligibility:

Member in good standing
 Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

create engaging social media campaigns for your area of focus including creation of initial graphic like, share, promote, comment, otherwise engage with social media posts

Time Commitment:

Regular attendance at monthly meetings social media committee meetings
 Committee activities (8-10 hr/mo)

Committee member	Role/Duty	Interacting with
Education events	Posts promoting educational monthly programs including EI	Education
Membership and Recognition	posts about members/people of MPI PHL (i.e. anniversaries, new members, CMP study group, scholarships, join MPI campaigns, connections campaign, etc)	Membership
Special events	special events posts, including CARES Weeks of Giving	Special Events (Finance)/CARES committee chair
Sponsorship and Global Campaigns	sponsored posts and MPI Global campaigns	Sponsorship (Finance), Social Media Chair
Ad Hoc Posts	Miscellaneous posts as requested by departments on a case by case basis (i.e. social justice, board nominations and announcements, holidays)	OOP/VP of MarComm/Special Projects Chair
Engagement	repost, like, share, respond to, engage with any posts we were mentioned in. Run LinkedIn Group page?	Notifications on social media channels

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Identify relevant blog topics and people who are interested/can contribute to MPI EYE Blog
- Minimum 1 blog per month, separate from contracted sponsorship content
- Coordinate with Paragon to get blog live
- Create graphics for blog post promotion on social media

Time Commitment:

- meet with MARCOMM VP/Director once a month
- Committee activities (1-5 hr/mo)

The link to the blog is: <https://www.mpi.org/chapters/philadelphia-area/chapter-news/blog>

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Coordinate (already created) copy and links to fit within Connects template document
- Follow up on content deadlines with departments that have requested content in Connects
- Create graphics as needed for Connects

Time Commitment:

- meet with MARCOMM VP/Director once a month
- Committee activities (8-12 hr/mo)

Stand Alone Email Marketing Co-Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Monitor requests and follow up on content deadlines with departments that have requested Stand Alone emails
- Create graphic for stand alone emails upon request
- Along with Director of MarComm, ensure that stand along requests are submitted to Paragon at least 1 week prior to the deployment date.

Time Commitment:

- meet with MARCOMM VP/Director once a month
- Committee activities (6-8 hr/mo)

Event Registration Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Work with VP of Communications to review Event Registration Forms submitted by Education, Special Events and OOP to ensure they are fully completed (Only VP can give final approval)
- Facilitate the launch of online registration with Chapter Administrator
- Create graphics for registration page and emails promoting the event to the chapter distribution list
- Communicate with the Director of MarComm, Social Media Chair and Email Marketing Chair(s) to ensure timely event promotion on social media channels and in the monthly Connects e-newsletter

Time Commitment:

- Meet with VP of Communications once a month
- Committee activities (4-6 hr/mo)

Special Projects Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

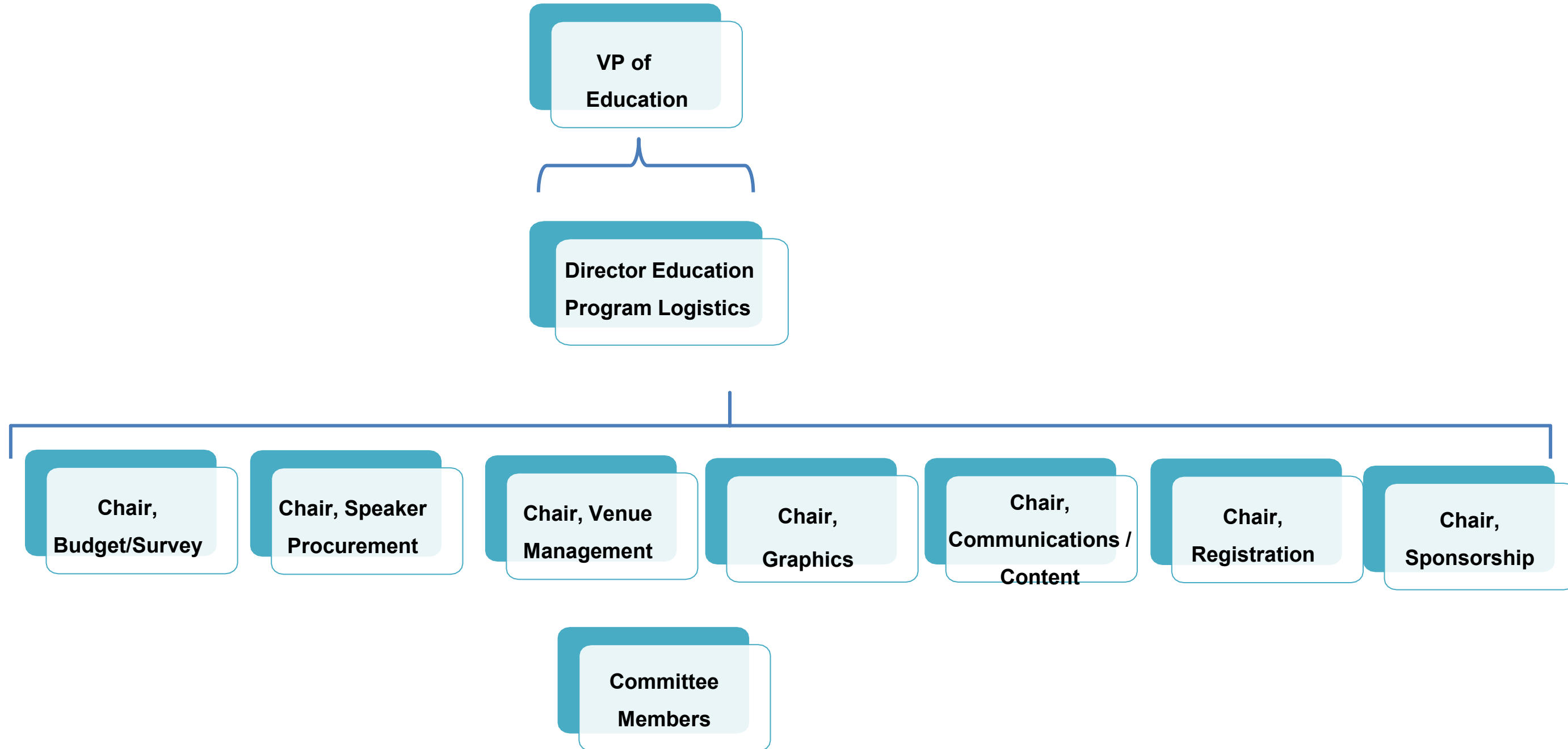
General Responsibilities:

- Work with VP of Communications, Director of MarComm and fellow MarComm Chairs to execute special projects on an as needed basis.
- Along with VP of Communication, liaise with the Office of the President and Social Media Chair to ensure that urgent social media message are executed across the appropriate channels
- Create or ensure the creation of graphics required for execution of Special Projects

Time Commitment:

- Meet with VP of Communications once a month
- Committee activities (4-6 hrs/mo)

EDUCATION



VP EDUCATION – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors
- Manage and supervise chapter educational efforts, including
 - Monthly Programs
 - Education Institute
- Manage the submission for and approval process for Continuing Education Units (CEUs) for Monthly Programs and EI
- Professional Development - Educational Content & Speaker Sourcing
- Special Educational Projects - Chapter/Regional Education Conference, Leadership Institutes, Women's Leadership Initiative, CMP/CMM, Multi-Cultural Initiatives
- Develop annual education plan in accordance with chapter strategies and MPI standards
- Communicate strategic issues relating to professional development to Board of Directors
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of the committees within the Education category and forward appropriate paperwork to the VP of Finance

Time Commitment:

- Term: 2 years or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, chapter activities and functions
- Attendance at Board meetings and retreats
- Potential attendance at Chapter Leadership Conference, as directed by President

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Monthly Programs Committee provides interesting and cutting-edge programs for monthly educational meetings, including guest speakers and activities designed for the professional development of our membership.

Education Institute Committee coordinates the annual day-long education program held in the late winter/early spring including marketing, logistics, securing special keynote & luncheon speakers ending with a round table discussion on what attendees learned from the day's programs.

General Responsibilities:

- Liaise with speaker to ensure speaker needs (transportation, lodging, audio/visual, marketing) are identified and met
- Complete and submit Web Posting Form so event can be listed on MPI PHL website
- Complete and submit event agenda to Dir. Monthly Programs
- Work with MarComm team to create marketing content
- Development and review of all Banquet Event Orders and AV orders
- On-site event management
- Lead Speaker Procurement Committee and oversee activities of Chair and Committee Members

Time Commitment:

- 1 year term
- Meet with Education VP/Director once per month
- Attend Monthly Programs as needed to promote activities
- Attend annual Retreats and Board Meetings
- Committee activities (1 hr/week during months of educational meetings)

Budget/Survey Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Works with both Monthly Programs and Education Institute to identify locations for Monthly Programs and EI

General Responsibilities:

- Work with Finance/VP of Finance to be clear on the budget for each Monthly Program and EI overall
- Work with Sponsor Chair and Sponsorship Committee regarding sponsor needs
- Develop and manage the creation of / deployment of / results collation of each post-event survey

Time Commitment:

- 1 year term
- Meet with Education VP/Director &/or Director of Monthly Programs once per month
- Committee activities (1 hr/week during months of educational meetings)

Speaker Procurement Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Works with both Monthly Programs and Education Institute to identify new speakers and topics as well as maintain the MPI PHL speaker list.

General Responsibilities:

- Research, propose, and recommend topics/ speakers for 5 monthly education programs and Education Institute each fiscal year
- Review past topics (2 years minimum) to ensure we are not duplicating topics/ speakers
- Review current “hot topics” in the industry
- Ensure content is consistent with EIC/ CMP Blueprint
- Work with Diversity and Inclusion Task Force to ensure speakers include topics and presenters from diverse backgrounds

Time Commitment:

- 1 year term
- Meet with Education VP/Director &/or Director of Monthly Programs once per month
- Committee activities (1 hr/week during months of educational meetings)

Venue Management Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Works with both Monthly Programs and Education Institute to identify locations for Monthly Programs and EI

General Responsibilities:

- Work with Finance/Venue Procurement and Special Events as needed to identify, contract and confirm venue locations for Monthly Meetings and Education Institute
- Assist managing venue logistics once location is contracted
- Work closely with additional committee chairs for all aspects of event set up including Run of Show, Speaker management, Sponsor management, AV needs, room sets, F&B and all venue related event details

Time Commitment:

- 1 year term
- Meet with Education VP/Director &/or Director of Monthly Programs once per month
- Committee activities (1 hr/week during months of educational meetings)

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Works with both Monthly Programs and Education Institute to identify marketing opportunities, create content and manage submissions to promote programs.

General Responsibilities:

- Work with Communications/VP of Communications and additional committee members to source imagery and create graphics needed to support communications pieces for Monthly Programs and EI
- Manage deadlines and submission requirements for each element
- Manage Trello Board cards for each program

Time Commitment:

- 1 year term
- Meet with Education VP/Director &/or Director of Monthly Programs once per month
- Committee activities (1 hr/week during months of educational meetings)

Communications/Content Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Works with both Monthly Programs and Education Institute to identify marketing opportunities, create content and manage submissions to promote programs.

General Responsibilities:

- Work with Communications/VP of Communications and additional committee members to promote Monthly Programs and Education Institute
- Create content for Newsletters, e-Blast communications and other vehicles to promote programs
- Manage Trello Board cards for each program
- Research, propose, and recommend topics/ speakers for 5 monthly education programs and Education Institute each fiscal year
- Review past topics (2 years minimum) to ensure we are not duplicating topics/ speakers
- Review current “hot topics” in the industry
- Ensure content is consistent with EIC/ CMP Blueprint
- Work with Diversity and Inclusion Task Force to ensure speakers include topics and presenters from diverse backgrounds
- Once speakers are identified and contracted or confirmed by Speaker Chair, manage materials, announcements, posts and promotions regarding topics and programs
- Manage Speaker needs, develop Powerpoint slides and contribute content as needed

Time Commitment:

- 1 year term
- Meet with Education VP/Director &/or Director of Monthly Programs once per month
- Committee activities (1 hr/week during months of educational meetings)

Registration Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Works with both Monthly Programs and Education Institute to manage registrations to Monthly Programs and EI

General Responsibilities:

- Work with Communications / VP Communications / Cvent-Event Registration Chair to develop and manage each registration site for Monthly Programs and EI
- Contribute specifics to Cvent-Event Registration chair on dates/times/locations
- Contribute to the development of registration fees for each program
- Manage communications or contributions on the department Trello Board

Time Commitment:

- 1 year term
- Meet with Education VP/Director &/or Director of Monthly Programs once per month
- Committee activities (1 hr/week during months of educational meetings)

Sponsor Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Works with both Monthly Programs and Education Institute to identify locations for Monthly Programs and EI

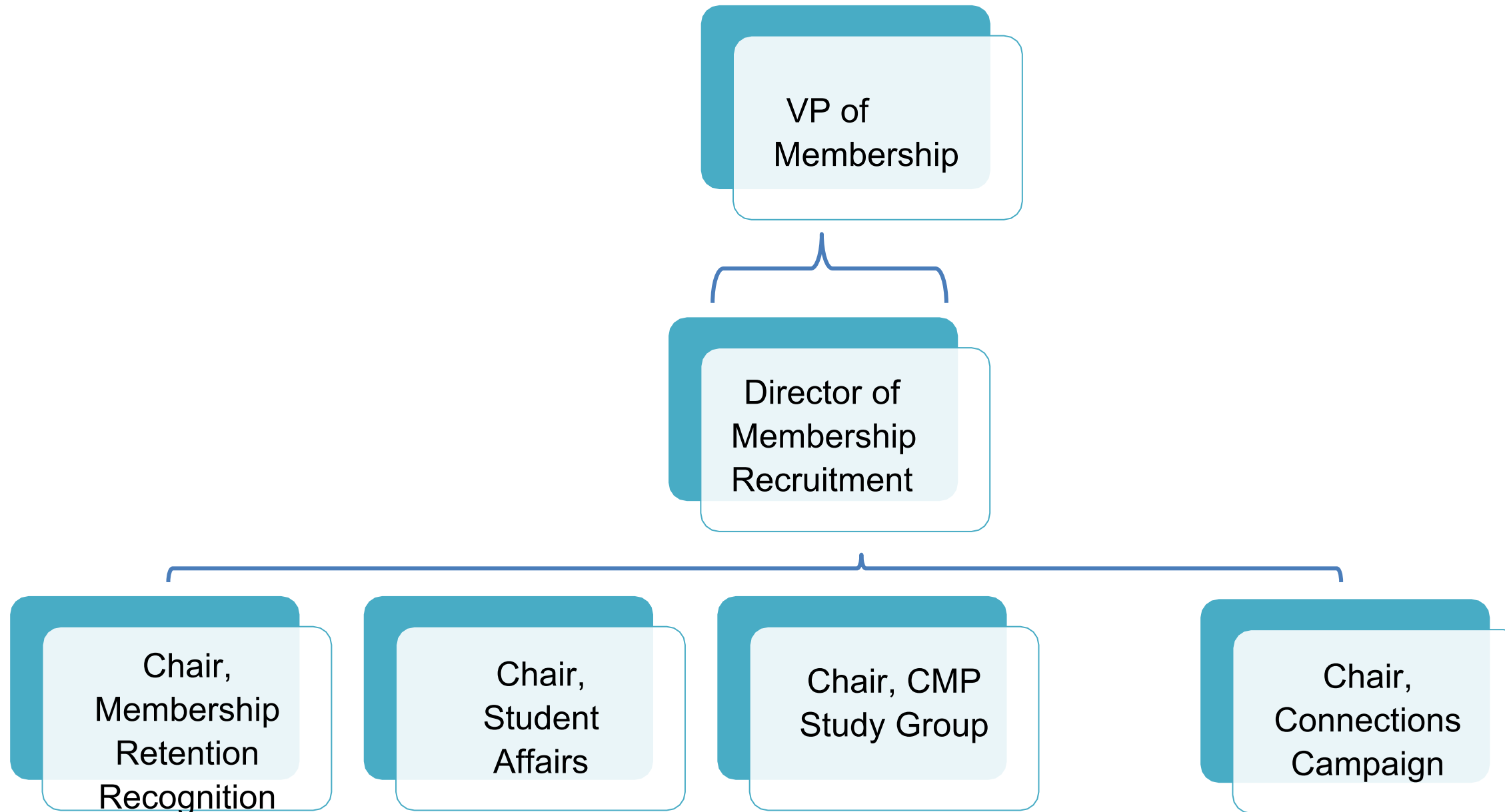
General Responsibilities:

- Work with Finance/VP of Finance to be clear on the budget for each Monthly Program and EI overall
- Work with Finance/Director of Sponsorships and Sponsorship Committee including Sponsorship Fulfillment regarding sponsor needs
- Assist Sponsorship Fulfillment to ensure that all event sponsors are receiving the agreed upon

Time Commitment:

- 1 year term
- Meet with Education VP/Director &/or Director of Monthly Programs once per month
- Committee activities (1 hr/week during months of educational meetings)

MEMBERSHIP



VP Membership – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Previous service on Board of Directors or Committee chair (when possible) preferably in a membership capacity
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Provide direction and leadership for the chapter's program to maintain and increase MPI membership
- Work with staff to maintain a current roster of chapter members
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors
- Manage and supervise chapter membership efforts, including
 - Recruitment – member recruitment, new member orientation
 - Member Care – member retention, hospitality
 - Awards & Scholarships – recognition programs, scholarships
- Communicate strategic issues relating to membership to Board of Directors
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors

Time Commitment:

- Term: 2 years or as determined by the Board of Directors and Chapter Bylaws
- Regular attendance at monthly meetings, chapter activities and functions
- Attendance at Board meetings and retreats
- Potential attendance at Chapter Leadership Conference, as directed by President

Director, Membership Recruitment – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Identify new Members for the chapter and reach out to expired Members. We do this through personal outreach, cultivation of students in the hospitality industry, and “Discover MPI” information sessions for potential Members.

- Recruitment teams are a part of the Membership team, and work closely with our Vice President, Membership and Director, Membership Recruitment.
- Membership Recruitment Committee focuses on the growth of our Chapter through the development of campaigns that identify and target prospective new members.
- Committee includes the Ambassador Club which is responsible for meeting and greeting attendees at all Chapter functions and providing a pre-meeting session for both non-members and new members to share Chapter information and benefits.
- Outreach to existing MPI PHL Members at least once during the fiscal year to personally invite to a monthly program and to check in on their progress within the chapter
- Outreach to existing MPI PHL Members at renewal time to ensure their concerns are addressed and encourage renewal
- Connect with new members when they join to connect them with a volunteer opportunity/ committee
- Outreach to new members 2x’s per year to invite to monthly programs and check in on their progress within the chapter
- Manage tasks and activities of Recognition Committee or Chair

General Responsibilities:

- Outreach to cancelled and expired members (4-6 per week) to encourage rejoining the chapter
- Outreach to Non-Member monthly event attendees to encourage them to join the chapter

Time Commitment:

- 1 year term
- Meet with Membership VP/Director once per month
- Attend Monthly Programs as needed to promote activities
- Committee activities (1-3 hr/mo)

Membership Retention Recognition Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Membership Retention Committee provides ongoing communication with members to ensure Chapter programs and professional benefits are provided through our Chapter's activities and projects. Committee also develops member recognition programs and drives efforts to increase member engagement and committee participation.

Recognition Committee develops member recognition programs and drives efforts to increase member engagement and committee participation.

General Responsibilities:

- Recognition of anniversaries and milestones on social media, with personal letters/ email, and with anniversary pins.

Time Commitment:

- 1 year term
- Meet with Membership VP/Director once per month
- Attend Monthly Programs as needed to promote activities
- Committee activities (1-3 hr/mo)

CMP Study Group Committee Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- When possible – holder in good standing of the CMP Designation
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

CMP Study Group coordinates the study course programs held each fall and spring to prepare participants for the semi-annual CMP exam. The committee plans the schedule and organizes the site-selection and facilitators.

General Responsibilities:

- Organize and lead the team of CMP Study Group facilitators to host and present study sessions
 - Study Group is held either 1x or 2x per year pending registration levels – one Saturday/week for 8-10 weeks to cover all study Domains + a practice exam
 - Develop promotional materials, eblasts and registration materials
 - Develop registration list with help from Marcom and Membership
 - Communicate syllabus to all registered participants and facilitators
 - Track attendance
 - Distribute and track post-session evaluations
- Co-Manage the annual CMP Luncheon with Special Events Director and CMP Luncheon Co-Chair

Time Commitment:

- 1 year term
- Meet with Membership VP/Director once per month
- Attend Monthly Programs as needed to promote activities
- Committee activities (5-10 hr/mo)

CMP Luncheon Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- When possible – holder in good standing of the CMP Designation
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

Our CMP Luncheon recognizes those who have earned the CMP and/or CMM designations; this committee works with our Venue Procurement and Education teams to identify a presenter and topic as well as plan and execute this luncheon.

General Responsibilities:

- Work with Venue Procurement to secure location for luncheon
- Work with Education team to identify topic and keynote presenter for luncheon
- Work with Special Events to design event, create Run of Show and confirm details with selected venue
- Plan event menu, arrange AV, and other event logistics
- Work with MarComm to create marketing content to promote luncheon to area CMP/ CMM designees.

Time Commitment:

- 1 year term
- Meet with Membership VP/Director once per month
- Attend Monthly Programs as needed to promote activities
- Committee activities (2 hr/mo + as needed 1 month prior to event date)

Connections Campaign Committee Chair – JOB RESPONSIBILITIES



Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

Committee Description:

The committee is responsible for the promotion of the MPIPHL Connections Campaign, which tracks and promotes member-to-member business interactions, as well as recognizes members for their efforts to buy MPI and demonstrate ROI for MPI PHL Membership and involvement.

General Responsibilities:

- Create annual marketing plan with strategic dates for promotions/ contest through MPI PHL marketing channels
- Create recognition opportunities (eg: small monthly prizes, annual prize, tracked by total number submissions, tracked by overall dollar amount submitted, etc.)
- Source prizes based on recognition opportunities
- Develop, reproduce, and oversee distribution of submission forms
- Track and manage Connection Campaign submissions

Time Commitment:

- 1 year term
- Meet with Membership VP/Director once per month
- Attend Monthly Programs as needed to promote activities
- Committee activities (2-4 hr/mo)