COMMITTEE PROCESS GUIDES

(CPGs)

December 2017

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Annual Conference & Expo (ACE)**
BUDGET STATUS: **For Profit**

PURPOSE:
Provide a major source of income and offer quality educational opportunities and expo for members and potential new members, consistent with current industry trends.

OBJECTIVES:
- Brand Recognition
- Increase/improve marketing efforts to attract quality planner attendance and past/new exhibitors
- Meet or exceed MPINCC ACE budget as major profit event for the chapter

TASKS & PROCEDURES:

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Appoint and engage Committee Co-Chairs	President-Elect	Two months prior to Annual Planning Retreat	Provide to VP Finance, Dir Special Events for their engagement process with Committee Chairs Engagement at all levels (P-E, VP Finance, Dir. Special Events & ED) should set expectations regarding committee work, developing a committee, leadership training and chapter event participation	Current Committee Roster Member Directory Leadership and past committee chair referrals Volunteer Development
Work closely with Executive Director and Director Special Events to understand goals and overview of ACE	Committee Chairs	Annual Planning Retreat	Work with Executive Director and Dir. Special Events	Chapter Budget Chapter Business Plan MPI ACE Plan Template
Complete and submit Team Status Reports in a timely manner	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Special Events and VP Finance for review, approval, finalization and submission.	Director Special Events

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Recruit new committee members	Committee Chairs	MPI Committee Tradeshow at first meeting of fiscal year Call new volunteers within 2 weeks of contact info being rec'd	Confirm table at tradeshow with office. Obtain materials needed from office and/or supply own incentive items Volunteer Development	Office Member directory
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Work with Special Projects Committee to ensure smooth delivery of educational programs – "education liaison"	Committee	6 months prior-onsite ACE	Special Projects Committee plans and executes actual educational component of ACE in collaboration with ACE Committee. ACE committee maintains open communication and synchronization of Expo and education aspects.	Special Projects Committee Office Industry Publications & website re current trends
Create timeline of event	Committee Chairs	Six months prior to ACE	Committee Chairs work with Office to update timeline. Timeline is reviewed with Director of Special Events and VP Finance**.**	Director of Special Events Office
ACE promotion in *Perspective,* email blasts (Cvent) and social media as soon as location and theme selected	Marketing Committee & Office	Six months prior to ACE	Committee Chairs pass information to Executive Director, VP/Director of Marketing to distribute information	MPI Social Media Event exhibitor prospectus & attendee invitation
Secure General Service Contractor and any sponsors; make sure they know what their commitments and benefits are	Office/ Committee	Six months prior to ACE	After vetting GSC and sponsors with requirements listed in Event RFP, provide to Office (who executes all contracts) Office leads RFP/vetting process for all show vendors. Provide to Sponsorship Committee (for venue and program sponsors)	Event RFP Member Directory
Develop target list for New Exhibitors	Committee	Six months out contact organizations that have not exhibited	Office, Sponsorship Committee, other event committees	Office, other members, contacts in committee's business circle, through email solicitations received by committee. MPI Global Directory

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Create/update Exhibitor Prospectus	Office	Five months (or earlier if possible) prior to ACE	Office, Marketing Committee	MPI Global Directory Partner Association's directories Past Exhibitor Prospectus
Electronic invitations	Office	16-20 weeks before ACE	Office distributes collateral and incentive information to potential exhibitors. Multiple booth/pricing options available Office distributes separate invitation to Planners for event registration.	Cvent MPI Social Media MPI Directory
Provide Committee Members/volunteers to act as greeters and work in bags and programs.	Committee	One month before event	Provide volunteer names to Office so scripts and instructions can be sent to volunteers the day before the event Partner with Special Projects Committee Volunteer Development	Script Past day of volunteer list Marketing Committee for social media promotion
Onsite logistics	Office & Committee	Onsite	Office manages registration. Office operates all onsite logistics including managing general services contractor, caterer, entertainment, etc. Office gives guarantees. Only office staff can authorize additional services/F&B onsite. ACE Committee assists at registration as human arrows, show bag/ribbon desk/mobile app/show game (if any) Special Projects Committee Chairs for day of staffing for education workshops Emerging Professionals Committee for special needs	Contracts and BEO's are negotiated, signed and maintained by Office
Thank you letters	Committee	Within 2 weeks post event	Committee writes thank you letters to all sponsors, committee members and others involved in the planning and production of the ACE Develop letter in conjunction with office so key event statistics can be included.	Records of sponsors MPI directory Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **ACE Education**
BUDGET STATUS: **Not for Profit**

PURPOSE: Execute Chapter collaborate with the Annual Conference & Expo (ACE) Committee on educational content for the Annual Conference & Expo.

OBJECTIVES:

- Increase ACE Attendee Satisfaction by 3%
- Collaborate with the Annual Conference & Expo Committee on education for the Annual Conference & Expo
- Arrange for 10-15 sessions

TASKS & PROCEDURES:

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Appoint and engage Committee Co-Chairs	President-Elect	Two months prior to Annual Planning Retreat	Provide to VP Education, Dir Education & Executive Dir. for their engagement process with Committee Chairs Engagement at all levels (P-E, VP Ed, Dir. Ed & ED) should set expectations regarding committee work, developing a committee, leadership training and chapter event participation	Current Committee Chair Roster Current Committee Lists Member Directory Leadership Referrals
Work closely with Dir. Education, VP Education, President & Executive Director to understand education goals, topics, and specific speaker ideas for the year.	Committee	Annual Planning Retreat	Work with Dir. Education , VP Education, President & Executive Director Include Annual Conference & Expo committee for ACE education plan	Completed Calendar MPI Speaker Resource Other Industry Sources, Lists and Experts Suggested topics collected from Registration Surveys and Post-Event Surveys MPI Education Plan Template Speakers Bureaus

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Complete and submit Team Status Reports in a timely manner.	Committee Chairs	Ongoing – set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Education and VP Education for review, approval, finalization and submission.	Director Education Committee report template
Recruit new committee members	Committee chairs	MPINCC Committee Tradeshow at first meeting of fiscal year Call new volunteers within 2 weeks of contact information being received	Confirm table at tradeshow with office. Obtain materials needed from office and/or supply own incentive items Volunteer Development	Office Member Directory
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Finalize expert presenters	Committee	Three-four months prior to ACE	Work closely with Office (who negotiates and executes all contracts) ACE Chair or committee liaison Director and VP Education	Completed Calendar MPI Speaker Resource Other Industry Sources, Lists and Experts Suggested topics collected from Post-Event Surveys MPI Education Plan Template Speakers Bureaus Speaker Information Form

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Provide session information including presenter bio, high-res photo, session description and social media info	Committee	Four months prior to ACE	Office uses this information to create Speaker Information Sheet and add session information to ACE invitation	Speaker Information Sheet
Electronic invitations	Office	3-4 months prior to ACE	Office distributes information to chapter database	Cvent MPI Social Media
Provide Committee Members to scan badges and act as ACE Workshop Educational Assistants	Committee	One month before event	Provide volunteer names to Office Partner with ACE Committee Marketing Committee Volunteer Development	Script Past day of volunteer list MPI Social Media
Thank you letters	Office/Committee	Within 2 weeks post event	Office writes thank you letters to all sponsors, speakers and others involved in the planning and production of ACE	Office provides note cards Records of sponsors MPI directory

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Awards & Recognition**
BUDGET STATUS: **Not for Profit**

PURPOSE:
To recognize and reward outstanding members who have made significant contributions towards the success of the Chapter, Strategic Plan and three supporting objectives throughout the year. Create educational opportunities to prepare meeting professionals for the future.

OBJECTIVES:

- Recognize MPINCC Volunteers through key activities
- Award a minimum of 1 WEC and 1 CMPU scholarship
- Present a minimum of 4 MPQ awards and the Annual Awards

TASKS & PROCEDURES:

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Appoint and engage Committee Co-Chairs	President-Elect	Two months prior to Annual Planning Retreat	Provide to VP Membership, Dir Member Relations for their engagement process with Committee Chairs Engagement at all levels (P-E, VP Finance, Dir. Special Events & ED) should set expectations regarding committee work, developing a committee, leadership training and chapter event participation	Current Committee Roster Member Directory Leadership and past committee chair referrals Volunteer Development
Complete and submit Team Status Reports in a timely manner.	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Member Relations and VP Membership for review, approval, finalization and submission.	Director Member Relations
Power Players	Committee Chairs	2 weeks prior to event	Committee Chairs and Co-Chairs to Nominate on TSR ~~Documents~~ (Team Status Reports) Office and Programs Committee create a form for accurate recognition during Programs to include: ribbons on badges of recipients, table placards and announcement in President's script. Submit Power Player list to Volunteer Development for tracking into leadership roles.	Committee Chair Monthly Reports Office for ribbons and registration Pages 17-21 of the **Policy & Procedures Manual**

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Quarterly MPQ Award presented at PEP or PBP	Committee Chairs	6 weeks prior to event	Members and Board to submit nominations Office submits Power Player nominations to A&R Committee who sends MPQ Applications to nominees Nominees to submit applications and A&R committee to score applications President, VP, Director, ED to approve awards Office for detail assistance in ordering, day-of planning, etc. Marketing Chair to send announcements to *Perspective* President for announcements Past Awards & Rec Committee to shadow MPQ4 Process	Nomination Forms/Website Application Forms Pages 17-21 of the **Policies & Procedures Manual**
Annual Awards at Annual Gala & Silent Auction	Committee Chairs	6-8 weeks prior to event	Members and Board to nominate for various awards Nominees to submit applications and A&R committee to score applications President, VP, Director, ED to approve awards Office for detail assistance in ordering, day-of planning, etc Marketing Chair to send announcements to *Perspective* President, Office and Gala Committee representative for announcements at Gala and inclusion in Gala program.	List of Qtrly Award and Power Player Recipients Nomination Forms/Website Application Forms Pages 17-21 or the Policies & Procedures Manual
Scholarships~1 WEC and 1 CMPU	Committee Chairs	Three months prior to Event (WEC or CMPU)	Members to Apply CMPU Committee and Office to promote on website and at events. Marketing Committee to review message.	Website and social media to promote Applications

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Chairman's Challenge**
BUDGET STATUS: **For Profit**

PURPOSE:
Provide an activity through which funds are raised for MPI Foundation and members and non-members network and build business relationships.

OBJECTIVES:

- Provide an activity to foster fundraising, networking and professional business development
- Serve as a fundraiser for MPI Foundation
- Attract both MPINCC member and non-member participants

TASKS & PROCEDURES:

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Appoint and engage Committee Co-Chairs	President-Elect	Two months prior to Annual Planning Retreat	Provide to IPP for his/her engagement process with Committee Chairs Engagement at all levels should set expectations regarding committee work, developing a committee, leadership training and chapter event participation	Current Committee Roster Member Directory Leadership and past committee chair referrals Volunteer Development
Work closely with IPP & Executive Director to understand goals and overview of Chairman's Challenge	Committee Chairs	Annual Planning Retreat	Work with IPP & Executive Director	Chapter Budget Chapter Business Plan
Complete and submit Team Status Reports in a timely manner	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Special Event	Director Special Events
Recruit new committee members	Committee Chairs	MPI Cmte Tradeshow at first meeting of program year Call new volunteers within 2 wks of receiving contact info	Confirm table at tradeshow with office. Obtain materials needed from office and/or supply own incentive items Volunteer Development	Office Member directory

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Create timeline of event	Committee Chairs	Four months prior to event	Committee Chairs create timeline and bring to IPP for approval	IPP
Select and secure venue	Committee & Office	Three months prior to event	After vetting venue with requirements listed in Event RFP, provide to Office (who executes all contracts) Provide to Partnerships Committee (for venue and program sponsors)	Event RFP Member Directory
Chairman's Challenge promotion in *Perspective,* email blasts and social media as soon as location and theme selected	Marketing Committee & Office	Three months prior to event	Committee Chairs pass information to Executive Director, VP/Director of Marketing to distribute information	MPI Social Media
Secure sponsors; make sure they know what their commitments and benefits are (cater, entertainment, décor, etc)	Committee	Three months prior to event	After vetting sponsors with requirements listed in Event RFP, provide to Office (who executes all contracts) Provide to Partnerships Committee (for venue and program sponsors)	Event RFP Member Directory
Electronic invitations to MPI members and potential attendees	Office	6 weeks – 8 weeks before event	Office distributes information that includes event specifics – date, timing, fees, etc. Marketing Committee	Cvent Newsflash MPI Social Media MPI Directory
Onsite logistics	Office & Committee	Onsite	Office manages registration. Committee operates all onsite logistics including managing caterer, entertainment, etc. Office gives guarantees. Only office staff can authorize additional services/F&B onsite.	Contracts and BEO's are signed and maintained by Office
Thank you letters	Committee	Within 2 weeks post event	Committee writes thank you letters to all sponsors, committee members and others involved in the planning and production of Holiday Event.	Records of sponsors MPI directory Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE**: CMP/CMM**
BUDGET STATUS: **Not for Profit**

PURPOSE:
Execute CMP University

OBJECTIVES:

- Deliver CMP University

TASKS & PROCEDURES:

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Appoint and engage Committee Co-Chairs	President-Elect	Two months prior to Annual Planning Retreat	Provide to VP Education, Dir Education & Executive Dir. for their engagement process with Committee Chairs Engagement at all levels (P-E, VP Ed, Dir. Ed & ED) should set expectations regarding committee work, developing a committee, leadership training and chapter event participation	Current Committee Chair Roster Current Committee Lists Member Directory Leadership Referrals Volunteer Development
Work closely with Director of Education to understand education goals, topics, and associated budget for the year.	Chair, Co-Chair	Annual Planning Retreat	VP Education Director Education	Completed Calendar Past CMP Program Speaker Lists & Evaluations EIC web site, staff, official resource manuals
Complete and submit Team Status Reports in a timely manner.	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Special Events and VP Finance for review, approval, finalization and submission.	Director Education

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Recruit new committee members to be Speakers and Room Monitors and committee members (all must be CMPs)	Committee chairs	MPI Committee Tradeshow at first meeting of fiscal year Call new volunteers within 2 weeks of contact information being received	Confirm table at tradeshow with office. Obtain materials needed from office and/or supply own incentive items	Office Member Directory Past committee rosters Volunteer Development
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Discuss best practices with at least 5 other MPI Chapters through networking, CMP Conclave if possible.	Committee	By September 30	Work with Director Education	Other MPI chapters EIC web site, Study Group Leader resources, Conclave materials
Obtain verbal commitments on scheduled venue(s) from January through June (CMP-U) ~~and December (Winter Refresher)~~	Committee	Three months prior to first session	After vetting venue with requirements listed in Event RFP, provide to Office (who executes all contracts & BEOs) Provide to Sponsorship Committee (for venue and program sponsors)	Completed Calendar Member Directory Event RFP
If pursuing collaboration with other MPI Chapters, research and obtain verbal commitment from online hosting company	Committee	Three months prior to each session	Provide requirements to Office (who executes all contracts) Provide to Sponsorship Committee (for program sponsors)	Completed Calendar Member Directory Event RFP

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Finalize expert presenters	Committee, designated Speaker Coordinator	Nine weeks prior to each CMP-U session	Work with Office to identify past/potential speakers and confirm speaking engagement through email communication Marketing Committee	Completed Calendar Previous CMP session speaker lists, evaluation scores Speaker Information Form Social Media
Provide session information including presenter bio, high-res photo, session description and social media info	Committee	Two months prior to each session	Send completed Speaker Information Form and graphics to office Provide program description to Marketing Committee (who provides editing and engages social media). Marketing Committee sends edits back to Programs Committee who makes edits and sends final version to Office for inclusion in Cvent invitation	Social Media strategy and policy Speaker Information Form
Present CMP pins to MPINCC member new CMP's	Chair, Co-Chair	August PEP, Oct PBP, May PEP	Awards & Recognition Committee Office (to order pins) and regarding CMP pin presentation script	EIC for list of new CMP's Script
Provide Committee Members to introduce speakers and act as CMPU Workshop Room Monitors	Committee	Four weeks before each session	Room Monitor coordinator sends room monitors information, speaker bios, etc. for each session	Script
Administer evaluations for each session and a summary evaluation at the conclusion of the sessions.	Committee	At each session (administered by room monitors) and following the final session (administered by Office)	Office	Evaluation template
Thank you letters	Committee	Within 2 weeks post event	Committee writes thank you letters to all sponsors, speakers, committee members and others involved in the planning and production of event	Office provides note cards Records of sponsors MPI directory

COMMITTEE: **Community Involvement**
BUDGET STATUS: **Not for Profit**

PURPOSE:
To create networking opportunities and volunteering opportunities for MPINCC membership through group community outreach activities.

OBJECTIVES:

- Develop 1-3 community outreach activities working with local organizations/non-profits.

TASKS & PROCEDURES:

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Appoint and engage Committee Co-Chairs.	President-Elect	Two months prior to Annual Planning Retreat	Provide to VP Communications, Dir Marketing for their engagement process with Committee Chairs Engagement at all levels (P-E, VP Communications, Dir. Marketing) should set expectations regarding committee work, developing a committee, leadership training and chapter event participation	Current Committee Roster Member Directory Leadership and past committee chair referrals Volunteer Development
Complete and submit Team Status Reports in a timely manner.	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Marketing and VP Communications for review, approval, finalization and submission.	Director Marketing
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow at August PEP MPI Committee Tradeshow at first meeting of fiscal year Call new volunteers within 2 weeks of contact information being received	Office – to confirm table at committee tradeshow. Board Director for guidance on materials needed.	Committee Rosters Member Directory Volunteer Development
Item	***Accountable***	***Deadlines***	***Interdependencies***	***Resources***

Party				
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Develop 1-3 community outreach activities working with local organizations - to enhance the mission of MPINCC	Community Involvement Committee	Annual Board Retreat	Approval by VP of Communications – send to Board as FYI Office	VP of Communications Board
Develop Community Involvement component for Thanks for Giving	Community Involvement Committee	8 weeks prior to Thanks for Giving	Thanks for Giving Committee Chosen organization Office	Thanks for Giving Committee
Offer consultation on charities for the Corks & Forks committee – i.e., advise which charities have been worked with in the past, etc.	Community Involvement Committee	8 weeks prior to event	Corks & Forks Committee Chosen organization Office	Past Organizations list
Set dates, locations and market through Cvent and social media for outreach activities	Community Involvement Committee	8 weeks prior to event	Consult annual calendar and President-Elect (who becomes president in new fiscal year) Once details finalized send to Marketing to proof/send out to social media outlets Once approved send to office for Cvent invitation	Office CVENT Marketing Committee
Submit info to marketing for press releases per event (1-3 releases to support objective)	Community Involvement Committee	8 weeks prior	Marketing/Office/*Perspective*	Marketing Committee Office
Submit questions for a post event survey per event, if applicable, to office. The office will distribute the survey.	Community Involvement Committee	Send with copy for Cvent	Marketing/Office	Marketing Committee
Write Wrap Up Report – who attended, what happened, how it was beneficial –and document details in Committee Report	Community Involvement Committee	When next committee report is due		

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Culinary Event**
BUDGET STATUS: **For Profit**

PURPOSE:
Provide a business and networking opportunity for chapter members, cultivate new members by inviting potential members who enjoy wine/beer/spirits and food. Increase revenue for the chapter.

OBJECTIVES:

- Plan an interactive culinary and wine/beer/spirits experience designed to encourage networking and solidarity among chapter members
- Obtain a title sponsor with high revenue return and provide options for mutual gain
- Demonstrate value added to membership by focusing on planner participation by offering an education workshop (coordinated by the Programs committee), which will generate increased sponsorship from suppliers inside and outside of our chapter

TASKS & PROCEDURES:

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Appoint and engage Committee Co-Chairs	President-Elect	Two months prior to Annual Planning Retreat	Provide to VP Finance, Dir Special Events for their engagement process with Committee Chairs Engagement at all levels (P-E, VP Finance, Dir. Special Events & ED) should set expectations regarding committee work, developing a committee, leadership training and chapter event participation	Current Committee Roster Member Directory Leadership and past committee chair referrals
Work closely with Executive Director and Director Special Events to understand goals and overview of Corks & Forks	Committee Chairs	Annual Planning Retreat	Work with Executive Director & Dir. Special Events	Chapter Budget Chapter Business Plan
Complete and submit Team Status Reports in a timely manner	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Special Events	Director Special Events
Recruit new committee members	Committee Chairs	MPI Cmte Tradeshow at August PEP Call new volunteers within 2 wks of contact info being rec'd	Confirm table at tradeshow with office. Obtain materials needed from office and/or supply own incentive items Volunteer Development	Office Member directory
Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***

Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Create timeline of event	Committee Chairs	Four months prior to Culinary Event	Committee Chairs create timeline and bring to Director of Special Events for approval	Director of Special Events
Obtain sponsors (cash sponsors and/or in-kind donations for equipment, F&B, etc.)	Committee	3-4 months prior to Culinary Event	After vetting sponsors with requirements listed in Event RFP, provide to Office (who executes all contracts) Sponsorship Committee promotes opportunities through Sponsorship Prospectus	Event RFP Member Directory Sponsorship Committee
Select and secure venue	Committee/Office	Three months prior to Culinary Event	After vetting venue with requirements listed in Event RFP, provide to Office (who executes all contracts) Provide to Sponsorship Committee (for venue and program sponsors)	Event RFP Member Directory
Event promotion in *Perspective,* email blasts, and social media as soon as location and theme selected	Marketing Committee & Office	Three months prior to Culinary Event	Committee Chairs pass information to Executive Director, VP/Director of Marketing to distribute information	MPINCC Social Media Cvent Invitations
Electronic invitations to MPI members and potential attendees	Office	6 weeks – 8 weeks before Culinary Event	Office distributes information that includes event specifics – date, timing, fees, etc.	Cvent MPI Social Media MPI Directory
Onsite logistics	Office & Committee	Onsite	Office manages registration. Committee operates all onsite logistics including managing caterer, entertainment, etc. Only office staff can authorize additional services/F&B onsite.	Contracts and BEO's are signed and maintained by Office
Provide Committee Members/volunteers to act as Day-of Volunteers	Committee	One month before event	Provide volunteer names to Office so scripts and instructions can be sent to volunteers the day before the event Volunteer Development	Script Past day of volunteer list Marketing Committee for social media promotion
Thank you letters	Committee	Within 2 weeks post event	Committee writes thank you letters to all sponsors, committee members and others involved in the planning and production of the culinary and wine experience.	Records of sponsors MPI directory Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Emerging Professionals**
BUDGET STATUS: **Not for Profit**

PURPOSE:
To engage and retain Emerging Professionals Members and professionals in their first three years in the industry through outreach to local universities, producing Emerging Professional events and providing career building opportunities.

OBJECTIVES:
- Maintain a minimum of 50 Emerging Professionals memberships
- Create an engaging environment for Emerging Professionals
- Produce Emerging Professional events

TASKS & PROCEDURES:

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Appoint and engage Committee Co-Chairs	President Elect	Two months prior to Spring Planning Retreat	Past years Committee Co-Chairs for recommendations on successors Director and VP Education	Current Committee Roster Member Directory Leadership and past committee chair referrals Volunteer Development
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow at August PEP Call new volunteers within 2 weeks of contact information being received	Office – to confirm table at committee tradeshow. Board Director for guidance on materials needed.	Office Member directory
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Complete and submit Team Status Reports in a timely manner.	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Member Administration and VP Membership for review, approval, finalization and submission.	Director Member Relations Office

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Emerging Professionals Webpage	Emerging Professionals Committee	Initial Update of forms and contact information in July Update on a monthly basis or as needed with Emerging Professionals event info.	MPINCC office administrator Marketing Committee	MPINCC Office and marketing Committee to update website
Provide Emerging Professionals Scholarships for attendance at ACE which utilizes at least 40% of the budget	Emerging Professionals Committee	November	Office provides Emerging Professionals chairs with discount codes to be when students register for ACE	ACE invitation
Provide a strong presence at a minimum of 2 local universities	Emerging Professionals Committee	July 1 – contact all faculty on contact list with introduction Attend Emerging Professionals planned events at SFSU, USF, Cal State EB and SJSU as notified by faculty	None	Faculty contact list
Emerging Professionals Members Newsletter	Emerging Professionals Committee - Sub Committee for Marketing	Quarterly issues starting in August	Marketing Committee Executive Director	Newsletter template Current Emerging Professionals Membership list from MPINCC Office
Emerging Professionals Corner in *Perspective*	Emerging Professionals Committee - Sub Committee for Marketing	Work with *Perspective* managing editor to establish issue deadlines.	*Perspective* Managing Editor	Send to MPINCC Office & *Perspective* Managing Editor
Finalize Venue for Emerging Professionals Event	Emerging Professionals Committee - Sub Committee for Events	Two months prior to each Event	Work closely with Office (who negotiates and executes all contracts)	MPINCC Office to issue Contract & Check

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Finalize presenters for Emerging Professionals Event	Emerging Professionals Committee - Sub Committee for Events	1 month – 3 weeks prior to each Event	Marketing Committee	Member Directory University Faculty MPIWEB Speaker Lists Other Industry Sources, Lists and Experts
Market Emerging Professionals events on MPI social media outlets and through faculty	Emerging Professionals Committee - Sub Committee for Marketing	1 month prior to event market to Emerging Professionals 1-2 weeks prior to each session use social media	Marketing Committee	Current Emerging Professionals member list Faculty Email groups MPINCC Twitter and Facebook Pages
Coordinate onsite logistics for Emerging Professionals Events	Emerging Professionals Committee - Sub Committee for Events	Send Set-up & AV requirements to Office 2 weeks before event Print Handouts day before	Committee coordinates logistics onsite to include: Set-up, AV, schedule, on-site handouts and vendor coordination. Report to office attendance list	Contracts and BEO's are signed and maintained by Office & Emerging Professionals Committee BEOs signed by office
Promote Internships	Emerging Professionals Committee - Sub Committee for Internship/Volunteer	Send out internship opportunities to Emerging Professionals with in 1 week of receipt	Marketing Committee for social networking Office to update website	Current Emerging Professionals member list Faculty Email groups
Promote Volunteer Opportunities	Emerging Professionals Committee - Sub Committee for Internship/Volunteer	Update list by April Emerging Professionals Event. Pass out at event and email to Emerging Professionals members and faculty	Volunteer Development	Internship template Current Emerging Professionals member list Faculty Email groups
Promote MPI in Classrooms	Committee	5 times per year		Committee
Create Informational Interview Tool Kit/Mentorship	Emerging Professionals Committee - Sub Committee for Internship/ Volunteer	Ongoing	Board of Directors Executive Director	Need to create templates and contact list MPI website

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **MPI Foundation Chapter Liaison**
BUDGET STATUS: **Not for Profit**

PURPOSE:
To reinforce the value and to strengthen the relationship of the MPI Foundation with the individual member through the chapters by establishing a knowledgeable MPI Chapter Leader within each chapter to serve as a liaison with the MPI Foundation Board and Staff.

OBJECTIVES:

- 4 times per program year, promote the significance of member, chapter and company contributions by acting as the local volunteer representative of the MPI Foundation to the chapter.
- Participate in MPI Foundation conference calls with other MPI Foundation chapter liaisons and network with them at MPI and other industry events.

TASKS & PROCEDURES:

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Immediate Past President fills the role of MPI Foundation Chapter Liaison	President –Elect Immediate Past President	Two months prior to Spring Planning Retreat	N/A	N/A
Complete and submit Team Status Reports in a timely manner.	IPP	Ongoing - set date before each Board Meeting	IPP completes report & alerts ED re completion	MPI Foundation Liaison MPI Chapter Business Manager IPP's in other chapters. MPINCC Past Presidents Executive Director
Participate in MPI Foundation conference calls	IPP	Quarterly	Chapter President, Executive Director and CBM	Chapter Business Manager to provide conference call calendar
Communicate to members the contributions and resources of the MPI Foundation via many channels: www.mpincc.org, presentations at chapter meetings or other methods	IPP	Quarterly	Chapter President, Executive Director and CBM	Executive Director, Marketing Committee MPI Web, Foundation Materials

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Establish two-way communication link between MPI Foundation staff and the chapter	IPP	Mid-August	CBM, MPI Foundation Board, Executive Director	MPI staff directory
Learn about and understand the programs and deliverables of the MPI Foundation	IPP	Mid-August	CBM, MPI Foundation Board, Executive Director	MPI Web and MPI Foundation Annual Goals and Objectives and programs/resources
Assist with the identification and development of new project ideas that will benefit the chapter	IPP	One month prior to mid-year retreat	MPINCC Board, Executive Director, CBM, MPI Foundation Board	Other MPI chapter programs, Other industry sources/foundation programs
Network with other MPI Foundation chapter liaisons via industry events	IPP	Twice a year	MPI Foundation Board, other chapter liaisons	MPI Industry Calendar
Promote the importance of chapter members becoming participants in an annual giving program	IPP	Quarterly	Programs Committee, Executive Director	Chapter Meetings

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Gala**
BUDGET STATUS: **Not for Profit**

PURPOSE:
Provide a networking opportunity that is conducive to a successful silent auction, fun, entertaining and incorporates: dinner, the presentation of the annual chapter awards and installation of the new board of directors.

OBJECTIVES:

- Provide a cohesive and entertaining evening which celebrates the accomplishments and goals of the past year
- Install new board of directors
- Attract both MPINCC member and non-member participants

TASKS & PROCEDURES:

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Appoint and engage Committee Co-Chairs	President-Elect	Two months prior to Annual Planning Retreat	Provide to VP Finance, Dir Special Events for their engagement process with Committee Chairs Engagement at all levels (P-E, VP Finance, Dir. Special Events & ED) should set expectations regarding committee work, developing a committee, leadership training and chapter event participation	Current Committee Roster Member Directory Leadership and past committee chair referrals Volunteer Development
Work closely with Director Special Events, VP Finance & Executive Director to understand goals and overview of gala	Committee Chairs	Annual Planning Retreat	Work with Dir. Special Events, VP Finance & Executive Director	Chapter Budget Chapter Business Plan MPI Gala Plan Template Past Gala Chair
Complete and submit Team Status Reports in a timely manner	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Special Events	Director Special Events

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Recruit new committee members	Committee Chairs	MPI Committee Tradeshow at first meeting of fiscal year Call new volunteers within 2 weeks of contact information being received	Confirm table at tradeshow with office. Obtain materials needed from office and/or supply own incentive items Volunteer Development	Office Member directory Committee roster
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Create timeline of event	Committee Chairs	Four months prior to gala	Committee Chairs create timeline and bring to Director of Special Events for approval	Director of Special Events
Select and secure venue	Committee/Office	Three months prior to gala	After vetting venue with requirements listed in Event RFP, provide to Office (who executes all contracts) Provide to Sponsorship Committee (for venue and program sponsors)	Event RFP Member Directory
Gala promotion in *Perspective,* email blasts and social media as soon as location and theme selected	Marketing Committee & Office	Three months prior to gala	Committee Chairs pass information to Executive Director, VP/Director of Marketing to distribute information	MPI Social Media
Secure sponsors; make sure they know what their commitments and benefits are (catering, entertainment, décor, etc)	Committee	Three months prior to gala	After vetting sponsors with requirements listed in Event RFP, provide to Office (who executes all contracts) Provide to Sponsorship Committee (for venue and program sponsors)	Event RFP Member Directory
Electronic invitations to MPI members and potential attendees	Office	6 weeks – 8 weeks before gala	Office distributes information that includes gala specifics – date, timing, fees, etc.	Cvent MPI Social Media MPI Directory

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Onsite logistics	Office & Committee	Onsite	Office manages registration. Committee operates all onsite logistics including managing caterer, entertainment, etc. Office gives guarantees. Only office staff can authorize additional services/F&B onsite.	Contracts and BEO's are signed and maintained by Office
Thank you letters	Committee	Within 2 weeks post event	Committee writes thank you letters to all sponsors, committee members and others involved in the planning and production of the gala	Records of sponsors MPI directory Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Holiday Event**
BUDGET STATUS: **For Profit**

PURPOSE:
Provide a festive atmosphere that promotes member interaction including food, beverage and entertainment

OBJECTIVES:

- Provide an entertaining evening to foster networking and professional business development
- Serve as a fundraiser for the chapter
- Attract both MPINCC member and non-member participants
- Provide space for annual charitable donation drive and/or CSR activity coordinated by Community Involvement committee

TASKS & PROCEDURES:

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Appoint and engage Committee Co-Chairs	President-Elect	Two months prior to Annual Planning Retreat	Provide to VP Finance, Dir Special Events for their engagement process with Committee Chairs Engagement at all levels (P-E, VP Finance, Dir. Special Events & ED) should set expectations regarding committee work, developing a committee, leadership training and chapter event participation	Current Committee Roster Member Directory Leadership and past committee chair referrals Volunteer Development
Work closely with Director Special Events, VP Finance & Executive Director to understand goals and overview of Thanks for Giving	Committee Chairs	Annual Planning Retreat	Work with Dir. Special Events, VP Finance & Executive Director	Chapter Budget Chapter Business Plan
Complete and submit Team Status Reports in a timely manner	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Special Event	Director Special Events
Recruit new committee members	Committee Chairs	MPI Cmte Tradeshow at first meeting of program year Call new volunteers within 2 wks of receiving contact info	Confirm table at tradeshow with office. Obtain materials needed from office and/or supply own incentive items Volunteer Development	Office Member directory

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Create timeline of event	Committee Chairs	Four months prior to event	Committee Chairs create timeline and bring to Director of Special Events for approval	Director of Special Events
Select and secure venue	Committee & Office	Three months prior to event	After vetting venue with requirements listed in Event RFP, provide to Office (who executes all contracts) Provide to Sponsorship Committee (for venue and program sponsors)	Event RFP Member Directory
Holiday Event promotion in *Perspective,* email blasts and social media as soon as location and theme selected	Marketing Committee & Office	Three months prior to event	Committee Chairs pass information to Executive Director, VP/Director of Marketing to distribute information	MPI Social Media
Secure sponsors; make sure they know what their commitments and benefits are (cater, entertainment, décor, etc)	Committee	Three months prior to event	After vetting sponsors with requirements listed in Event RFP, provide to Office (who executes all contracts) Provide to Partnerships Committee (for venue and program sponsors)	Event RFP Member Directory
Liaise with Community Involvement Committee which will provide onsite drive and/or CSR activity at Holiday Event	Committee	Two months prior to event	Community Involvement Committee Office for inclusion in Holiday Event Cvent invitation	Community Involvement Committee Office
Electronic invitations to MPI members and potential attendees	Office	6 weeks – 8 weeks before event	Office distributes information that includes event specifics – date, timing, fees, etc. Marketing Committee	Cvent Newsflash MPI Social Media MPI Directory
Onsite logistics	Office & Committee	Onsite	Office manages registration. Committee operates all onsite logistics including managing caterer, entertainment, etc. Office gives guarantees. Only office staff can authorize additional services/F&B onsite.	Contracts and BEO's are signed and maintained by Office
Thank you letters	Committee	Within 2 weeks post event	Committee writes thank you letters to all sponsors, committee members and others involved in the planning and production of Holiday Event.	Records of sponsors MPI directory Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE**: Marketing**
BUDGET STATUS: **Not for Profit**

PURPOSE:
To position MPINCC and MPI as the leaders in the Meetings Industry by validating and elevating meeting planning as a profession through our communications to our membership.

OBJECTIVES:

- To create and maintain effective communication channels to distribute membership information in a powerful and meaningful way.
- To increase Social Media presence.

TASKS & PROCEDURES:

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Appoint and engage Committee Co-Chairs	President-Elect	Two months prior to Spring Planning Retreat	Past years Committee Co-Chairs for recommendations on successors Director and VP Communications should set expectations regarding committee work, developing a committee, leadership training and chapter event participation	Current Committee Roster Member Directory Leadership and past committee chair referrals Volunteer Development
Complete and submit Team Status Reports in a timely manner.	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Marketing and VP Communications for review, approval, finalization and submission.	Director of Marketing VP Communications
Recruit new committee members	Committee Chairs	MPI Committee Tradeshow at first meeting of fiscal year Call new volunteers within 2 weeks of contact information being received	Confirm table at tradeshow with office. Obtain materials needed from office and/or supply own incentive items Volunteer Development	Office Member directory

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Develop a strategic social networking plan	Marketing Committee	August	Director of Marketing and VP Communications for review, approval, finalization and submission.	Director of Marketing VP Communications
Reporting on Social Media Increases – send to Dir of Marketing and VP Communications	Marketing Committee	Monthly	Dir of Marketing and VP Communications	Social Media outlets
Maintain a minimum of 3 social media networks (Twitter, LinkedIn, Facebook)	Marketing Committee	Annual	LinkedIn, Facebook & Twitter representatives	
Develop Strategic Partners to Cross-market MPINCC (CVB, industry publications, other MPI Chapters) Current industry publication partners are: *SmartMeetings, Northern California Meetings + Events, Meetings Focus, San Francisco Business Times, Bay Area Meetings*.	Marketing Committee	Annual	BOD and Office	Industry publication partners
Promote all events/activities across Social Media outlets	Marketing Committee	Ongoing	All committees	
Ensure MPINCC Message is consistent throughout all outbound material	Marketing Committee	Ongoing	All committees sending out material Office	
Create Press Release for Community Outreach Activities – send to *Perspective* and Media Partners	Marketing Committee	1 week prior to scheduled activity 1 week post activity	Community Outreach Chair Office	

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Nominating Committee**
BUDGET STATUS: **Not for Profit**

PURPOSE:
Manage the nominations process and effectively evaluate and select candidates to serve on the Board of Directors for the coming program year.

OBJECTIVES:

- Secure more applications than board positions available
- Present the new slate to the membership by January 30 for approval. Slate is due to MPI on March1.

TASKS & PROCEDURES:

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
IPP Acts as Committee Chair	President - Elect	Two months prior to Spring Planning Retreat	Past years Committee Co-Chairs for recommendations on successors President All VP's and Directors	Committee Roster Volunteer Development tracking sheet
Complete and submit Team Status Reports in a timely manner	Committee Chairs	Ongoing - set date before each Board Meeting	IPP completes report & alerts ED re completion	MPI Chapter Business Manager IPP's in other chapters. MPINCC Past Presidents Executive Director
Develop Nominating Committee that has at least eight members (President, President-Elect and Executive Director are automatic members), based on chapter Policies & Procedures and present committee candidates to the Executive Committee	IPP	By end of September/mid-October	Chapter President and President Elect, Executive Director	Past Presidents, Past Committee Rosters, influential chapter members
Solicit /encourage candidates to apply through multiple channels of communication such as: chapter events, mpincc.org, chapter leaders, executive director.	IPP with President-Elect	End of Q2 of Program Year	Chapter President and President Elect, Executive Director, Board of Directors, Committee Chairs/Co-Chairs	Past and Current Committee Rosters, Past Presidents

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
All members are eligible to complete the Candidate Interest Form (C.I.F.). The basic qualifications for each board level are: Director: Those members who have been ACTIVE on an MPINCC Committee will be given the highest consideration. Officer: Must have served one year as a director. President: Must have served two years as a member of the board, one of which was that of President-Elect. Must be an MPI member in good standing for at least two years.	Committee	Mid- January	Chapter President and President Elect, Executive Director, Volunteer Development	
The Nominating Committee meets at least 30 days after the CIF Forms have been distributed to membership and reviews each completed submission using the criteria outlined in the chapter Policies & Procedures	Committee	January/February	NOTE: IPP, President, President-Elect, ED to review MPI's candidate rating system	
By Feb 15, the Executive Director posts a slate of one candidate for each vacancy on the MPINCC Board of Directors to the membership. If there are no petitions after 30 days, the slate is considered official. On April 1 the slate is presented to MPI.	Committee	Mid-February	IPP, Executive Director	

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Partnerships**
BUDGET STATUS: **For Profit**

PURPOSE:
Raise cash by selling Program Sponsorships for the Professional Education Programs and chapter Special Events throughout the program year, selling raffle tickets at Professional Education Programs and special events, and selling all other partnership opportunities offered by the chapter as outlined in the Partnership Opportunities documents. Raise cash through Holiday Event, Culinary Event and Annual Gala Auction.

OBJECTIVES:

- Build interest in sponsoring programs and fill open partnership opportunities. Develop committee members so that a minimum of two committee members are selling raffle tickets at Professional Education Programs and special events.
- Solicit items to be raffled and bid upon at the Holiday Event and Annual Gala & Silent Auction.

TASKS & PROCEDURES:

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Appoint and engage Committee Co-Chairs.	President-Elect	Two months prior to Annual Planning Retreat	Provide to VP Finance, Dir Fundraising/ Sponsorship for their engagement process with Committee Chairs Engagement at all levels (P-E, VP Finance, Dir. Fundraising/Sponsorship & ED) should set expectations regarding committee work, developing a committee, leadership training and chapter event participation.	Current Committee Roster Member Directory Leadership and past committee chair referrals Volunteer Development
Complete and submit Team Status Reports in a timely manner.	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Fundraising & Sponsorship and VP Finance for review, approval, finalization and submission.	Director Fundraising & Sponsorship
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow at August PEP Call new volunteers	Office – to confirm table at committee tradeshow. Board Director for	Committee Rosters Member Directory Volunteer

		within 2 weeks of contact information being received	guidance on materials needed.	Development
Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested and serve as a resource for finding sponsorship for those committees	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Review/update current sponsorship materials	VP Finance Director Sponsorship Chair, Co-Chair Executive Director	July 15	Office	Partnership Opportunities Documents Sponsorship Plans from Other Large MPI Chapters
Liaise with any interest coming into the MPI office about Program Sponsorships.	Chair	Ongoing/Monthly	Programs Committee regarding venue selection Office	Partnership Opportunities Documents Event RFP Education Plan Annual Calendar Annual Membership Mailing MPI – Email Campaigns
Make calls nationally to CVB's with potential interest in sponsoring Professional Education Programs	Committee Members	Ongoing/Monthly	Office	Partnership Opportunities Documents Event RFP Annual Calendar Membership Directory (MPINCC & MPI)
Develop lists, make calls and email other potential Companies and Organizations for Program Sponsorship Opportunities	Chair Co-Chair Committee Members	Ongoing/Monthly	Office	Previous Sponsors Partnership Opportunities Documents Event RFP Annual Calendar
Maintain list of current sponsors (Venue, etc.) from Special Events to include	Chair Co-Chair	Ongoing/Monthly	Holiday Event, Culinary Event and Gala Committee Chairs	

Holiday Event, Culinary Event, and Gala			Office	
Write “Thank You” notes to Program Sponsors	Chair Co-Chair Committee Member	Within 2 weeks of Program	Office (Request MPINCC Branded Thank You Cards)	Office
Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Receive Program Sessions 9 weeks prior to Professional Education Programs allowing for selling time for Sponsorships	Director Chair Co-Chair	9 weeks prior to PEP & PBP’s	Marketing Committee **Programs C**ommittee Office	
Liaise with CMP, Holiday Event, Culinary Event, Gala, and Annual Conference & Expo to assist in additional Sponsorship needs	Chair Co-Chair		Gala Holiday Event Culinary Event Annual Conf & Expo CMP Programs ACE Education	
Work with interested parties to create other cash sponsorship packages	Committee Chair & Co-Chair, Director, VP, ED		Most committees + Office	Partnership Opportunities Documents Event RFP Annual Calendar
AUCTIONS RELATED ACTIVITIES				
Follow up with past years donors and solicit items for upcoming Raffles/Auctions.	Split among committee members	Aug/Sep/Oct/Nov Mar/Apr/May	Office	Lists of past donors Membership Directory (run a list of new members in last 6 months)
Revise list of suggested donations.	Committee Chair/Co-Chair/Members	August	Office	Sales from previous events (value, opening bid, final bid)
Review Auction Donation Form and Revise	Director/ Committee Chair/ Co-Chair	August	Office	Past Auction Donation Forms
Be the liaison for MPINCC efforts and those interested in donating auction items	Committee Chair	Ongoing	Chairs/Co-Chairs/Members of Other Committees Office	-Annual Membership Mailing -BOD List -Cmte Chair List
Determine Auction Format	Director Chair Co-Chair	1 Month Prior to Event	Office Auction Software/Bidding Device Company	Office

			AV Company	
Establish packages by combining item donations	Chair Co-Chair	Two Weeks Prior to Event	Office	Office Auction Donation Forms/item descriptions
Set up on location at Holiday Event and Annual Gala & Silent Auction	Committee Chair, Co-Chair & Committee Members	Event Day	Holiday Event, Gala Committees and Office (for schedule, space, tables, linens, signage, etc.)	
Write 'Thank You' Cards	Chair Co-Chair Committee	Within 2 weeks post-event	Office - MPINCC-branded Thank You cards	Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Past President's Council**
BUDGET STATUS: **Not for Profit**

PURPOSE:
Continue Past President engagement with the Chapter and offer resource for current Leadership Team to assist with achieving chapter goals and objectives.

OBJECTIVES:
• Engage past presidents at least 3 times per program year
• Recruit at least one past president to speak at a educational program or write an article for *Perspective*
• Recruit at least one past president to serve on the Nominating Committee

TASKS & PROCEDURES

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Immediate Past President acts as liaison to Past President's Council	IPP	Quarterly	Past years Committee Co-Chairs for recommendations on successors Director and VP Education Executive Director	Committee Roster Previous IPP Executive Director
Complete and submit Team Status Reports in a timely manner	Committee Chairs	Ongoing - set date before each Board Meeting	IPP completes report & alerts ED re completion	Previous IPP Past Presidents Executive Director
Personally invite all past presidents to attend an event during the program year	IPP	December 1	President, President Elect, Executive Director	Membership guide Past Presidents list on Web site
Invite all past presidents and a guest to attend the president's reception prior to the annual gala	IPP	May 15	President, President Elect, Executive Director	Membership guide Past Presidents list on Web site
Invite all past presidents to join the Past President's Council	IPP	August 15	President, President Elect, Executive Director	Membership guide Past Presidents list on Web site
Council to meet at least once per program year before spring retreat	IPP	March 1	President, President Elect, Executive Director	Membership guide Past Presidents list on Web site

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: ***Perspective***
BUDGET STATUS: **Not for Profit**

PURPOSE:
The *Perspective* Committee works to produce a high-quality publication that provides insightful and useful information about the meetings and hospitality industry. Additionally, it serves as a platform to recognize members, and for members to contribute quotes, articles, and announce moves and life changes.

OVERALL GOALS:

- Expand the educational value of the newsmagazine by including new columns that address a variety of industry issues. The focus of the columns is determined at the start of each program year by the President, VP Communications, *Perspective* Managing Editor and *Perspective* Chair.
- Develop and distribute a production schedule to all committees and board.
- Work with individuals in specialized areas of the meetings industry to produce feature articles.
- Provide an equal opportunity for all members to be highlighted.
- Promote Buy MPI by providing sponsors of chapter programs and events with maximum visibility possible through *Perspective*.
- Ensure the publication is fully funded through advertising dollars by supporting Naylor, LLC's advertising sales by regularly providing data, lists and leads.

TASKS & PROCEDURES:.

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Appoint and engage Committee Co-Chairs	President-Elect	Two months prior to Annual Planning Retreat	Provide to VP Communications & Executive Director for their engagement process with Committee Chairs Engagement at all levels (P-E, VP Communications & ED) should set expectations regarding committee work, developing a committee, leadership training and chapter event participation	Current Committee Roster Member Directory Leadership and past committee chair referrals
Work closely with President, VP Communications & Executive Director to understand goals and overview of magazine	Committee Chairs	Annual Planning Retreat	Work with President, VP Communications & Executive Director	Chapter Business Plan Industry publications MPI website and programming
Complete and submit Team Status Reports in a timely manner	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to	VP Communications

			Director of Special Events	

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Recruit new committee members and maintain committee roster	Committee Chairs	MPI Committee Tradeshow at first meeting of fiscal year	Confirm table at tradeshow with office. Obtain materials needed from office and/or supply own incentive items Volunteer Development	Office Member directory
Managing Editor and Chair solicit and collect content for each issue and edit as necessary before submitting to the Naylor Editor.	Committee Chairs	Follow editorial schedule developed by Naylor Editor	Board of Directors, Committee Chairs, members, office	Chapter Database, MPI website
Work with individuals in specialized areas of the meetings industry to produce feature columns.	Committee Chairs	Per issue	BOD, MPI, Office, Naylor Editor	Chapter Database, event speakers, MPI website, industry publications & websites
Naylor Editor produces a proof of each issue that is reviewed by the *Perspective* Committee	Naylor Editor	Per issue	President, VP Communications, Executive Director, Managing Editor, Co-Chair, key committee members.	AP Stylebook
Committee submits all recommended editorial changes to the Managing Editor and Co-Chair. The Managing Editor ensures edits are implemented and reviews the final copy before sending to print.	Committee	Per issue	President, VP Communications, Executive Director, Managing Editor, Co-Chair, key committee members.	
Editorial content: each issue will contain primary feature article, secondary article, President's column; *Perspective* Managing Editor or Chair's column, list of Officers and Board of Directors, including their company affiliation, list of new members; featured columns.				
Committee will ensure that all marketing-related materials adhere to MPI guidelines.	Committee Chairs	Per issue	VP Communications, Marketing Committee, Office	MPI brand standards guidelines, chapter style guide
Requests by International for either editorial or advertising space will be coordinated by the Executive Director.				

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Programs**
BUDGET STATUS: **Not for Profit**

PURPOSE:
Plan content and secure venues for the Chapter's professional education programs.

OBJECTIVES:

- Execute Professional Education Programs
- Execute Educational Workshop held in conjunction with the Culinary Event

TASKS & PROCEDURES:

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Work with Director and VP Education to assemble Education Plan for the next year before Spring Leadership Retreat	Executive Sub-committee (President, President Elect, VP Education, Dir. Education, and Executive Dir.)	Ongoing February - May	Provide to VP and Director Education President Executive Director	Office starts process with basic calendar.
Appoint and engage Committee Co-Chairs	President-Elect	Two months prior to Annual Planning Retreat	Provide to VP Education, Dir Education & Executive Dir. for their engagement process with Committee Chairs Engagement at all levels (P-E, VP Ed, Dir. Ed & ED) should set expectations regarding committee work, developing a committee, leadership training and chapter event participation	Current Committee Chair Roster Current Committee Lists Member Directory Leadership Referrals Volunteer Development
Work closely with Director & VP Education, President & Executive Director to understand education goals, topics, and specific speaker ideas for the year (15 month calendar: July 1 to September 30)	Committee	Annual Planning Retreat	Director and VP Education Executive Director President Additional board members for strategic planning as needed	Completed Calendar MPIWEB Speaker Lists Other Industry Sources, Lists and Experts Suggested topics from Post-Event Surveys MPI Education Plan Template

				Speakers Bureaus
Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Complete and submit Team Status Reports in a timely manner.	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Education and VP Education for review, approval, finalization and submission.	Director of Education
Recruit new committee members	Committee chairs	MPI Committee Tradeshow at first meeting of fiscal year Call new volunteers within 2 weeks of contact information being received	Confirm table at tradeshow with office. Obtain materials needed from office and/or supply own incentive items	Office Member Directory
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Obtain verbal commitments from venues from October of current program year to September of following program year	Committee	Ten weeks prior to each session	After vetting venue with requirements listed in Event RFP, provide to Office (who executes all contracts) Provide to Sponsorship Committee (for venue and program sponsors) Once any info is finalized, inform Marketing Committee	Completed Calendar Member Directory Event RFP Social Media
Finalize expert presenters	Committee	Two months prior to each session	Work closely with Office (who negotiates and executes all contracts)	Completed Calendar MPI Speaker Resource Other Industry Sources, Lists and Experts Suggested topics collected from Post-Event Surveys MPI Education Plan Template Speakers Bureaus Speaker Information Form

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Provide to Office session information including presenter bio, high-res photo, session description and social media info and assist in developing content / questions for meetings with panel discussions	Committee	Nine weeks prior to each session	Office	Social Media strategy and policy Speaker Information Form Social Media
Identify and provide to Office to which CMP-IS Domain each presentation pertains	Committee	Nine weeks prior to each session	Office	EIC website for CMP-IS Domain information
Electronic invitations	Office	6-8 weeks prior		Cvent MPI Social Media
Provide Committee Members to introduce speakers and act as Education Assistants	Committee	One week before event	Provide volunteer names to Office so scripts and instructions can be sent to volunteers the day before the event	Script
Coordinate onsite logistics	Office	Ongoing	Office coordinates logistics onsite across all committees and vendors involved	Contracts and BEO's are signed and maintained by Office. Scripts provided by Office.
Thank you letters	Committee	Within 2 weeks post event	Committee writes thank you letters to all sponsors, speakers, committee members and others involved in the planning and production of event	Office provides note cards Records of sponsors MPI directory
Receive program evaluation in MPI summary template	Office	Within 4 weeks post event		Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Recruitment**
BUDGET STATUS: **Not for Profit**

PURPOSE:
Plan and execute Recruitment initiatives from Business Plan.

OBJECTIVES:

- Attract new members to maintain annual membership rate per MPI standards

TASKS & PROCEDURES:

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Appoint and engage Committee Co-Chairs	President- Elect	Two months prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors Director Member Administration and VP Membership	Committee Roster
Complete and submit Team Status Reports in a timely manner	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Member Administration and VP Membership for review, approval, finalization and submission.	Director Member Administration Committee report template
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow at August PEP	Office – to confirm table at committee tradeshow. Board Director/past committee chairs for guidance on materials needed.	Past committee roster
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Host membership tables at PEP's and PBP's	Co-Chairs and committee members	On going	VP Membership and Director Member Administration Executive Director	Co-Chairs to provide basic Calendar Office Staff MPI Collateral
Get new membership recruitment promotions from MPI and distribute to leadership & membership quarterly	Co-Chairs	On-going, Monthly	Office Staff, Dallas and Committee Members Marketing Committee for Social Networking	MPI Website Members Committee Members
Review and update all telephone and email scripts	Co-Chairs	Twice a year August and January	MPI HQ, Office, VP Membership and Director Member Administration	MPI Website Office Staff Marketing Chair &/or Director Marketing

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Plan 2 member/non-member networking events: one MPINCC Nothing but Networking and one multi-association networking event	Chair, Co-Chair	Timing TBD based on Annual Calendar of Events	Provide to VP Membership and Director Member Administration Steps below are for planning & execution of the event	Current Committee Chair Roster Member Directory Potential member lists from CVBs, vendor members
Secure venue, date, details. Event should be fully sponsored or each pay own.	Chair, Co-Chair	Three months prior to event. One month for program tables	VP Membership & Director Member Administration MPINCC Event Coordinator & ED NOTE: These events should all have a contract, even if the event is totally sponsored, therefore, all must go through office & ED has to sign contract & BEO	Website Calendar of Events MPI Directory MPINCC Office
Market event through MPINCC social media sites	Chair, Co-Chair, Committee	One month prior to event	Provide program description to Marketing Committee (who provides editing and engages social media).	Marketing Committee MPINCC Office Staff Member Directory

MPI NORTHERN CALIFORNIA CHAPTER

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Retention**
BUDGET STATUS: **Not for Profit**

PURPOSE:
Plan and execute Retention initiatives from Business Plan.

OBJECTIVES:

- Retain existing members to manage overall retention rate per MPI standards

TASKS & PROCEDURES:

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Appoint and engage Committee Co-Chairs	President- Elect	Two months prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors Director Member Administration and VP Membership	Committee Roster
Complete and submit Team Status Reports in a timely manner	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director of Member Administration and VP Membership for review, approval, finalization and submission.	Director Member Administration Committee report template
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow at August PEP	Office – to confirm table at committee tradeshow. Board Director/past committee chairs for guidance on materials needed.	Past committee roster
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within 1 week of request from VD	Volunteer Development	Roster template
Monthly New Member Calls	Retention Committee	1st calls done by 15th of month	Director Member Administration to run member lists from MPI website and provide to Committee Chairs on a bi-weekly basis Committee Chairs to delegate calls to Committee	New Member List Spreadsheet/ Script MPI Website & Calendar
Networking Games during Professional Education Programs (PEP)	Retention Committee	Two weeks prior to event	Programs Committee to help determine themes & venue selection. Office to help with venue logistics planning & onsite. Office to provide printouts, registration information	Icebreaker Game Websites Program Agenda/ Sponsors

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Chapter Engagement Sessions at PEP's (Targeted for new members – open to ALL members)	Retention Committee	One week prior to event	Ask Board of Directors to have at least one Board Member attend each orientation (Chapter Engagement) session Chairs to update presentation Office to supply handouts	Slideshow Presentation Handouts from Office
Committee Members will execute ROI calls a minimum of 2 months prior to renewal date	Co-Chairs	Every two months	Director and Committee members MPI Dallas Office	MPI Website Reports
Review and update all telephone and email scripts	Co-Chairs	Twice a year August and January	Office, VP Membership and Director Member Administration	MPI Website Office Staff Marketing Chair &/or Director Marketing
Quantify and compile results from ROI calls	Co-Chairs and Committee	Every two months	VP Membership and Director Member Administration	MPI Website Committee Members
Greeters at Education Programs	Member Care Committee	One Week prior to event	Work with Office to determine number needed and greeting responsibilities	Program Agenda MPI Collateral
Ambassador Program at Education Programs	Retention Committee Co-Chairs	One week prior to event	Office to provide names of members requesting Ambassador from registration Board Member to be Ambassador during program	New Member Lists Program Registrant List Ambassador Checklist Board of Directors Program Agenda
Ambassador Follow Up	Retention Committee Co-Chairs	Day after event	Board Member to respond	Program Agenda

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Volunteer Development**
BUDGET STATUS: **Not for Profit**

PURPOSE:
Manages the Human Resources function for the chapter through:

- Intake of new volunteers for placement on committees
- Development of chapter leaders and creation of succession plan

OBJECTIVES:

- Ensure interested volunteers are placed on committees and engaged year over year.
- Maintain volunteer database, including historical position data.
- Identify emerging leaders at the committee volunteer level and Co-Chair level.
- Develop leaders through training with topics to assist them in volunteer role and in their career.
- Create a comprehensive succession plan.

TASKS & PROCEDURES:

Item	***Accountable Party***	***Deadlines***	***Interdependencies***	***Resources***
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past years Committee Co-Chairs for recommendations on successors	Committee Roster
Complete and submit Team Status Reports in a timely manner.	Committee Chairs	Ongoing - set date before each Board Meeting	Committee Chairs complete board report and pass it along to Director, Leadership Development for review, approval, finalization and submission.	President-Elect Office
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow at August PEP and through Chapter Engagement at PEPs Via Perspectives, website and Social media outlets	Office – to confirm table at committee tradeshow. Director, Leadership Development for guidance on materials needed. Member Care Committee Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social media outlets
Manage intake of new volunteers through the online Volunteer Interest Form and process flow	Committee Chair and Committee	Ongoing/per process flow	Work with Office to designate who will receive e-mail notification when form submitted AND confirm non-members	Online form Access to database Volunteer Development Process Flow
Forward non-member Volunteer Interest Forms to Recruitment Committee	Committee Chair and Committee	Ongoing/per process flow	Work with Office to confirm non-members Retention Committee	Online form Access to database

Item	*Accountable Party*	*Deadlines*	*Interdependencies*	*Resources*
Maintain volunteer database including leadership	Committee Chair or Co-Chair	Ongoing/monthly audit and clean-up	Train Co-Chair or committee member as back-up.	Access to database
Maintain Committee Roster spreadsheet and report number of volunteers to Office	Committee Co-Chair	Solicit rosters form committee chairs quarterly, Sept. Dec., March & May	All Committee Co-Chairs	Spreadsheet/template
Complete mid-year check-in with all Board members via a call to gauge satisfaction, engagement and succession.	Director of Leadership Development	August for survey design January for survey execution	Board of Directors	Spreadsheet/template
Complete mid-year check-in with all Committee Chairs via a call to gauge satisfaction, engagement and succession.	Committee Chair and Co-Chair	August for survey design January/February for survey execution	Committee Chairs	Spreadsheet/template
Complete 3 month check-in with all new volunteers via a call to gauge satisfaction and engagement.	Committee Chair and Co-Chair	Ongoing	Volunteer Development Committee	New Volunteer tracking file
Facilitate leadership training for Chapter and personal growth	Committee Chair	June/August Chair Training March Education Program April Board Training	Director, Leadership Development, President, President-Elect and other board members for content direction Office for potential speakers/trainers Education Committee if training in conjunction with Ed program	Annual Calendar Historical information on topics Survey data
Foster board position and committee chair turn-over	Committee Chair and Co-Chair	April - June	Outgoing Committee Chairs & Board Members	Board Member Handover Document Committee Chair Handover Document Leadership Resource Guide