



COMMITTEE PROCESS GUIDES

(CPGs)

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: ACE Content & Programming

BUDGET STATUS: For Profit

DESCRIPTION:

Collaborate and execute with the Annual Conference & Expo (ACE) Logistics and Experiences Committee for the educational content during the Annual Conference & Expo.

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Work closely with Director of Education, VP of Education, President & Executive Director to understand education goals, topics, and specific speaker ideas for the year	Committee Chairs	August	Director of Education, VP of Education, Director of ACE, VP of ACE, President & Executive Director ACE Logistics and Experiences Committee	Chapter Budget Chapter Business Plan Past ACE Chairs 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
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	Director and VP of Education	Office Smartsheet
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director of Education for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social Media Outlets
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within one week of request from VD	Volunteer Development	Roster Template
Finalize all education session speakers and panel members (if applicable)	Committee	3-4 months prior to ACE	Work closely with Office (who negotiates and executes all contracts) ACE Logistics & Experiences Chair or committee liaison Director and VP of Education, Director and VP of ACE	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 a Speaker Information Sheet and add session information to ACE invitation and website Send completed Speaker Information Sheet and graphics to	Social Media strategy and policy Speaker Information

			office Provide program descriptions to Marketing Committee (which provides edits and engages social media) Marketing Committee sends edits back to ACE Content and Programming Committee, which makes edits and sends final version to Office for inclusion in Cvent invitation	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 Logistics and Experiences Committee Marketing Committee Volunteer Development	Script Past day of volunteer list MPI Social Media
Provide script and slides	Office & Committee	One month before ACE	Committee to assist in finalizing / formatting speaker slides	Marketing Committee
Serve as a point of contact for speakers	Office & Committee	Onsite	Committee members support speakers throughout ACE	Office Speakers
Thank you letters / emails	Committee	Within 2 weeks post event	Committee writes thank you letters / emails to all partners, speakers, committee members and others involved in the planning and production of ACE	Records of partners, speakers, committee members and volunteers
Receive program evaluation in MPI summary template	Office	Within 4 weeks post event	Marketing Committee	Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: Annual Conference & Expo Logistics & Experiences
BUDGET STATUS: For Profit

DESCRIPTION:

Collaborate and execute with the Annual Conference & Expo (ACE) Content and Programming Committee to provide a major source of income and offer quality educational and exhibition opportunities for members, potential new members, and partners, consistent with current industry trends.

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Work closely with Director of ACE, VP of ACE, President & Executive Director to understand goals and overview of ACE	Committee Chairs	August	Director of ACE, VP of ACE, Director of Education, VP of Education, President & Executive Director ACE Content and Programming Committee Director and VP of Partnerships	Chapter Budget Chapter Business Plan Past ACE Chairs MPI ACE Plan Template
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	Director and VP of ACE	Office Smartsheet
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director of ACE for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social Media Outlets

Item	Accountable Party	Deadlines	Interdependencies	Resources
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within one week of request from VD	Volunteer Development	Roster Template
Work with ACE Content and Programming committee to ensure smooth delivery of educational programs	Committee	6 months prior-on-site ACE	ACE Content & Programming committee plans and executes actual educational component of ACE in collaboration with Logistics & Experiences committee. Committees maintain open communication and synchronization of Expo and education aspects.	ACE Committees Office Industry Publications & Website Regarding Current Trends
Create program agenda, run-of-show, and project management timeline	Director & 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 ACE Office
Review ACE Partnerships Prospectus and update accordingly	Committee Chairs & Office	Six months prior to ACE	Provide to Partnerships Committee	ACE Partnerships Prospectus Office
Select and secure venue	Office	Nine months prior to ACE	After vetting venue with requirements listed in Event RFP. Office signs contract. Provide contract value and information to Partnerships Committee (for venue and program sponsors)	Event RFP Member Directory
ACE promotion in newsletters, 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 and Director of Marketing to distribute information	MPI Social Media Newsletters Event exhibitor prospectus & attendee invitation
Secure General Service Contractor and any partners providing show services; make sure they know what their commitments and benefits are	Office & Committee	Nine months prior to ACE	After vetting GSC and sponsors with requirements listed in Event RFP, provide to Office (which executes all contracts). Office leads RFP/vetting process for all show vendors. Provide to Partnerships 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	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 Associations' Directories Past Exhibitor Prospectus
Electronic invitations	Office, ACE Committees, Marketing Committee	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 sessions and at the front desk (registration, bags, ribbons, etc.)	Committee	One month before ACE	Provide volunteer names to Office so scripts and instructions can be sent to volunteers the day before the event Partner with ACE Content & Programming Committee Volunteer Development	Script Past day of volunteer list Marketing Committee for social media promotion
Coordinate onsite logistics, including day of volunteers	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 Committees to assist at registration as human arrows, show bag/ribbon desk/mobile app/show game (if any) Content & Programming Committee Chairs to review day of staffing for education workshops	Contracts and BEO's are signed and maintained by Office
Thank you letters / emails	Committee	Within 2 weeks post event	Committee collaborates with ACE Content and Programming committee to write thank you letters / emails to all partners, speakers, committee members and others involved in the planning and production of ACE Develop letter in conjunction with office so key event statistics can be included.	Records of partners, speakers, committee members and volunteers
Receive program evaluation in MPI summary template	Office	Within 4 weeks post event	Marketing Committee	Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: Awards & Recognition

BUDGET STATUS: Not for Profit

DESCRIPTION:

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.

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	Director and VP of Leadership Development	Office Smartsheet
Recruit new committee members (if requested)	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director of Special Events for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social Media Outlets
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within one week of request from VD	Volunteer Development	Roster Template
Quarterly MPQ Award presented at chapter events	Committee Chairs	6 weeks prior to event	Members and Board to submit nominations Nominees to submit applications and A&R committee to score applications Office of the President, VP & Director of Leadership Development to select Office for detail assistance in ordering, day-of planning, etc.	Nomination Forms/Website Application Forms Pages 17-21 of the Policies & Procedures Manual

			<p>Marketing Chairs to send announcements to website, newsletter, social media, and other relevant chapter communications</p> <p>President to announce recipient</p> <p>Past Awards & Rec Committee to shadow MPQ4 Process</p>	
Item	Accountable Party	Deadlines	Interdependencies	Resources
Annual Awards at Annual Gala & Silent Auction	Committee Chairs	6-8 weeks prior to event	<p>Members and Board to nominate for various awards</p> <p>Nominees to submit applications and A&R committee to score applications</p> <p>Office of the President, VP & Director of Leadership Development to select</p> <p>Office for detail assistance in ordering, day-of planning, etc</p> <p>Marketing Chairs to send announcements to website, newsletter, social media, and other relevant chapter communications</p> <p>President to announce at Gala</p>	<p>List of Qtrly Award Recipients</p> <p>Nomination Forms/Website</p> <p>Application Forms</p> <p>Pages 17-21 or the Policies & Procedures Manual</p>
Scholarships~1 WEC and 1 CMPU	Committee Chairs	Three months prior to Event (WEC or CMPU)	<p>Members to Apply</p> <p>CMPU Committee and Office to promote on website, newsletter, social media, and at events.</p> <p>Marketing Committee to review message.</p>	<p>Chapter Communications</p> <p>Applications</p>

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: CMP/CMM Education

BUDGET STATUS: For Profit

DESCRIPTION:

Provide CMP/CMM education and certification for chapter members and the local community.

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Work closely with Director and VP of Education to understand goals, topics, and associated budget for the year	Committee Chairs	Annual Planning Retreat	Director & VP of Education	Chapter Budget Chapter Business Plan Completed Calendar Past CMP Program Speaker Lists & Evaluations CIC Website, Staff, Official Resource Manuals
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	Director & VP of Education	Office Smartsheet
Recruit new committee members to support the Chairs as well as to be speakers and room monitors for CMP University / Bootcamp / Information Sessions (all must be CMP and/or CMM)	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director of Special Events for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
				Website Social Media Outlets
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within one week of request from VD	Volunteer Development	Roster Template
Attend CMP Conclave and discuss best practices	Committee Chairs	By September 30	Work with VP and Director of Education	Conclave Attendees CIC Website, Study Group Leader Resources, Conclave Materials
Secure venue(s) for CMP-U and CMP Bootcamp	Committee	Three months prior to first session	After vetting venue with requirements listed in Event RFP, provide to Office (which executes all contracts & BEOs) Provide to Partnerships Committee (for venue and program sponsors)	Completed Calendar Member Directory Event RFP
If pursuing virtual classes, research and secure virtual hosting platform services	Committee	Three months prior to each session	Provide requirements to Office (who executes all contracts) Collaborate with Partnerships Committee to select hosting platform Partnerships Committee	Completed Calendar Member Directory Event RFP
Finalize all education session speakers and participants <i>Must be a CMP and/or CMM</i>	Committee, Designated Speaker Coordinator	Nine weeks prior to each CMP-U session	Work with Office, VP & Director of Education 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 presenters with relevant program information	Committee, Designated Speaker Coordinator	Nine weeks prior to each CMP-U session	Office	Venue Info
Provide Office with 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 (which provides editing and engages social media)	Social Media Strategy and Policy Speaker Information Form

			Marketing Committee sends edits back to Education & Programming Committee, which makes edits and sends final version to Office for inclusion in Cvent invitation	
Item	Accountable Party	Deadlines	Interdependencies	Resources
Track new member CMPs and CMMs and report to Office	Committee	One month prior to each session	Office	Member Roster EIC CMP List MPI Global Website for CMM
Recognize new CMP/CMM member recipients	Committee Chairs	Ongoing	Office	Script
Provide Committee Members to introduce speakers and act as CMPU Workshop Room Monitors <i>CMPU sponsorship recipient can be designated as a room monitor</i>	Committee	Four weeks before each session	Room Monitor coordinator sends room monitors information, speaker bios, etc. for each session	Script
Provide CMPU course test at each session	Committee	Onsite	Office supplies tests Committee distributes test	Test
Track attendance at each CMPU session and report to the EIC	Committee	Onsite	Committee tracks attendance Office reports attendance	Tracking Tool
Thank you letters / emails	Committee	Within 2 weeks post event	Committee writes thank you letters / emails to all partners, committee members and others involved in the planning and production of the CMP/CMM education	Records of partners, committee members and volunteers
Receive program evaluation in MPI summary template	Office	Within 4 weeks post event	Marketing Committee	Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: Communications
BUDGET STATUS: Not for Profit

DESCRIPTION:

Focusing on chapter emails and newsletters, this committee will establish and grow a single voice for all chapter communications. Additionally, this team will be the point of contact for all press inquiries.

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	VP of Communications and Director of Marketing	Office Smartsheet
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director, Leadership Development for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social Media Outlets
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
Chair and Co-chair solicit and collect content for each issue and edit as necessary	Committee Chairs	Create & follow editorial schedule developed	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	Chapter Database, Event Speakers, MPI Website, Industry Publications & Websites
Chair and Co-Chair produce a proof of each issue that is reviewed by the VP, Communications, & Director of Marketing	Committee Chairs	Per issue	President, VP Communications, Director of Marketing, Executive Director, Chair, Co-Chair, key committee members.	Chapter Style Guide
Committee submits all recommended editorial changes to the Chair and Co-Chair. The Chair ensures	Committee	Per issue	President, VP Communications, Director of Marketing, Executive Director,	Chapter Style Guide

edits are implemented and reviews the final copy before sending out email blast.			Chair, Co-Chair, key committee members.	
Item	Accountable Party	Deadlines	Interdependencies	Resources
Editorial content: TBD May include primary article, "News, Moves & In the News", "Member Spotlight", future event spotlight, wrap up of past events, etc.	Committee Chairs	Per issue	VP Communications, Director of Marketing, Communications & Marketing Committees	Chapter Style Guide
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
Develop Strategic Partners to cross-market MPINCC (CVB, industry publications, other MPI Chapters) Current industry publication partners are: <i>SmartMeetings, Northern California Meetings + Events, Meetings Focus, San Francisco Business Times, Bay Area Meetings</i>	Committee	Annual	Partnerships Board of Directors Office	Industry Publication Partners
Ensure MPINCC Message is consistent throughout all outbound materials	Committee	Ongoing	All committees sending material to Communications Committee for review Office	Chapter Style Guide

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: Culinary Event
BUDGET STATUS: For Profit

DESCRIPTION:

Provide a business and networking opportunity for chapter members, cultivate new members, increase revenue for the chapter, and provide a charitable component for the event.

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Work closely with Director of Special Events, VP of Finance & Executive Director to understand goals and overview of culinary event	Committee Chairs	Annual Planning Retreat	Director of Special Events, VP of Finance & Executive Director	Chapter Budget Chapter Business Plan MPI Gala Plan Template Past Culinary Event Chairs
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	Director of Special Events and VP of Finance	Office Smartsheet
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director of Special Events for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social Media Outlets
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within one week of request from VD	Volunteer Development	Roster Template

Item	Accountable Party	Deadlines	Interdependencies	Resources
Create program agenda, run-of-show, and project management timeline	Committee Chairs	Four months prior to culinary event	Committee Chairs work with Office to update timeline. Timeline is reviewed with Director of Special Events and VP of Finance.	Director of Special Events Office
Select and secure venue	Office & Committee	Three months prior to culinary event	After vetting venue with requirements listed in Event RFP, provide to Office (which executes all contracts) Provide to Partnerships Committee (for venue and program partners)	Event RFP Member Directory
Secure partners (in-kind & cash); make sure they know what their commitments and benefits are (F&B, entertainment, décor, etc.) with Partnerships team	Committee	Three months prior to culinary event	After vetting partners with requirements listed in Event RFP, provide to Office (which executes all contracts) Provide to Partnerships Committee (for venue and program partners) Partnerships Committee promotes opportunities through Prospectus	Event RFP Member Directory Partnerships Committee
Coordinate with Wine Country Destinations to secure in-kind winery and catering partners	Committee	Four months prior to culinary event	Wine Country Destinations, Director Special Events, Office	Wine Country Destinations
Event promotion in newsletters, email blasts, website 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	MPI Social Media
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
Coordinate onsite logistics, including day of volunteers	Office & Committee	Onsite	Office manages registration Committee operates all onsite logistics pertaining to the program Office gives guarantees. Only office staff can authorize additional services/F&B onsite.	Contracts and BEO's are signed and maintained by Office
Provide script and slides	Office & Committee	One month before event	Committee to assist in finalizing slides	Marketing Committee
Thank you letters / emails	Committee	Within 2 weeks post event	Committee writes thank you letters / emails to all partners, committee members and others involved in the planning and production of the culinary event	Records of partners, committee members and volunteers
Receive program evaluation in MPI summary template	Office	Within 4 weeks post event	Marketing Committee	Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: Diversity, Equality & Inclusion

BUDGET STATUS: Not for Profit

DESCRIPTION:

Implement DE&I practices to nurture a culture of behaviors with the intention of promoting human connections & foster inclusivity within our membership through chapter business operations, event logistics, and membership.

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	Director and VP of Leadership Development	Office Smartsheet
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director of Partnerships for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social Media Outlets
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within one week of request from VD	Volunteer Development	Roster Template
Review and update (as necessary) the RFP processes to make sure they are reflective of DE&I practices	Committee Chairs	Annually & as needed	BOD – to review and understand the procedures (refer) Office – to confirm and execute the processes VP & Director of Leadership Development	RFP Committee Chairs, the Office & OTP
Educate and train chapter leadership on current DE&I chapter practices	Committee Chairs, Committee, VP & Director	Ongoing	Work with Leadership Development to ensure DE&I topics are included in the chapter leadership trainings VP & Director of Education	Office
Educate membership on current / relevant DE&I practices and procedures	Committee Chairs and Committee	Ongoing	Work with VP & Director of Education to include DE&I experts for PEP	Office
Survey the membership demographic (i.e. gender, race, age, etc.)	Committee Chairs	Dec/Jan	Director & VP of Leadership Development, the office and membership at large	Committee Chairs

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: Education & Programming

BUDGET STATUS: Not for Profit

DESCRIPTION:

Plan content and secure venues for the Chapter’s professional breakfast and professional education programs.

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Work with VP and Director of 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 of Education President Executive Director	Office
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past year’s Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	VP and Director of Education	Office Smartsheet
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director, Leadership Development for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social Media Outlets
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within one week of request from VD	Volunteer Development	Roster Template
Obtain verbal commitments from venues from October of the current program year to September of the following program year	Committee	Ten weeks prior to each session	After vetting venue with requirements listed in Event RFP, provide to Office (which executes all contracts) Provide to Partnerships Committee (for venue and program partners) Once any info is finalized, inform Marketing Committee	Completed Calendar Member Directory Event RFP Social Media

Item	Accountable Party	Deadlines	Interdependencies	Resources
Finalize all education session speakers and participants	Committee	Two months prior to each session	Work closely with Office (which 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
Create program agenda, run-of-show, and project management timeline	Committee Chairs	Two months prior to each event	Committee Chairs work with Office to update timeline. Timeline is reviewed with VP and Director of Education.	Director of Education Office
Provide Office with session information including presenter bio, high-res photo, session description and social media info. Assist in developing content and questions for meetings with panel discussions	Committee	Two months prior to each session	Office Marketing Committee	Social Media Strategy and Policy Speaker Information Form Social Media
Identify and provide to Office to which CMP-IS Domain each presentation pertains Submit CE Clock Hours Form to CIC	Office, Committee Chairs	4-5 weeks prior to each session	CIC Committee chairs to identify and provide CMP-IS domain Office to submit CE clock hours	CE Info Request Form
Electronic invitations	Office	6-8 weeks prior to each session	Marketing Committee	Cvent MPI Social Media
Provide Committee Members to introduce speakers and act as Education Assistants	Committee	One week before each session	Provide volunteer names to Office so scripts and instructions can be sent to volunteers the day before the event	Script
Coordinate onsite logistics, including day of volunteers	Office & Committee	Onsite	Office manages registration Committee operates all onsite logistics pertaining to the program	Contracts and BEO's are signed and maintained by Office
Provide script and slides	Office & Committee	One month before each session	Committee to assist in finalizing slides	Marketing Committee
Thank you letters / emails	Committee	Within 2 weeks post event	Committee writes thank you letters / emails to all partners, speakers, committee members and others involved in the planning and production of the event	Records of partners, speakers, committee members and volunteers
Receive program evaluation in MPI summary template	Office	Within 4 weeks post event	Marketing Committee	Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Emerging Professionals**

BUDGET STATUS: Not for Profit

DESCRIPTION:

Engages and retain emerging professionals in their first 3 years in the industry through outreach, producing emerging professional events and providing career building opportunities.

All student related activities or inquiries will be directed to the office initially

TASKS & PROCEDURES:

Item	Accountable Party	Deadlines	Interdependencies	Resources
Appoint and engage Committee Co-Chairs	President Elect	One month prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	Director & VP of Membership	Office Smartsheet
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director of Special Events for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social Media Outlets
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within one week of request from VD	Volunteer Development	Roster Template
Provide opportunities for emerging professional engagement	Committee	Ongoing	Office	Membership Directory Chapter Data Privacy Policy
Finalize venue for Emerging Professionals event (if applicable)	Committee / Sub Committee for Events	Two months prior to each event	Work closely with Office (which negotiates and executes all contracts)	Office to Issue Contract & Check
Finalize presenters for Emerging Professionals Event (if applicable)	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
<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Market Emerging Professionals events through chapter communications and through faculty / organizations	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 / Organization Email Groups Chapter Communications and Social Media
Coordinate onsite logistics for Emerging Professionals events	Committee / Sub Committee for Events	Send set-up & AV requirements to Office 2 weeks before event Print handouts (if applicable) day before	Committee coordinates logistics onsite to include: set-up, AV, schedule, on-site handouts and vendor coordination Report attendance list to Office	Contracts and BEOs are signed and maintained by Office & Emerging Professionals Committee BEOs signed by Office
Promote volunteer opportunities within chapter	Committee	Ongoing	Volunteer Development	Current Emerging Professionals Member List
Create informational interview toolkit / mentorship	Committee / Sub Committee for Volunteers	Ongoing	Board of Directors Executive Director	Toolkit Template Website
Thank you letters / emails	Committee	Within 2 weeks post event	Committee writes thank you letters / emails to all partners, committee members and others involved in the planning and production of events	Records of partners, committee members and volunteers
Receive program evaluation in MPI summary template	Office	Within 4 weeks post event	Marketing Committee	Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: Gala

BUDGET STATUS: For Profit

DESCRIPTION:

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.

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Work closely with Director of Special Events, VP of Finance & Executive Director to understand goals and overview of gala	Committee Chairs	Annual Planning Retreat	Director of Special Events, VP of Finance & Executive Director	Chapter Budget Chapter Business Plan MPI Gala Plan Template Past Gala Chairs
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	Director of Special Events and VP of Finance	Office Smartsheet
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director of Special Events for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social Media Outlets
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within one week of request from VD	Volunteer Development	Roster Template

Item	Accountable Party	Deadlines	Interdependencies	Resources
Create program agenda, run-of-show, and project management timeline	Committee Chairs	Four months prior to gala	Committee Chairs work with Office to update timeline. Timeline is reviewed with Director of Special Events and VP of Finance.	Director of Special Events Office
Select and secure venue	Office & Committee	Three months prior to gala	After vetting venue with requirements listed in Event RFP, provide to Office (which executes all contracts) Provide to Partnerships Committee (for venue and program partners)	Event RFP Member Directory
Gala promotion in newsletters, email blasts, website, 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 partners (in-kind & cash); make sure they know what their commitments and benefits are (catering, entertainment, décor, etc.) with Partnerships team	Committee	Three months prior to gala	After vetting partners with requirements listed in Event RFP, provide to Office (which executes all contracts) Provide to Partnerships Committee (for venue and program partners) Partnerships Committee promotes opportunities through Prospectus	Event RFP Member Directory Partnerships Committee
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
Coordinate onsite logistics, including day of volunteers	Office & Committee	Onsite	Office manages registration Committee operates all onsite logistics pertaining to the program Office gives guarantees. Only office staff can authorize additional services/F&B onsite.	Contracts and BEO's are signed and maintained by Office
Provide script and slides	Office & Committee	One month before gala	Committee to assist in finalizing slides	Marketing Committee
Thank you letters / emails	Committee	Within 2 weeks post event	Committee writes thank you letters / emails to all partners, committee members and others involved in the planning and production of the gala	Records of partners, committee members and volunteers
Receive program evaluation in MPI summary template	Office	Within 4 weeks post event	Marketing Committee	Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: Marketing
BUDGET STATUS: Not for Profit

DESCRIPTION:

Focusing on social media channels, this committee will create engaging communities for members and potential members to market chapter programs and initiatives.

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	VP of Communications and Director of Marketing	Office Smartsheet
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director, Leadership Development for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social Media Outlets
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 media plan for the year based on Global Marketing calendar and Chapter education/events calendar	Director	August	VP Communications for review, approval, finalization and submission	VP Communications
Customize Global Marketing tool kits as linked in CLRP and forward to Chair/Co-Chair for Weekly content summary for Social Media Squad	VP Communications, Director of Marketing	Weekly	VP & Director of Membership, Office, OTP, as needed	Chapter Leader Global Communications

Item	Accountable Party	Deadlines	Interdependencies	Resources
Create bit.ly or CVENT link for each MPINCC campaign to track engagement data	VP Communications or Director	Weekly	Education, OTP, office, membership	Office
Create supporting graphics for upcoming week's campaign	Chair/Co-Chair	Weekly	VP Communications, Director of Marketing, other Committees as appropriate from MSRs	MSRs, VP Communications, Director Marketing
At least weekly (and more often if required by campaign need) create summary of content for the week and send to Squad Members, including artwork and appropriate links for data tracking	Chair/Co-Chair	Weekly	VP Communications, Director of Marketing, other Committees as appropriate from MSRs	MSRs, VP Communications, Director Marketing
Maintain social media networks	Committee	Annual	LinkedIn, Facebook, Twitter, Instagram, TikTok	MPINCC Social Media Playbook
Track engagement data	Chair/Co-Chair	Monthly	Office	Bit.ly, CVENT, VP Communications, Director Marketing
Update MPI Global Industry Calendar Monthly	Office	Monthly	Office	Annual Calendar

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: Nominations
BUDGET STATUS: Not for Profit

DESCRIPTION:

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

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
IPP Acts as Committee Chair	President <i>(incoming IPP)</i>	One month prior to Spring Planning Retreat	Past years IPPs for recommendations on successors President Current Board of Directors	Committee Roster Member Directory Leadership Referrals
Develop Nominating Committee that has at least eight members (Immediate Past President, President-Elect and Executive Director are automatic members), and present committee candidates to the Board of Directors for approval	President <i>(incoming IPP)</i>	By end of September/mid-October	Immediate Past President, President Elect, Executive Director	Past Presidents, Past Committee Rosters, Influential Chapter Members
Actively utilize the committee action plan to organize and track progress	IPP	Ongoing	IPP completes report & alerts Executive Director when completed	MPI Chapter Business Manager IPPs in other chapters MPINCC Past Presidents Office Smartsheet
Solicit / encourage candidates to apply for Board positions through chapter communication such as: chapter events, newsletter, website, social media	IPP with President-Elect	By first week of January	Chapter President and President Elect, Executive Director, Board of Directors, Committee Chairs/Co-Chairs	Past and Current Committee Rosters, Past Presidents All members are eligible to complete the Candidate Interest Form (C.I.F.)

Item	Accountable Party	Deadlines	Interdependencies	Resources
Office to provide all completed applications to committee	Office	By first week of January	N/A	Cloud Based Sharing Platform
IPP to secure a venue for committee meeting	IPP	November	Office	RFP
Committee to meet to discuss and vote on incoming board slate	Committee	January/February	Office	Applications
Executive Director to send out proposed slate to the current Board of Directors for vote	Executive Director	Immediately following the committee meeting	Office	Online Voting Tool
Executive Director to post 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 Global.	Committee	Mid-February	IPP, Executive Director	Chapter Communications

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: Partnerships
BUDGET STATUS: For Profit

DESCRIPTION:
 Increase chapter revenue by marketing and selling chapter partnerships, program partnerships, ACE partnerships, and raffle tickets at chapter gatherings.

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	Director of Partnerships and VP of Finance	Office Smartsheet
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director of Partnerships for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social Media Outlets
Maintain a current committee roster and submit to Volunteer Development (VD) Committee as requested	Committee Chairs	Within one week of request from VD	Volunteer Development	Roster Template

Item	Accountable Party	Deadlines	Interdependencies	Resources
Review and update current partnerships materials and offerings	VP of Finance, Director of Partnerships, Committee Chairs, and Office	July 15	Office ACE Committees Programs Committee Gala Committee	Partnership Prospectus Sponsorship Plans from Other Large MPI Chapters
Liaise with any prospective partners inquiring with the office	Committee Chairs	Ongoing	Office ACE Committees Programs Committee Gala Committee	Partnership Prospectus Event RFP Education Plan Annual Calendar Annual Membership Mailing Chapter Communications
Make calls nationally to CVBs with potential interest in becoming partners	Committee	Ongoing	Office	Partnership Prospectus Event RFP Annual Calendar Membership Directory (MPINCC & MPI) Chapter Data Privacy Policy
Develop lists, make calls and email prospective companies / organizations to solicit partnerships	Committee Chairs & Committee	Ongoing	Office	Previous Partners Partnership Prospectus Event RFP Annual Calendar Chapter Data Privacy Policy
Maintain list of current partners (in-kind and cash) from all chapter events	Office & Committee	Ongoing	Committee Chairs Office ACE Committees Programs Committee Gala Committee	Chapter Event Records
Receive program session information 9 weeks prior to PBPs & PEPs, allowing enough time to solicit partnerships	Director of Partnerships and Committee Chairs	9 weeks prior to programs	Marketing Committee Programs Committee Office	Program Summaries

Item	Accountable Party	Deadlines	Interdependencies	Resources
Liaise with chapter committees to assist in additional partnership needs	Committee Chairs	Ongoing	Chapter Committees	Other Committee Chairs
Upon receiving verbal commitments, provide office with all necessary information to draft an LOA	Committee Chairs & Committee	Ongoing	Office	Partner Communications Partner Contact Information
Work with interested parties to combine and create new partnership packages in order to maximize value and revenue	Committee Chairs, Director of Partnerships, VP of Finance, and Office	Ongoing	Office	Partnership Prospectus Event RFP Annual Calendar
Follow up with past years' donors and solicit items for upcoming raffles / auctions	Committee	2 Months Prior to Event	Office	Lists of Past Donors Membership Directory
Inform committees which will be responsible for fulfilling partner deliverables	Office & Committee	Ongoing	Chapter Committees	Partner LOAs
Review Auction Donation Form and update as needed	Committee Chairs, Director of Partnerships	August	Office	Auction Donation Form
Liaise with any prospective item donors inquiring with the office	Committee Chairs	Ongoing	Office	Event RFP Education Plan Annual Calendar Annual Membership Mailing Chapter Communications
Determine auction format	Committee Chairs, Director of Partnerships	2 Months Prior to Event	Office Auction Software/Bidding Device Company	Office
Establish auction packages by combining item donations	Committee Chairs	2 Weeks Prior to Event	Office	Office Auction Donation Forms / Item Descriptions
Liaise with event committees and office to set up auction items on location	Committee Chairs & Committee	Event Day	Event Committees Office	Office
Thank you letters /	Committee	Within 2 weeks post-event	Committee to write thank	Records of partners

emails	Chairs & Committee		you letters / emails to all partners	
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COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: Recruitment
BUDGET STATUS: For Profit

DESCRIPTION:

Recruit and engage new chapter members through committee outreach, campaigns, and during events. Grow chapter membership. Increase the chapter's revenue from membership rebates.

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	Director and VP of Membership	Office Smartsheet
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director of Special Events for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social Media Outlets
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
Liaison with Retention Committee to ensure membership ambassadors are present at chapter gatherings	Committee	Onsite	Committee representatives to network, greet attendees, and/or support the office's check-in table to answer membership questions Education & Programming Committee	Office Program Agenda MPINCC Collateral
Receive and organize new membership recruitment promotions from MPI Global and distribute to leadership & membership quarterly	Committee Chairs	Ongoing, monthly	Office, MPI global Marketing Committee	MPI Website Chapter Leader Newsletters Social Media
Review and update all telephone and email scripts	Office & Committee Chairs	Twice a year (August and January)	Office, VP and Director of Membership, VP & Director of Marketing	MPI Website Office Marketing Chair &/or

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Plan member/non-member networking events per the calendar	Committee Chairs	Timing TBD based on Annual Calendar of Events	Provide to VP and Director of Membership Office	Director Marketing Current Scripts Member Directory Potential member lists from CVBs, vendor members
Secure venue, date, and details for the networking event(s)	Committee Chairs	Three months prior to event / one month for program tables	VP and Director of Membership Office <i>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</i>	Website Calendar of Events Member Directory Office
Market event through chapter communications and social media	Committee	One month prior to event	Provide program description to Marketing Committee (which provides editing and engages social media)	Marketing Committee Office Member Directory
Thank you letters / emails	Committee	Within 2 weeks post event	Committee writes thank you letters / emails to all partners, committee members and others involved in the planning and production of events Education & Programming Committee	Records of partners, committee members and volunteers
Receive program evaluation in MPI summary template	Office	Within 4 weeks post event	Marketing Committee	Office

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Retention**

BUDGET STATUS: For Profit

DESCRIPTION:

Retain and engage chapter members through committee outreach, campaigns, and during events. Increase the chapter's revenue from membership rebates.

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Appoint and engage Committee Co-Chairs	President-Elect	One month prior to Spring Planning Retreat	Past year's Committee Co-Chairs for recommendations on successors	Committee Roster Member Directory Leadership Referrals
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	Director and VP of Membership	Office Smartsheet
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director of Special Events for guidance on materials needed Marketing Committee	Committee Rosters Member Directory Volunteer Development Website Social Media Outlets
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	Committee	1 st calls done by 15 th of each month	Director of Membership to run member lists from MPI website and provide to Committee Chairs on a bi-weekly basis Committee Chairs to delegate calls to Committee Marketing VP & Director	New Member List Spreadsheet/ Script MPI Website & Calendar Chapter data privacy policy
Networking opportunities during education programs	Committee	Two weeks prior to event	Education & Programming Committee to help determine themes & venue selection	Program Agenda / Partners

Item	Accountable Party	Deadlines	Interdependencies	Resources
Chapter Engagement Sessions at PEP's (currently "MPI & Me") <i>(Targeted for new and prospective members – open to ALL members)</i>	Committee Chairs, Committee & Office	One month prior to event	Ask Board of Directors to have at least one Board Member attend each orientation (Chapter Engagement) session VP and Director of Membership Chairs to update presentation if applicable	Slideshow Presentation (if applicable) Office
Execute renewal calls or emails a minimum of 2 months prior to renewal date	Committee	Ongoing	Retention Chairs & Director of Membership MPI Global	MPI Website Reports
Review and update all telephone and email scripts	Office & Committee Chairs	Twice a year (August and January)	Office, VP and Director of Membership, VP & Director of Marketing	MPI Website Office Marketing Chair &/or Director Marketing Current Scripts
Compile results from calls/emails for VP to present to the Board for review	Committee Chairs & Committee	Every two months	VP and Director of Membership	MPI Website
Liaison with Recruitment Committee to ensure membership ambassadors are present at chapter gatherings	Committee	Onsite	Committee representatives to network, greet attendees, and/or support the office's check-in table to answer membership questions Education & Programming Committee	Office Program Agenda MPINCC Collateral
Ambassador Program at Education Programs <i>(different from previous item)</i>	Committee Chairs	Eight week prior to event	Committee to notify Office of ambassador program for upcoming event Office to provide names of members requesting ambassadors within their registration one week out Committee to assign ambassadors	List of attendees requesting an ambassador Program Agenda

COMMITTEE PROCESS GUIDE (CPG)

COMMITTEE: **Volunteer Development**

BUDGET STATUS: Not for Profit

DESCRIPTION:

Manages the Human Resources function for the chapter through:

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

TASKS & PROCEDURES:

<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
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 Member Directory Leadership Referrals
Actively utilize the committee action plan to organize and track progress	Committee Chairs	Ongoing	Director and VP of Leadership Development	Office Smartsheet
Recruit new committee members	Committee Chairs	MPINCC Committee Tradeshow and through Chapter Engagement Via Chapter Communications	Office – to confirm table at committee tradeshow Director of Leadership Development for guidance on materials needed 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 Chairs & Office	Ongoing	Work with Office to designate who will receive e-mail notifications 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 Chairs	Ongoing	Work with Office to confirm non-members Recruitment Committee	Online Form Access to Database
Maintain volunteer database including leadership	Committee Chairs	Ongoing/monthly audit and clean-up	Train committee members as back-up	Access to Database
<i>Item</i>	<i>Accountable Party</i>	<i>Deadlines</i>	<i>Interdependencies</i>	<i>Resources</i>
Maintain Committee Roster spreadsheet and report number of volunteers and the Board to Office	Committee Chairs	Encourage roster updates form committee chairs monthly	All Committee Chairs	Spreadsheet/Template

Complete mid-year check-in with all Board members via a call to gauge satisfaction, engagement and succession	VP Director of Leadership Development	August for survey design January or December for survey execution	Board of Directors	Spreadsheet/Template
Complete mid-year check-in with all Committee Chairs to gauge satisfaction, engagement and succession	Director of Leadership Development & Committee Chairs	August for survey design January or December for survey execution	Committee Chairs	Spreadsheet/Template
Complete 3 month check-in with all new volunteers to gauge satisfaction and engagement	Committee Chairs & Committee	Ongoing	Volunteer Development Committee	New Volunteer Tracking File
Facilitate leadership training for Chapter volunteers	Committee Chairs	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 & Programming Committee if training in conjunction with an education program	Annual Calendar Historical information on Topics Survey Data
Foster board position and committee chair turn-over	Committee Chairs	April - June	Outgoing Committee Chairs & Board Members	Board Member Handover Document Committee Chair Handover Document Leadership Resource Guide
Thank you letters / emails	Committee	Within 2 weeks post event	Committee writes thank you letters / emails to all partners, committee members and others involved in the planning and production of the leadership training(s) and any/or volunteer recognition events	Records of partners, committee members and volunteers