



MPINCC COMMITTEE DESCRIPTIONS 2017-2018

ANNUAL CONFERENCE & EXPO (ACE): Develop theme and plan annual Expo, including all logistics, securing event sponsors, food & beverage, décor, and promotion.

ACE EDUCATION: Plan educational content for workshops at the Annual Conference & Expo, including program development, topic and speaker selection, workshop logistics, and promotion.

AWARDS & RECOGNITION: Assist in member recognition programs. Define awards and solicit nominees. Chair and co-chair only sit on award decision sub-committee. Coordinate scholarship programs.

CHAIRMAN'S CHALLENGE: Plan all aspects of an event to raise awareness and funds for the MPI Foundation. Responsibilities include selecting activity, creating event t-shirts or relevant participation item, organizing day of festivities and day of volunteers.

CMP/CMM: (CMP designation required to serve on the CMP/CMM committee.) Develop and produce educational and support programs to help prepare individuals for the CMP examination and re-certification. Promote MPI's CMM designation.

COMMUNITY INVOLVEMENT: Assist chapter in reaching out to charitable community organizations by helping to organize special projects and events in which members may participate.

CULINARY EVENT: Plan all aspects of a culinary event to include event design and décor, entertainment, logistics, and marketing.

EDUCATION PROGRAMS: Plan professional development education programs and workshops, including site selection, program development, topic and speaker selection, and promotion.

EMERGING PROFESSIONALS: Engage students and professionals during their first three years in the industry by providing educational opportunities and resources geared towards the needs of this demographic.

GALE: Plan all aspects of annual year-end Gala, including site selection, event design and decor, marketing, entertainment, and all event logistics.

HOLIDAY EVENT: Plan and produce chapter's holiday event. Activities include developing theme, site selection, decor, entertainment, event logistics, and promotion.

MARKETING: Develop community visibility and increase public awareness of chapter programs and events within the meetings industry and beyond.

PARTNERSHIPS: Identify and secure partnership opportunities with member vendors. Solicit and secure sustaining sponsors and sponsors for all chapter programs and events.

PERSPECTIVE MAGAZINE: Help create and manage content and theme for all issues of the chapter's award-winning quarterly magazine. Contribute to production timeline and proofing efforts.

RECRUITMENT: Help the chapter recruit new members through personal contacts via phone and email. Identify new ways to target prospective members. Host membership table at educational events to meet, network and engage with non-members. Plan a chapter Nothing but Networking event and collaborate with other industry organizations to create a combined networking event.

RETENTION: Help the chapter maintain existing members. Assist with Chapter Engagement (orientation) and meet and greet efforts at monthly programs to welcome attendees, especially new members and first time attendees. Help create and promote ice breakers that encourage members to interact at Professional Education Programs.

VOLUNTEER DEVELOPMENT: Manage intake and on-boarding for new volunteers. Help identify, recruit, train and develop chapter leaders. Provide direction for succession planning for the leadership team. Plan recognition event for volunteers.

Rev. 7-16-17