



MPI Ottawa Volunteer Committees – 2018-2019

Long-time members say the best way to benefit from membership in MPI is to join a committee. Joining an MPI committee helps members to foster knowledge, build rapport with other committee members and to gain a solid network of colleagues in the industry.

If you are interested in becoming a NEW Chapter Volunteer or join a NEW committee, please visit the Chapter website and complete the "VOLUNTEER NOW" survey. The Member Care Committee Volunteer Management Sub-committee will connect you with your volunteer assignment.

Education Programs

Under the direction of Director of Education Programs, this Committee is responsible for developing the Chapter's educational offerings based on member feedback, research and the Chapter's strategic plan. As part of our commitment to deliver six quality education opportunities as prescribed by MPI Global, this Committee will produce a regular series of sessions that strike a balance between education that is relevant to both planners and suppliers, and meets the criteria for accreditation as determined by the Events Industry Council. This Committee is also responsible for organizing the Chapter's annual Global Meetings Industry Day (GMID) event. GMID is an opportunity for all MPI chapters to showcase the impact of the meetings industry globally. The Committee supports those who wish to pursue the Certified Meeting Professional (CMP) certification by facilitating a study group and/or boot camp program in preparation for the exam. This Committee promotes and provides information on the certificate programs available through MPI and helps our Chapter Members develop a professional roadmap for themselves and educates our members about the offerings at the MPI Academy. Along with the President-Elect, this Committee promotes the educational grants and bursaries available to our industry. The Committee determines the pricing for the Chapter's activities, develops venue and audio visual RFP's and manages logistics for all educational programs.

Marketing

Under the direction of the Director of Marketing, this Committee is responsible for the overall promotion, awareness and online presence of the Chapter. The Committee sets the vision for and manages the marketing and communications strategies in order to raise awareness with potential members and the meetings industry community in Ottawa-Gatineau, while seeking to foster engagement among members. The Committee produces and manages *Conventus*, the online newsletter that outlines the Chapter's weekly updates, contributions and efforts to its members. The Committee also manages the Chapter's social media accounts (Facebook, Twitter, LinkedIn and Instagram) by creating and maintaining a social media strategy, which includes promoting Chapter events and activities, membership news and involvement and providing a forum for industry-related discussion. While working closely with the Education

Programs and Member Networking Events Committees, the Marketing Committee will help in creating and executing their event marketing plans.

Finally, this Committee is responsible for working with Chapter volunteers and local charities through its Community Outreach (CSR) Sub-committee by striving to bring awareness to the missions and needs of the charities chosen by the Chapter. The volunteers assist onsite at the charity location through various activities and/or raising funds through Chapter activities. In addition, the Chapter will also consider supporting a project or foundation that advances and/or supports the meetings industry and/or MPI Community.

Member Care

Under the direction of the Director of Member Care, this Committee has two primary objectives – the recruitment and care of new members as well as the support and retention of existing members. The Committee’s activities to achieve these goals include welcoming new members at Chapter events, providing orientation sessions and encouraging meaningful involvement in the Chapter and industry. The Committee provides a link between Chapter volunteers and the committees, by assisting Chapter committees in defining tasks and roles for volunteers and matching volunteers to committees based on compatible goals, skill sets and available time to provide a meaningful volunteer experience. The Committee also represents the MPI Ottawa Chapter at various tradeshow throughout the year and coordinates the publication of the Chapter directory. The Student Liaison Sub-committee, which reports to the Member Care Committee, focuses on supporting the student members.

Member Networking Events

Under the direction of the Director of Member Networking Events, this Committee is responsible for developing and executing the Chapter’s networking events throughout the program year. Events include the golf tournament, Chapter’s kick-off and annual general meeting, seasonal event, tasting tour, and the volunteer recognition as well as other networking opportunities throughout the year. This Committee assists in developing the venue and audio visual RFPs, and manages all logistics for the networking events.

Partnerships

Under the direction of the Director of Partnerships, this Committee seeks to forge partnerships between MPI and its partners to financially support and enhance the programs the Chapter offers. The Committee is responsible for designing partnership policies and guidelines, soliciting partnerships with our valued planners and suppliers and ensuring that the defined benefits of partnering with the Chapter are met.

Signature Events

Under the direction of the Director of Signature Events, this committee is responsible for the Chapter's two high profile events – the Charity Auction Dinner and the Prix Prestige Awards Gala. The Charity Auction Dinner is typically held at the end of January or early February to coincide with the *Canadian Society of Association Executives (CSAE) Tête-à-Tête* tradeshow. This event's focus is to raise awareness and funds for the Chapter's chosen charities, which are recommended in consultation with the Community Outreach (CSR) Sub-committee under the auspices of the Chapter's Marketing Committee.

The Prix Prestige Awards Gala is an annual event held in May that recognizes and celebrates those outstanding members who show exceptional commitment to their profession, their community and to the Ottawa MPI Chapter. The Sub-committee responsible for this event works collaborative with the Member Care Committee.

By Invitation

Leadership

The Director of Leadership works extensively with the Board by providing guidance, coaching and management resources solutions. The Director is a permanent member of the Nominating and Governance Committee of the Board of Directors, ensuring review of policies and procedures as well as succession planning.

Nominating Committee

One of the roles of the Chapter's Immediate Past President is to lead the Nominating Committee consisting of specified board positions and invited members-at-large, aim for 5 members total. This Committee seeks out interested and experienced Chapter members to consider and apply for a leadership role as a member of our Board of Directors. This Committee is responsible with identifying candidates, encouraging applications for open positions, the interview process and final recommendations for the Board of Directors based on the Board Elections procedures as established in the Chapter Bylaws.

Working Groups

From time to time various tasks or projects come to the attention of the Board that necessitates the establishment of a short-term team to review and recommend direction. Individuals with specific skills may be asked to participate based on their areas of expertise or experience.