



Chapter Administrator Program (CAP) FAQ

1. Are Chapter Administrators required to participate in the Chapter Administrator Program?
 - Yes, all Chapter Administrators are required to participate in the program and adhere to the guidelines provided. This program is designed to support and protect chapters with their daily operations and standards and to ensure consistency across the MPI brand with our offerings and professional service.
2. What if my Chapter Administrator does not currently have a business license or insurance?
 - In the event they are not able to comply, the chapter will be required to engage in the termination of the current contract and engage with a new Administrator/AMC that is able to comply.
3. Is there a required form or format to submit the annual chapter review on?
 - Chapters may continue to perform their annual reviews as they have in the past; however, there is a template available on the CLRP if needed (CLRP>Office of the President>MPI Chapter Board Service>Chapter Administrator Performance Review (Sample Template)).
4. If my Administrator is a paid vendor for services and not an employee, do we have to provide vacation, sick days or other benefits?
 - No, contract for services is just that, a contract. You are only obligated to provide what is agreed upon in the contract and you should follow any local, state, or federal laws regarding such items. Those terms typically refer to employment status and that can greatly change a chapter's insurance and other legal requirements. All payments to a Chapter Administrator should be made payable to the company you are hiring not the individual.