



## **Chapter Administrator Program (CAP) Overview & Guidelines**

### **Program Overview**

Chapter Administrators are advocates and partners of MPI Global and our chapters. They are a professional representation of the MPI brand and our operational standards. This program is designed to support our Chapter Administrators in their ability to provide a more consistent level of service for chapter operations and delivering member value which supports the chapter's overall success.

### **Program Guidelines**

All Chapter Administrators and Chapters are required to adhere to the following guidelines as part of this program and their annual compliance.

### **Guidelines for Chapters with Paid Administrative Services**

All Chapter Administrators or paid staff support contracts for services must include the following language:

- Chapter Administrators and their support staff will represent the chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
- Chapter Administrators and their support staff will follow all MPI Global and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
- Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies.
- Chapter Administrators or paid support staff must have a business license (and provide proof upon initial contract execution) where applicable by law and insured (and provide proof of policy to Chapter and MPI Global annually).



- Chapters must ensure that all required contracting language is added to Chapter Administrator or paid support staff contracts and that the Chapter Administrator is adhering to all requirements annually.
- Chapters must complete an annual review of services provided by paid Chapter Administrators. Reviews should begin at least 90 days prior to the end of each fiscal term and submitted to Global by June 15 annually.
- Chapters must ensure Chapter Administrators or paid support staff is contracted as a vendor for services and is not an employee of the chapter. Upon execution of a new contract or renewal of an existing contract, a copy must be submitted to MPI Global.
- Chapter Administrators or paid support staff cannot be family or an immediate relative of board members. Family or immediate relative is defined as, spouse, children, parents, siblings or grandchildren.
- Chapter Administrators will hold the Board accountable to defined MPI performance standards, policies and Principles in Professionalism. The Chapter Board of Directors will support Administrators in this process.