

 **CHAPTER BOARD SLATE UPDATE FORM/TEMPLATE**

Please complete this form/template ***only to report a change on your Chapter’s board slate*** after it has been submitted using the Chapter Board Slate for Internal Distribution Form/Template. **This form is for updates only and not intended for initial submission of your Chapter’s board slate**.

**CHAPTER NAME: <ENTER CHAPTER NAME>**

**TERM: <ENTER FISCAL YEAR TERM, E.G. FY2023-2024>**

**STATUS** - please enter one of the following:

**NEW** - a new board member has been appointed by the Board of Directors via a motion and vote after the initial board slate submission has been made. Member ID Number must be included.

**REMOVE** - the member is no longer part of the board of directors (member ID number not required).

**UPDATE** - board member name and/or board position has changed (for email address changes the member must update their MPI member profile information at [www.mpi.org](http://www.mpi.org)).

**MEMBER NAME** - name of member being affected by the change.

**BOARD POSITION** - board position for member being affected by this change.

**MEMBER ID NUMBER** - member ID number to confirm member is in good standing.

**Board Slate Update(s):**

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| **STATUS** | **MEMBER NAME** | **BOARD POSITION** | **MEMBER ID NUMBER** | **EMAIL** |
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Note: Each member has to update email changes thru his own MPI profile – This form is for internal use only not for profile updates.

**Please email the completed form to your Chapter Operations Manager or Director of Chapter Operations.**