**To: MPI Chapters**

**From: MPI Global**

**Re: Chapter Policy Addendum – CAP program**

**Date: September 13, 2018**

As part of MPI’s ongoing initiative to support our chapters the Chapter Administrator Program (CAP) was developed. This program offers our chapters the resources to support your paid Administrators in providing quality services that adhere to MPI’s best practices which are aligned with the Association Management Company Industry and non-profit management standards. This program will be launched to all chapters on September 13, 2018 and will require the following policies and procedures to be added to your policy manual effective immediately. Note the policies in this addendum will replace the current required policies provided May 2015.

**Policies – To be added under Section 7. Paid Staff Administrators**

1. Contracts for any chapter administrator or paid staff services will require the following language included in contracts and/or scope of services by January 30, 2019. This includes all existing/future contracts.
	* 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 CAP (Chapter Administrator Program) guidelines and policies. See Program guidelines for specific requirements.
	* Chapter Administrators or paid support staff must be licensed and insured with a minimum of $1 million dollars in general liability insurance and provide proof of said policy to Chapter and MPI Global annually by July 1st.
	* Non-compliance with these requirements will require termination of contract.
2. Chapters must complete an annual review of services provided by paid administrators. Reviews should begin at least 90 days prior to the end of the contract. The outcomes of the review as well as any updated contracts for service should be submitted to Global by July 1st annually.
3. All administrative services must be contracted as a vendor for services; not an employee of the chapter.
4. Chapter Administrators or paid staff cannot be family or an immediate relative of board members. Family or immediate relative is defined as, Spouse, children, parents, siblings or grandchildren.
5. Chapter Administrators will work to hold chapter boards accountable to all defined MPI performance standards, policies and Principles of Professionalism. Chapter Board of Directors will support Administrators in this process.
6. In the event chapter does not engage in paid staff services chapter board members are required to adhere to all CAP guidelines and take all required trainings. Refer to CAP program guidelines for requirements.