## Enter a Date.

## **TO:** MPI Enter Chapter Name Members

**FROM:**  Enter Name, Immediate Past President and Nominating Committee Chair

#### RE: Enter Term Dates Board of Directors Application

Each year, the Click to enter text. area MPI chapter’s Nominating Committee recommends a slate of candidates to serve on the Chapter Board of Directors. On behalf of this year’s Nominating Committee, please use the attached enter term Board of Directors Application to submit your name for a position on the board.

The Board of Directors is made up of enter #. chapter members: enter #Directors and

 enter # Vice Presidents (who comprise the Executive Committee). Active chapter members in good standing are eligible for the nomination and election to any elective office. For Executive Committee positions, it is preferable that the member has previous service on the Board of Directors.

Enter #Executive Committee and Enter # Director positions are available for the Enter term term.

The Nominating Committee is made up of planners and suppliers who are in good standing and are familiar and active in chapter functions/events.

MPI Board of Directors Qualifications:

1. Be a member in good standing
2. Be willing to fulfill the obligations of office, in the capacity indicated
3. Have a history of involvement, accomplishment and dependable service to MPI or MPITBA
4. Be willing to contribute time, energy and creativity to the chapter with the consent of your employer

Serving on the board is not only demanding and challenging, but it is also extremely rewarding. Consider becoming a leader in an award-winning chapter of the largest organization of meeting professionals. This is your chance to contribute to the growth and professionalism of our chapter.

Before committing to a board position, please review the job descriptions available on the Enter Chapter MPI website. In addition, consider the following responsibilities of all board members:

1. Must attend and participate in a monthly board meeting
2. Must submit a written board report each month
3. Attendance at the monthly chapter meetings is strongly encouraged
4. Attendance at the board transition/leadership meeting in April is essential
5. Contribute information/articles for the newsletter as requested
6. Attend the Annual Board Planning Session in May
7. Attend the Mid-Year Board Planning Session in November, December or January (usually 2 days)

If you are willing to make a serious commitment to our membership, nearly \_\_\_\_\_ members strong, then I encourage you to complete the Insert Term Date Board of Directors Application.

**The application must be returned to: NO LATER THAN 5:00 P.M.** Enter a Date.**.**

Sincerely,

MPI Enter Chapter Immediate Past President