



**MEETING PROFESSIONALS INTERNATIONAL
PHILADELPHIA AREA CHAPTER POLICY MANUAL
ADOPTED APRIL 26, 2024**

**ARTICLE I
NAME**

Name. The name of this organization is Meeting Professionals International (“MPI”) [Philadelphia Area Chapter](#) a not-for-profit corporation, incorporated in the [Philadelphia, Pennsylvania](#).

**ARTICLE II
MPI VISION AND MISSION STATEMENTS**

MPI VISION: Lead and empower an inclusive meeting and event community to change the world.

MPI MISSION: Connect the global meeting and event community to learn, innovate, collaborate and advocate.

**ARTICLE III
MEMBERSHIP**

SECTION 1. MEMBERSHIP

1.1 MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES: Shall be as described in the current MPI Bylaws and Policy Manual. Any member in good standing is eligible to affiliate with a Chapter regardless of geographic area or location of business. Essential members are members-at-large.

SECTION 2. CHAPTER TRANSFER AND AFFILIATION

2.1 CHAPTER TRANSFER: Members may transfer their primary Chapter affiliation at any time through MPI. Preferred or Premier Members are also eligible to receive member rates for all MPI events even when the event is not associated with their primary Chapter. An individual may be a member of only one chapter but may pay a fee to be affiliated with more than one chapter. Each chapter sets its own affiliation fee. Philadelphia Area Chapter recognizes affiliate memberships and provides individual applications and collects fees to provide this designation.

**ARTICLE IV
BOARD OF DIRECTORS/OFFICERS**

SECTION 1. CHAPTER BOARD OF DIRECTORS

1.1 AUTHORITY & RESPONSIBILITY: The authority and responsibilities of the Board of Directors are stated in Chapter Bylaws Article VIII, Section 1.

1.2 COMPOSITION

1.2.1 The Board of Directors shall consist of a minimum of five (5) elected officers: the President, President-Elect, Immediate Past President, Vice President Finance, and Vice President

Membership. Each chapter must also assign the role of a Vice President Marketing and Communications and a Vice President Education to other officers or elect an additional two officers to cover these positions. The Board of Directors may have up to 20 members. All Board positions are one-year terms.

1.2.2 Qualifications of Officers: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.

1.2.3 Director Eligibility: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.

1.2.4 Director Vacancies: A vacancy shall be filled in accordance with the Chapter Bylaws.

1.3 MPI VOLUNTEER LEADER AGREEMENT: Each member of the Board of Directors shall annually review, sign and comply with the MPI Volunteer Leader Agreement, Conflict-of-Interest Policy and Annual Disclosure Statement, Antitrust Compliance Policy and the Principles of Professionalism.

1.4 MPI REQUIRED DOCUMENTS: Chapters are required to submit annually to MPI the following documents 30 days prior to the start of the fiscal year: Strategic Business Plan, Budget, 24-month Chapter Calendar of Events, Chapter Operation Form, Chapter Bylaws and Chapter Policy Manual. For Chapters with a paid Chapter Administrator, refer to Article VI, Section 7 for additional requirements. MPI does not require submission of tax returns, however, chapters must comply with local tax laws.

SECTION 2. BOARD ELECTION & SERVICE:

2.1 NOMINATION: A communication shall be set forth to all Chapter members for members to complete a Board of Director's application. Such form is to be returned to the Governance and Nominating Committee. Once the committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Board of Directors who must approve the action of presentation to the membership for election by acclamation.

2.2 SLATE PRESENTATION AND SUBMISSION: The Chapter slate will be presented to membership on templates provided by MPI. The slate will be posted on the Chapter website and an email (including link to the website and process for contesting the slate) will be sent to the membership. The Chapter will allow a minimum of 30 days for the membership to contest prior to the submission deadline as stated by MPI. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Governance and Nominating Committee Chair by the date provided and is supported by a minimum of 10% percent of the official Chapter membership as of the date provided. The nominee must identify the contested candidate and must submit a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the slate of nominees will be deemed elected on the first day of the fiscal year. If additional nominations are received, the Chapter members shall vote in accordance with Article V of the Chapter Bylaws on those positions having two or more candidates in contention.

In reference to Board of Directors vacancies, refer to Article VI, Section 6 of the Chapter Bylaws. Chapter will submit to MPI the elected slate on the template provided annually.

2.3 BOARD TRAINING: Any incoming Board of Directors who have not previously served is required to take the MPI Board 101 and Managing Sexual Harassment training prior to the Chapter

Leadership Summit as outlined on the MPI Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board orientation and attend MPI training, as applicable.

- 2.4 **BOARD RETREATS:** Chapters are required to hold an annual Board planning retreat between two to three months prior to the fiscal year. Chapters are recommended to hold a mid-year assessment retreat mid-fiscal year. Chapters are required to utilize an MPI-verified Chapter Facilitator during annual retreats to oversee the process and flow of the retreat. The MPI-verified Chapter Facilitator cannot be a current member of the home chapter, have served on the Board in the last two (2) fiscal years or be a Chapter Administrator.
- 2.5 **ATTENDANCE.** In-person attendance is required at all in-person Board meetings and virtual attendance is required at all virtual Board meetings. If a Board member who is not on an approved leave of absence fails to attend at least seventy-five percent (75%) of Board meetings, the Board may, in consideration of the totality of circumstances and any excused absences, remove the member in accordance with the Chapter Bylaws.

For purposes of this policy, an “excused absence” is one where the absent director promptly notifies the President that they are unable to attend a regularly scheduled Board meeting because of (i) a previous commitment that was identified to the President when the Board meeting was first scheduled, (ii) a health-related emergency to the director or their immediate family (iii) observance of a generally-recognized religious holiday, or (iv) an unforeseen business conflict outside the director’s control.

For purposes of this policy, “approved leave” is the absence from a Board meeting for a reasonable duration approved by the Board on the basis of a medical limitation, military deployment, childbirth or adoption, or other grounds as the Board may determine; provided, however, that the director on approved leave must use their best efforts to virtually attend Board meetings, if available, to ensure they are adequately informed of and responsible for the organization’s affairs.

SECTION 3. BOARD COMPENSATION:

- 3.1 **COMPENSATION:** Board of Directors shall not be compensated for their services as a Chapter Officer or Director, but they may be reimbursed for reasonable expenses incurred in the performance of their duties to the Chapter in accordance with such Chapter policies approved by the Board of Directors. The term “compensation” means direct or indirect remuneration, including gifts and benefits, that are not *de minimis* in value.

ARTICLE V

COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

- 1.1 Standing committees of Chapters shall be the Audit and Finance Committee and the Governance and Nominating Committee. Annually, the President of the Board of Directors shall select members to serve during the President’s term.
 - 1.1.1 **Audit and Finance Committee.** The Audit and Finance Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to the quality and integrity of the Chapter’s financial reporting processes and accounting practices. If the Chapter has determined to have an Executive Committee, the Executive Committee can function in place of an Audit and Finance Committee and will have the responsibility as defined.

1.1.2 **Governance and Nominating Committee.** The Governance and Nominating Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound governance policies as well as a nomination process for directors and officers. The Immediate Past President shall chair it. The President-Elect shall serve as a non-voting member of the committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President, who may not serve as a member of the committee, which will be ratified by the Board of Directors. There shall be at least six (6) members, including the Immediate Past President as chair, having a quorum of 5 for action. A Governance and Nominating Committee member who may consider serving as an officer shall recuse themselves from the Board development process related to the nomination and development of a slate of officers. In the case of a resignation, the President will be authorized to fill a vacancy. The Governance and Nominating Committee shall be in place no later than the date stated by MPI with final slate submission as stated by MPI.

1.2 **Special Committees.** The President-Elect shall appoint committees, task forces, and advisory councils for their term as President.

1.3 **Standing Committees.** Committees perform fundamental governance functions for the chapter, i.e., Governance and Nominating Committee.

1.4 **Select Committees.** Committees that are formed to accomplish a specific goal on an ongoing basis.

1.5 **Task Forces.** Committee-like groups created for a defined and time-limited purpose to solve a specific problem.

1.6 **Advisory Councils** - An advisory council is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the board of directors to guide the organization and/or represent a specific vertical/segment of our community. The advisory council does not have formal authority to govern the organization, that is, the advisory council cannot issue directives which must be followed. Rather, the advisory council serves to make recommendations and/or provide key information and materials to the board of directors.

ARTICLE VI **FINANCE**

SECTION 1. FISCAL YEAR:

1.1 The Chapter fiscal year for financial and business purposes is the calendar year unless otherwise determined by International Board of Directors.

SECTION 2. ANNUAL BUDGET:

2.1 The annual budget is prepared by the Audit and Finance Committee who recommend the budgets to the Board of Directors. The Board of Directors approves the annual budget.

SECTION 3. RESERVE FUND

3.1 **TERMS:** The term Reserves for financial purposes will be defined as funds set aside to be used in emergency cases.

- 3.2 RESERVE TARGET: The reserve target shall be defined as a minimum of 25% of annual fixed expenses. This should not include any event-related expenses, only expenses needed to keep the chapter operational (i.e., costs related to Chapter administrator, bank fees, telecommunication, rent, etc.). Best practice is to maintain 50 - 100% of annual fixed expenses.
- 3.3 ACCESS TO RESERVES: Using reserve funds shall first be referred to the Vice President Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 4. REQUEST FOR PROPOSALS

- 4.1 The Chapter will develop a local policy for requests for proposals and expenditures exceeding a certain threshold as defined by the Board of Directors.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Chapters will develop a policy addressing reimbursement of expenses and include in the addendum.

SECTION 6. SPONSORSHIP AND SOLICITATION

- 6.1 ACCESS TO MEMBER LISTS: All Chapters are bound by the MPI Data Privacy Policy <https://www.mpi.org/about/privacy> and are responsible for protecting all data. As such, all member types have access to the Membership Directory <https://www.mpi.org/membership/member-directory>. There are no additional direct member benefits to access registration lists and/or member lists. Any lists provided via sponsorship opportunities must account for opt-outs and be respective of the MPI Data Privacy Policy.
- 6.2 CHAPTER SPONSORSHIP POLICIES: Chapters may sell Sponsorship opportunities to partners that are members or non-members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must consider opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and Chapter business strategies.

SECTION 7. ADMINISTRATORS

- 7.1 Administrators must adhere to the standards and qualifications established by MPI. Additional services above the minimum requirements can be added by the Chapter at their discretion with Board of Directors' approval.
- 7.2. EVALUATION OF ADMINISTRATOR & CONTRACT RENEWALS: Each Chapter is required to complete an annual review of their administrative services prior to end of the fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI. Additional processes can be deemed necessary at the Chapter's discretion. All Chapters must submit a copy of their administrator evaluation and current contract for services (if applicable) to MPI by the stated date.
- 7.3. Contracts for paid Chapter Administrators require the following language and/or scope of services. This includes all existing and future contracts.
 - 7.3.1 Chapter Administrators and their support staff will represent the Chapter and MPI in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI.

- 7.3.2 Chapter Administrators and their support staff will follow all MPI and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI.
 - 7.3.3 Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
 - 7.3.4 Chapter Administrators must have a business license where applicable by law and provide proof at commencement of contract term and be insured.
 - 7.3.5 Non-compliance with these requirements will require termination of contract.
 - 7.3.6 Volunteer Chapter Administrators are not required to be licensed or insured.
- 7.4. Chapter Administrators cannot be family or an immediate relative of a member of the Board of Directors. Family or immediate relative is defined as spouse, children, parents, siblings or grandchildren.
 - 7.5. Chapter Administrators will work to hold the Board of Directors accountable to all defined MPI performance standards, policies and Principles of Professionalism. The Board of Directors will support Chapter Administrators in this process.
 - 7.6. All administrative services must be contracted as a vendor for services. In the event a Chapter is without capacity to support a paid administrator, consult your MPI representative.

**ARTICLES VII
CHAPTER EVENTS**

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 EDUCATIONAL EVENT: Chapters are required to have four (4) educational events annually. Based on market conditions, Chapters should charge a member rate and a non-member rate for events where appropriate. The price difference between member and non-member rates is at the Chapter's discretion based on specific event needs. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines. Partnership events with other industry organizations are excluded from this requirement and may establish rates without regard to membership with MPI.
- 1.2 Chapters should establish chapter educational, networking and social programs.

**ARTICLE VIII
COMMUNICATIONS**

SECTION 1. BRAND STANDARDS AND TRADEMARKS

- 1.1 All Chapters must adhere to the MPI Chapter Logo and MPI Brand Guide documents provided. Any theme-specific logos for events must not conflict with the MPI Brand Guide and must be approved by MPI prior to use. Each chapter will be required to sign a Trademark License Agreement that will be maintained by MPI.

SECTION 2. CHAPTER COMMUNICATIONS

- 2.1 Each Chapter should create a policy regarding communications which may include, but are not limited to, MPI Chapter spokespersons, methods of delivery, timelines, and calendars.

ARTICLE IX
MISCELLANEOUS

Section 1. PHILANTHROPIC ACTIVITY

- 1.1 The MPI Foundation is MPI’s charity of choice. Throughout its existence, the MPI Foundation has provided diverse financial support to industry associations, critical industry-related initiatives, thousands of MPI members, and every chapter.
- 1.2 Because the MPI Foundation supports leader education, professional development, and chapter growth, we encourage annual support from the chapter by creating MPIF events, year-end donations, or registration donations to be included with all chapter events.
- 1.3 At any time, if a chapter leadership team desires feedback or to learn about donation options, they can contact the current MPIF Board of Trustee chair or MPIF’s Executive Director, as noted on MPI’s website.
- 1.4 Chapters are also encouraged to support local charities that align specifically with the meetings & events, travel, tourism industries along with critical local charities. (i.e., Anti-Human Trafficking, etc.)

Section 2. MPI CHAPTER AWARDS

- 2.1 RISE AWARDS: The RISE Awards are MPI’s annual recognition program for its members and chapters. The program has four award categories for chapters (Industry Advocate, Innovative Educational Programming, Marketplace Excellence, & Membership Achievement) and three award categories for members (Young Professional Achievement, Member of the Year, Meeting Industry Leadership). Award recipients are selected based on the criteria of influence, transferability, and innovation.
- 2.2 CHAPTER PERFORMANCE AWARDS: Chapter Performance Awards are determined through chapter performance standard assessments and chapter dashboard results. Seven key metrics are included in the assessment: Member Satisfaction, Member Retention without Students, Net Member Growth, Net Profit, Reserves as a Percentage of Annual Operating Expenses, Educational Content Satisfaction and Clock-Hour Accredited Educational Events. Goals are communicated to Volunteer Chapter Leaders prior to the beginning of the Chapter Fiscal Year. Annual awards are presented to Top Performing Chapters and Chapters of Excellence.

SECTION 3. NON-COMPLIANCE

- 3.1 Chapters may not be eligible for annual chapter performance awards and metrics incentives if they are not compliant with the MPI Chapter Bylaws and the MPI Chapter Policy Manual.

SECTION 4. MPI POLICY MANUAL

- 4.1 Where there is a conflicting provision in this Chapter Policy Manual with the provisions of the MPI Policy Manual, or where there is a provision in the MPI Policy Manual that applies to a situation where this Chapter Policy Manual is silent, then the MPI Policy Manual shall control.

PHILADELPHIA AREA CHAPTER POLICIES

ADDENDUM | Revision Date [4/26/2024](#)

ARTICLE I MEMBERSHIP

SECTION 1. AFFILIATE MEMBERSHIP: Affiliate membership is offered and recognized in the Philadelphia Area Chapter Chapter. Affiliate members receive: direct event invitations, monthly chapter e-newsletter, all chapter correspondence, opportunity to volunteer with the Chapter, and special registration where applicable. The fee is \$80 which is collected by Philadelphia Area Chapter.

ARTICLE II BOARD OF DIRECTORS/OFFICERS

SECTION 1: AUTHORITY & RESPONSIBILITY

- 1.1 The governing body shall be the Chapter Board of Directors. The Chapter Board of Directors is responsible for reviewing and approving the Chapter's strategic plans and adopting sound, ethical, and legal governance and financial management policies, as well as ensuring the organization has adequate resources to advance its mission. The Chapter Board of Directors shall also be responsible for the hiring and performance assessment of chapter facilitator and chapter administrator and shall have such authority as granted to it by applicable law.
- 1.2 New and Returning Board Members are required to attend the Annual Board Retreat.
- 1.3 Board Members must submit their monthly report no later than one-week prior to the scheduled official board meeting
- 1.4 Board members will not miss more than 25% of all Board Meetings. If more than 25% of meetings are missed without explanation, the Board Member may be removed from the position
- 1.5 Board members are asked to attend at least 75% of all Chapter Education programs and other events hosted by the Chapter.

SECTION 2: EXECUTIVE COMMITTEE:

- 2.1 The Executive Committee consists of the President, President-Elect, Immediate Past President, and all Vice President roles. This group serves as the strategy task force to ensure compliance with MPI and functions as the Audit and Finance Committee with the responsibilities identified in Article V, Section 1.1.1.

SECTION 3: BOARD ELECTION & SERVICE

- 3.1 All Board of Director positions are elected volunteer members in good standing. These positions are filled by the recommendations from the Nominating Committee.
 - 3.1.1 The Nominating Committee will be voted on by the Board of Directors at the February Board Meeting.
 - 3.1.2 The previous years application will be reviewed and any changes made must be approved by the Nominating Committee by March 1 of that same year.
 - 3.1.3 Call for nominations will be accessible on the MPI PHL Website for a minimum of 45 days, which will include a self-nomination or a nomination of a peer.

- 3.1.4 Nominees will be contacted by the chair of the Nominating Committee and provided the application. Nominees will have a minimum of one week (7 days) to complete the application.
 - 3.1.5 All completed applications will be provided to the Nominating Committee
 - 3.1.6 The Nominating Committee will meet in person, by phone or video conference with at least 75% of the Committee being available. Interviews can be held in-person, by phone or video conference for the convenience of the candidate and the Nominating Committee Interview panel.
 - 3.1.7 The Nominating Committee will meet after the interviews are complete and provide a recommended board slate to the President within 24 hours of the conclusion of interviews.
 - 3.1.8 The Board of Directors will vote to approve the recommended Slate
 - 3.1.9 The Slate will be presented to the Members of Philadelphia Area Chapter, and be public for 30-days for any comments or challenges to the Slate.
 - 3.1.10 The final approved, uncontested Slate will then be sent to MPI headquarters in compliance with the annual due date set by MPI.
- 3.2 INSTALLATION PROCEDURES IN ACCORDANCE WITH BYLAWS
- 3.2.1 Duties and Job Descriptions are updated each year by the current board members
 - 3.2.2 Transition meetings and trainings occur at least three months prior to the new fiscal year, and are to be completed at least 15 days prior to the start of the new term.
 - 3.3.3 Orientation Requirements – new board members are required to attend the Annual Board Retreat.
- Note: Nominating Committee procedures are outlined in chapter minimum bylaws Article X, Section 2. Nomination policies cannot be in conflict with Bylaws, therefore the Bylaws will supersede this Policy.

SECTION 4: BOARD COMPENSATION

- 4.1 COMPENSATION: Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director, but they may be reimbursed for reasonable expenses incurred in the performance of their duties to the Chapter in accordance with such Chapter policies approved by the Chapter Board of Directors. The term “compensation” means direct or indirect remuneration, including gifts and benefits that are not insubstantial.
- 4.2 REGISTRATION: Directors and elected Officers are eligible for one complimentary education registration and one complimentary special event registration each year. They also may receive a 50% discount on Education Institute registration, if approved by the Board of Directors. A special registration code will be created to track the activation of these options.
 - 4.2.1 VOLUNTEER WORK: If a Director of an Elected Officers has volunteered to manage and run an education program or special event, then they would be entitled to additional complimentary registration provided they commit to working at least 50% of the event run time, including set-up and break-down. This would not count against the annual complimentary registration option.
- 4.3 GIFTS: Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.

ARTICLE IV COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1: STANDING COMMITTEES

- 1.1 **STANDING COMMITTEES:** A volunteer Chair will be appointed for each standing committee annually. Include in each who is responsible for making the appointment for chairs/committees and if a board vote is required. Standing committees of the chapter are:

Finance & Audit Committee

Nominating Committee

Additional Committees are listed in Attachment A at the end of this document

SECTION 2: ADVISORY COUNCILS AND TASK FORCES

- 2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. Include in each who is responsible for making the appointment for advisory councils/task forces and if a board vote is required.

Advisory Councils and Task Forces of the chapter are:

Past President's Council

Purpose: Encourage continued engagement of our senior leadership resource by offering options to our Past Presidents.

Responsibilities/Timelines: Provide support and ideas to Board of Directors

Board of Director Position responsible: President

Recommended number of volunteers: 5

SECTION 3: VOLUNTEER ROLES & RESPONSIBILITIES:

- 3.1 Expectations of Committee, Advisory Council and/or Task Force Chairs:

1. Clear communication on purpose/charge for the group. If changes in direction occur, communicate with the group in a timely manner.
2. Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
3. Complete any assignments by pre-determined deadlines.
4. Draft and disseminate minutes and summaries promptly.
5. Draft and submit progress report to assigned Chapter Board of Directors as needed.
6. Ensure volunteer reimbursement requests are submitted and paid within 60 days of funded meeting.

Expectations of Volunteer Members:

1. Focus on assigned purpose/charge for the group.
2. Attend meetings and conference calls.
3. Complete any assignments by pre-determined deadlines.
4. Communicate any challenges/concerns early to volunteer chair.
5. Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.

6. Comply with Conflict-of-Interest Policy, maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

ARTICLE V FINANCE

SECTION 1. ANNUAL BUDGET

- 1.1 The annual budget is prepared by Vice President of Finance for review by the Executive Committee. The Board of Directors approves the annual operating budget in compliance with MPI Global bylaws. Chapter operations will be in alignment with the annual budget.
- 1.2 Payment Process
 - a. Any member of Philadelphia Area Chapter may complete a check request form and submit to the Vice President of Finance
 - b. Vice President of Finance must sign off on all check requests unless in excess of \$1500 which then require an additional signature from the President.
 - c. Signed check requests are submitted to the Chapter Administrator for processing

SECTION 2. RESERVE FUND

- 2.1 **TERMS:** The term “Reserves” for financial purposes will be defined as funds set aside to be used in emergency cases or in the event of an investment by the Chapter to further its mission.
- 2.2 **RESERVE TARGET:** Chapter will maintain a minimum reserve of 12-months operating funds. Operating funds will be defined as annual fixed expenses plus 20%. This timeframe is to be a minimum as it is recognized that external events in the industry, significant downturn in the economy or stock market could make a longer commitment necessary.
- 2.3 **PURPOSE OF RESERVES:** All Chapters are required to provide policies for the purpose of their reserves. These policies should include, but are not limited to, when it is acceptable to use funds, any procedures for using funds etc. Policies should reflect that reserves are used in emergency cases or in the event of a major investment in membership. A sample policy is provided for you.

MPI Philadelphia Area Chapter will maintain adequate reserves for the following purposes:

- 1) Unpredictable events which could substantially impact MPI’s operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
- 2) Identification of a valuable investment opportunity for long term growth.

While most such opportunities are managed through budgeted expenditures, the right opportunity with a significant and dependable return on investment can warrant a decision on the part of the board to access the organization’s reserves.

These investments would require an acceptable ROI back to the organization and would be sustainable long term without the initial deemed reserve support.

- 2.4 **ACCESS TO RESERVES:** The access of the “reserve” shall first be referred to the Vice President of Finance for consideration, through a Motion to create a Resolution with final approval by a majority vote of the Board of Directors is required.

SECTION 3. REQUEST FOR PROPOSALS:

- 3.1 REQUESTS FOR PROPOSALS will be created for venue procurement or event supply needs including but not limited to: venue, speaker(s), transportation, entertainment, photography, videography, audio/visual support, and catering.
- 3.2 CHAPTER ADMINISTRATOR: a request for proposals related to the Chapter's paid administrator should be organized at least every five years. This will be organized by the Office of the President or the Executive Committee at least six-months prior to the current paid administrator's contract is set to expire.

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 4.1 Chapters are expected to develop a policy addressing Reimbursement of expenses. Insert any applicable travel reimbursement policies here. These policies may include but are not limited to; mileage, airfare and hotel reimbursement, WEC, board meeting or retreat travel expenses. Include processes for check request and receipts required. All Chapter Board of Directors travel should be allotted for in chapter budgets.
- 4.2 BUDGETED CHAPTER EXPENSES: Board member to submit check request for approved expense by VP of Finance to Chapter Administrator with invoice/receipt for reimbursement. VP of Finance to approve, but if the request is over \$1,500, the President must sign off as well

SECTION 5. SPONSORSHIPS

- 5.1 Philadelphia Area Chapter will sell Sponsorship opportunities to partners that are members and non-members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must take into account opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and chapter business strategies, as recommended by the Director of Sponsorships.
- 5.2 Philadelphia Area Chapters will see industry partners for trade of services. This can include but not limited to: venue, speaker(s), transportation, entertainment, photography, videography, audio/visual support, and catering. In trade of a monetary donation, in-kind partners can offer their services complimentary to the Chapter in trade of exposure to the MPI membership base or other marketing benefits as recommended by the Director of In-Kind Partnerships

SECTION 6. MANAGEMENT OF PAID STAFF

- 6.1 The Office of the President and/or Executive Committee will oversee the management of paid staff.
- 6.2 Administrative duties to be responsibility of board members is as follows:
 - Board Document Preparation to be responsibility of President and President-Elect with support from Chapter Business Administrator to include
 - Manage Trello board & follow up with all Departments to ensure board reports and documents are submitted on time
 - Oversee Chapter Business Administrator preparation of monthly board meeting agendas
 - Collect board reports, any motions for Board vote, Consent Agenda and all other attachments via Trello and Chapter Business Administrator to collate into monthly Board Packet

- Chapter Business Administrator to post Board Packet onto Trello Board & distribute via email no later than 48 hours prior to Board meeting
- Board Calendar Notices to be the responsibility of Chapter Business Administrator to include
 - Ensure Zoom meeting has been scheduled for Board Meetings (if requested)
 - Issue all board calendar invitations for monthly board meetings and programs with date/time/location and Zoom log-in/dial-in information.
 - Take minutes during official board meeting and publish minutes back to the Board of Directors no more than five business days after the conclusion of the official Board Meeting.
- Pre-event & On-site Event Management to be responsibility of Education and/or Special Events to include
 - Shining Star, Venue Recognition, Sponsorship Recognition Certificates
 - Secure registration list, prepare name tags, provide final counts to venues
 - Provide necessary materials to make onsite name tags
 - Staff registration table
 - Ensure payment can be made onsite
 - Provide final attendee list to CBA note walk-ins, no shows

ARTICLE VI CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 Philadelphia Area Chapter will hold regular networking/social or education programs to include at least 10 in-person or virtual activities per calendar year. These will be open to members, non-members, and guests where applicable.
- 1.2 EDUCATION PROGRAMS: Philadelphia Area Chapter will maintain a Preferred Provider status with the Events Industry Council to streamline the accreditation process of all education programs offered
 - 1.2.1 Philadelphia Area Chapter will host at least four (4) Events Industry Council (EIC) accredited education programs per fiscal year.
 - 1.2.2 Education programs will be available to all members, non-members, and guests as applicable.
 - 1.2.3 Fees for Education Programs will be set forth by the Vice President and/or the Director of Education in collaboration with the Vice President of Finance to ensure that budgetary goals are met.
 - 1.2.4 Venues for education programs must be confirmed no later than 2 months prior to the meeting date
 - 1.2.5 Registration for education programs should be open no later than 5 weeks prior to the meeting date
- 1.3 NETWORKING/SOCIAL PROGRAMS: Philadelphia Area Chapter will hold networking/social events to promote membership engagement, new member recruitment, or industry advocacy

- 1.3.1 Philadelphia Area Chapter will host at least four (4) networking/social events per fiscal year which may include networking, fundraising, member recognition, installation, or other social programs without a formal education component
- 1.2.2 Networking/Social Events will be available to all members, non-members, and guests as applicable.
- 1.2.3 Fees for Education Programs will be set forth by the Director of Special Events in collaboration with the Vice President of Finance to ensure that budgetary goals are met.
- 1.2.4 Venues for networking/social events must be confirmed no later than 2 months prior to the meeting date
- 1.2.5 Registration for networking/social events should be open no later than 5 weeks prior to the meeting date

ARTICLE VII COMMUNICATIONS

SECTION 1. CHAPTER COMMUNICATIONS

- 1.1 The Vice President of Communication will oversee all Chapter correspondence including
 - Monthly or Bi-Monthly member e-newsletter
 - Public website
 - Social media profiles including but not limited to: Facebook, LinkedIn, and Instagram
- 1.2 The Communication department should support all Chapter departments for marketing of education programs, networking/social events, membership, or other initiatives as determined by the Board of Directors.

SECTION 2. ADVERTISEMENTS

- 2.1 All advertising space will be filled on a first come, first serve basis.
- 2.2 The Finance Committee reserves the right to reject advertising that does not comply with Philadelphia Area Chapter and MPI policies or if it is not factual or in good taste.
- 2.3 All advertising space and location will be regulated by both Finance & Communications Committees, working with Chapter Business Administrator.

ARTICLE VII MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY

- 1.1 Philadelphia Area Chapter will make a donation to the MPI Foundation each fiscal year. This will be included in the strategic annual budget
- 1.2 Philadelphia Area Chapter may partner with charities to offer community service or philanthropic projects to its members to support the local communities in our region

SECTION 2. CHAPTER AWARDS

2.1 Philadelphia Area Chapter will have an Awards Program to recognize outstanding achievement from its membership.

2.1.1 Immediate Past President will serve as Chair of the Awards Committee. The awards committee will consist of previous years winners (planner of the year, supplier of the year, tomorrow's leader, volunteer of the year and chapter leader of the year), plus current President-Elect, or Director of Leadership Development.

2.1.2 The Chapter Awards Program will include the f

- Planner of the Year Category
- Supplier of the Year Category
- Tomorrow's Leader
- Chapter Leader of the Year
- Committee of the Year
- Volunteer of the Year
- Venue of the Year
- President's Award
- Any other awards deemed appropriate by the Awards Committee with the approval of the Executive Committee.

2.1.3 Eligibility requirements as well as award criteria, nomination and judging procedures may be obtained through the chair of the Awards Committee. The Chapter President and President-Elect will be excluded from these awards. The Office of the President and Awards committee will be excluded from these awards. Any Board Member having served as Past President any time the previous 3 years is excluded from these awards.

SECTION 3. CHAPTER SCHOLARSHIPS

3.1 Philadelphia Area Chapter offers scholarship opportunity to its members. This has been set up to assist our renewing members and prospective members who may have a difficult time finding funds (whether through their employer or from their own pockets for membership).

3.2 Any Member or Non-Member is eligible but must be working in or entering into the hospitality industry

3.2.1 Full or partial scholarship for annual dues is available. If selected for one of these scholarships, the member must join a committee and volunteer at least 20 hours during their year of membership

3.2.2 Full or partial scholarship for event/meeting registration is available. If awarded one of these scholarships, the member must join a committee and volunteer at least six hours during that year.

3.3 Applications are available on a rolling basis and will be reviewed by the Vice President of Membership and the Scholarship Committee.

ATTACHMENT A – COMMITTEE DESCRIPTIONS

EDUCATION

MONTHLY PROGRAMS COMMITTEE

Purpose: focuses on identifying educational content that complies with the Events Industry Council's [EIC] CMP Domains for our monthly programs

BOD Position Responsible: Director of Education

Recommended # Volunteers: 6, may change as needs are determined by Director of Education

Minimum Responsibilities:

- Monthly Programs provides interesting and cutting-edge programs for monthly educational meetings, including marketing, securing guest speakers and activities designed for the professional development of our membership.
- Liaise with speaker to ensure speaker needs (transportation, lodging, audio/visual, marketing) are identified and met
- Complete and submit Web Posting Form so event can be listed on MPI PHL website
- Complete and submit event agenda to Dir. Monthly Programs
- Work with MarComm team to create marketing content
- Development and review of all Banquet Event Orders and AV orders
- On-site event management
- Estimated Time Commitment: 1 hour/ week during months where education programs are scheduled, in addition to availability before and day of the education program

EDUCATION INSTITUTE COMMITTEE

Purpose: Education Institute is the annual day or half-day education program, where the Education Committee will coordinates the annual day-long education program held in the late winter/early spring including marketing, logistics, securing special keynote & luncheon speakers ending with a round table discussion on what attendees learned from the day's programs

BOD Position Responsible: Vice President of Education

Recommended # Volunteers: 5, may change as needs are determined by Director of Education

Minimum Responsibilities:

- Education Institute sub-committees are Event Logistics, Event Marketing, and Speaker Liaison.
- Work with Speaker Procurement team to identify speakers/ topics across a variety of EIC domains according to the CMP Blueprint
- Liaise with speakers to ensure speaker needs (transportation, lodging, audio/visual, marketing) are identified and met
- Complete and submit Web Posting Form so event can be listed on MPI PHL website
- Complete and submit event agenda to Dir. Education
- Work with MarComm team to create all marketing content
- Development and review of all Banquet Event Orders and AV orders
- On-site event management
- Estimated Time Commitment: 1-2 hours/ month or approximately 1 hours/ week in months with planned education programs.

ROUNDTABLE/SPEAKER PROCUREMENT

Purpose: For all education programs to identify new speakers and topics as well as maintain the MPI PHL speaker list.

BOD Position Responsible: Vice President of Education

Recommended # Volunteers: 3, may change as needs are determined by Director of Education

Minimum Responsibilities:

- Research, propose, and recommend topics/ speakers for 5 monthly education programs and Education Institute each fiscal year

- Review past topics (2 years minimum) to ensure we are not duplicating topics/ speakers
- Review current “hot topics” in the industry
- Ensure content is consistent with EIC/ CMP Blueprint
- Work with Diversity and Inclusion Task Force to ensure speakers include topics and presenters from diverse backgrounds
- Estimated Time Commitment: 1 hour/ month; more as desired

MEMBERSHIP

CMP STUDY GROUP

Purpose: CMP Study Group coordinates the study course programs held each fall and spring to prepare participants for the semi-annual CMP exam. The committee plans the schedule and organizes the site-selection and facilitators.

BOD Position Responsible: Director of Membership

Recommended # Volunteers: 20, including co-chairs and facilitators

Minimum Responsibilities:

- Work with Director of Membership and Director of Venue Procurement to secure venue for any in-person study group sessions
- Secure commitment of Facilitators for study sessions
- Pre-study group meeting to discuss marketing ideas, curriculum/ book changes, and best practices
- Work with MarComm to create marketing content around Fall/ Spring study groups.
- Estimated Time Commitment: Facilitators - 2-4 hours materials prep/ review, 4 hours on Saturday in Fall and Spring

CMP/CMM Event:

Purpose: Exclusive CMP Luncheon recognizes those who have earned the CMP and/or CMM designations.

BOD Position Responsible: Vice President of Membership

Recommended # Volunteers: 3

Minimum Responsibilities:

- Work with Vice President of Membership and Director of Venue Procurement to secure venue for in person CMP/CMM Event
- Work with the Education teams to identify a presenter and/or topic
- Work with the Special Events team to plan and execute this luncheon.
- Estimated Time Commitment: approximately 2 hours per month; possibly more closer to the execution of the luncheon

CONNECTIONS CAMPAIGN

Purpose: Responsible for the promotion of the MPI PHL Connections Campaign, which tracks and promotes member to member business interactions, as well as recognizes members for their efforts to Buy MPI and demonstrate ROI for MPI PHL Membership and involvement.

BOD Position Responsible: Vice President of Membership

Recommended # Volunteers: 3

Minimum Responsibilities:

- Create annual marketing plan with strategic dates for promotions/ contest through MPI PHL marketing channels
- Create recognition opportunities (eg: small monthly prizes, annual prize, tracked by total number submissions, tracked by overall dollar amount submitted, etc.)
- Source prizes based on recognition opportunities
- Develop, reproduce, and oversee distribution of submission forms
- Track and manage Connection Campaign submissions
- Estimated Time Commitment: 2-4 hours/ month

MEMBERSHIP RECRUITMENT

Purpose: Focuses on the growth of our Chapter through the development of campaigns that identify and target prospective new members.

BOD Position Responsible: Director of Membership

Recommended # Volunteers: 5

Minimum Responsibilities:

- Outreach to cancelled and expired members (4-6 per week) to encourage rejoining the chapter
- Outreach to Non-Member monthly event attendees to encourage them to join the chapter
- Organize and manage at least one 'Discover MPI' welcome session, as a casual, informal introductory session for new and prospective members
 - Work with Venue Procurement to select bar/ restaurant to host event
 - Work with MarComm to create flyer and marketing plan
 - Personal outreach to targeted potential members
 - On-site event management
- Estimated Time Commitment: 3-6 hours per quarter or 1-3 hours/ month

MEMBERSHIP RETENTION

Purpose: The Membership Retention Committee provides ongoing communication with members to ensure Chapter programs and professional benefits are provided through our Chapter's activities and projects. Committee also develops member recognition programs and drives efforts to increase member engagement and committee participation

BOD Position Responsible: Vice President of Membership

Recommended # Volunteers: 5

Minimum Responsibilities:

- Outreach to existing MPI PHL Members at least once during the fiscal year to personally invite to a monthly program and to check in on their progress within the chapter
- Outreach to existing MPI PHL Members at renewal time to ensure their concerns are addressed and encourage renewal
- Connect with new members when they join to connect them with a volunteer opportunity
- Outreach to new members 2x's per year to invite to monthly programs and check in on their progress within the chapter
Track member tenure and distribute anniversary pins at the annual member meeting or the awards recognition event
- Estimated Time Commitment: 1-3 hours/ month

SCHOLARSHIP COMMITTEE

Purpose: To manage scholarship requests for members and non-members who may have financial difficulty to participate in Philadelphia Area Chapter events and programs.

BOD Position Responsible: Vice President of Membership

Recommended # Volunteers: 5

Minimum Responsibilities:

- Update scholarship application on an annual basis
- Monitor scholarship applications, as they are received on a rolling basis
- Track scholarship recipients and ensure they are fulfilling their scholarship requirements
- Request report of scholarship funds available from Vice President of Finance on a monthly basis
- Review Jack Ferguson Scholarship to WEC if funding is available

STUDENT AFFAIRS

Purpose: Student Affairs Committee focuses on the extension of our Chapter membership into the community to students, academics teaching hospitality/meeting planning-related courses, and mid-career professionals to assist their understanding of and development within the industry.

BOD Position Responsible:**Recommended # Volunteers:** 4**Minimum Responsibilities:**

- Outreach to Dean of local universities (Temple, Drexel, Widener, Penn State, etc.)
- Planning and execution of “Backpacks to Briefcases”, Student/ Member “speed networking”.
- Leadership Development and Volunteer Recruitment teams work to develop personal relationships with Members to help Members identify and achieve their goals within the chapter.
- Estimated Time Commitment: 1-4 hours/ month

OFFICE OF THE PRESIDENT

LEADERSHIP DEVELOPMENT

Purpose: responsible for the development of processes, procedures, tools, and programs to support the development of chapter leaders, effective succession planning, and the annual transition of volunteer duties.

BOD Position Responsible: Director of Leadership Development & Volunteer Recruitment**Recommended # Volunteers:** 2**Minimum Responsibilities:**

- Be well-versed in MPI PHL policies and procedures, as well as extremely familiar with all available committees and volunteer opportunities
- Develop and manage volunteer events including but not limited to Committee Sign-Up Day and Leadership Day (or event).
- Work to develop personal relationships with our Members to help Members identify and achieve their goals within the chapter.
- Reach out to new MPI PHL Members to assist with their on-boarding process and follow-up email to match members with volunteer opportunities that match their interests, time constraints, and goals for growth
- Outreach to existing committee members via phone and/or email to ensure committee involvement is satisfying their personal goals
- Selects committee to recognize in “Committee Spotlight” and provides info to Communication team
- Estimated Time Commitment: 2-4 hours/ month for outreach and attendance at Committee Day or networking event.

DIVERSITY, EQUITY, AND INCLUSION

Purpose: Our Membership is strong when all voices and perspectives are heard. MPI PHL seeks to create a welcoming environment at all times and for all people regardless of color, race, identity or expression, age, physically challenged, etc

BOD Position Responsible: President-Elect**Recommended # Volunteers:** 3**Minimum Responsibilities:**

- Liaise with Education teams to assist in the identification of diverse speakers (LGBT+, POC, etc.)
- Coordinate with MPI PHL MarComm teams and PHL Diversity and other event industry affinity groups catering to marginalized groups to share upcoming MPI PHL event information and to identify opportunities for partnership
- Work with Membership to share information about Chapter and Jack Ferguson scholarships.
- Estimated Time Commitment: 1-2 hours/ month

NOMINATING COMMITTEE

Purpose: Nominating Committee will focus on soliciting and interviewing future board members and creating the slate for the following year.

BOD Position Responsible: Immediate Past President**Recommended # Volunteers:** 7

Minimum Responsibilities: As outlined in Addendum – Article II – Section 3

AWARDS COMMITTEE

Purpose: The Awards Committee will focus on the yearly award criteria planning, voting, and distribution of our Chapter awards

BOD Position Responsible: President-Elect

Recommended # Volunteers: 5

Minimum Responsibilities: As outlined in Addendum -Article VII – Section 2

MARKETING AND COMMUNICATIONS

BLOG & WEBSITE COMMITTEE

Purpose: The MPI PHL blog is a place where members and fellow event professionals can read relevant insights and educational content within the chapter website. The chapter strives to post at least once a month.

BOD Position Responsible: Director of Communication

Recommended # Volunteers: 3-5

Minimum Responsibilities

- Identifying relevant topics/writers
- Working with Monthly Programs and Education Institute committees to solicit blog content from speakers
- Write blog posts on topics related to key marketing/communications initiatives
- Management of Publishing Schedule
- Coordinate with web-manager or Chapter Administrator to make updates to the Philadelphia Area Chapter public website: <https://www.mpi.org/chapters/philadelphia-are>
- Estimated Time Commitment: 1-3 hours/ month

EMAIL/ CONNECTS COMMITTEE

Purpose: Email/ Connects committee members gather content and oversee the production of the MPI PHL Monthly Connects E-Blast. Committee members source content from various committees (as well as write their own, on occasion) and submit the email rough draft to the Director for final newsletter creation.

BOD Position Responsible: Vice President of Communication

Recommended # Volunteers: 3

Minimum Responsibilities:

- Outreach to MPI PHL committees, per the marketing schedule, to gather content for the weekly newsletter into “first draft” for creation of newsletter
- Creation of unique content (usually 1-2 sentences) for newsletter
- First pass editing of e-newsletter
- Estimated Time Commitment: 1-2 hours/ week

EVENT REGISTRATION COMMITTEE

Purpose: The Event Registration Committee helps to ensure that event registrations for all Education Events and Special Events for the chapter go live on the chapter website and that all copy, graphics, and relevant information is collected so that it may be used by other MarComm committees to promote the events to prospective attendees.

BOD Position Responsible: Vice President of Communication

Recommended # Volunteers: 3

Minimum Responsibilities:

- Review event registration postings before they go live to the chapter and communicate needed changes to the VP of Communications. Includes updating event postings, reorganizing content, etc.
- Assist Education Team with the app build and provide proofing of application before it goes live to the Chapter.
- Coordinates with Monthly Programs, Education Institute, and Special Events to ensure all events are posted and registration is open at least 90 days prior to event or ASAP.
- Proofing and link review
- Sponsorship fulfillment
- Estimated Time Commitment: 1-2 hours/ month, 2-4 hours during December, January, and February.

SOCIAL MEDIA COMMITTEE

Purpose: The Social Media Committee manages the online profiles for the MPI PHL Chapter including: LinkedIn, Facebook, and Instagram.

BOD Position Responsible: Director of Communication

Recommended # Volunteers: 3

Minimum Responsibilities:

- Oversight of marketing calendar for upcoming social media posts
- Coordinate with various committees/ Directors to get content for social media posts
- Write posts for social media outlets to create chapter voice and engage followers
- Sponsorship Fulfillment of Social Media Advertising
- Estimated Time Commitment: 1-6 hours/ month (depending on frequency of posting and how team members manage their time)
- Estimated Time Commitment: 1-2 hours/Month

SPECIAL PROJECTS COMMITTEE

Purpose: The Special Projects Committee helps to implement ad hoc marketing and communications projects as well as DEI-related communications for the chapter in cooperation with the Office of the President.

BOD Position Responsible: Vice President of Communication

Recommended # Volunteers: 2-3

Minimum Responsibilities:

- Work with the Office of the President and VP Communication to determine objectives of project
- Develop marketing plan
- Work with the Graphics, Social Media, and/or Email Committees to activate marketing campaign
- Estimated Time Commitment: 1-2 hours/Month

GRAPHICS COMMITTEE:

Purpose: The Graphics Committee uses templates to create custom graphics Packages for events using Canva. No previous design experience required!

BOD Position Responsible: Vice President of Communication

Recommended # Volunteers: 3

Minimum Responsibilities:

- Create Graphics Packages for events as directed
- Provide social media team with graphics upon request
- Estimated Time Commitment: 1-2 hours/Month

FINANCE

MPI CARES (Community Outreach)

Purpose: The MPI Cares Committee is responsible for identifying and facilitating opportunities for the membership to involve themselves in activities benefiting Philadelphia area charities and institutions.

BOD Position Responsible: Director of Special Events

Recommended # Volunteers: 3

Minimum Responsibilities:

- Selection of community outreach initiatives/ charities
- Liaise with selected charities/ opportunities and serve as point of contact within MPI PHL for questions
- Creation of marketing plan(s) and marketing content to solicit volunteers for unique initiatives
- On-site management of initiative
- Auditing budget of Cares Fund and providing financial transparency to the Chapter
- Estimated Time Commitment: 1-2 hours/ month, 2-4 in month of Week of Giving

SPECIAL EVENTS COMMITTEE

Purpose: The Special Events Committee works in conjunction with Finance, Venue Procurement, Education, Leadership Development, and Marketing to plan the various activities and programs throughout the year that are not managed by Monthly Programs within Education.

BOD Position Responsible: Director of Special Events

Recommended # Volunteers: 6-8

Minimum Responsibilities:

- Sub-divide the Committee to focus on our major special events including but not limited to:
 - (2) Fundraiser Events
 - Awards Event
 - Member Social/Networking Events
- Work with Venue Procurement to develop Request for Proposal
- Develop marketing plan and content to solicit for auction goods if applicable
- Identify and secure auction company to manage bids
- Work with the Awards Committee to select the physical award presented to recipients
- Oversee submission of award recipient names to award production company, including quality check to ensure all names are spelled correctly
- Develop marketing plan and content to advertise the event to the Chapter
- AV, menu selection, and other tasks related to the production and execution of the event
- On-site event management
- Estimated Time Commitment: 1 hour/ week during 4 month period before and day of event.

SPONSORSHIP COMMITTEE

Purpose: Sponsorship Committee works to identify potential sponsors, maintain current sponsor relationships, oversee sponsorship benefit fulfillment, and ensure that sponsors receive value to their investment.

BOD Position Responsible: Director of Sponsorships

Recommended # Volunteers: 3

Minimum Responsibilities:

- Consolidate all of the Chapter's requests for Sponsorship, Partnerships, etc. into one comprehensive strategic business development plan so that we are able to raise more funds to benefit our members.
- Development of annual and event-specific sponsorship price points and benefits
- Outreach to potential sponsors to engage them at various price points and levels
- Work with committed sponsors to ensure all collateral for benefit fulfillment is received.
- Coordinate with sponsor contact for receipt of logos, marketing text, and any other collateral necessary for sponsorship fulfillment

- Works closely with Communication team to ensure all marketing collateral runs as promised
- Estimated Time Commitment: 1-2 hours/ month; more as desired

VENUE PROCUREMENT:

Purpose: identify the space needs for each of our monthly events and to identify venues that can host MPI PHL Education Programs and Events

BOD Position Responsible: Director of Venue Procurement

Recommended # Volunteers: 2

Minimum Responsibilities:

- Work with the Director, Venue Procurement and the Vice President, Finance as well as our other teams to identify the space needs
- Keep abreast of new and existing hotel and meeting space in Philadelphia
- Develop RFPs for each monthly event
- Submit RFPs to identified venues
- Follow up with venues to get responses to RFPs
- Work with appropriate committees to estimate budgets and compare venues
- Secure venue for each monthly program
- Sourcing, Setup and Management of Digital & Hybrid environments
- Estimated Time Commitment: 2-4 hours/ month