



MEETING PROFESSIONALS INTERNATIONAL
CONNECTICUT RIVER VALLEY POLICY MANUAL
ADOPTED August 1, 2023

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International ("MPI") **CONNECTICUT RIVER VALLEY** a not-for-profit corporation, incorporated in the **state of Connecticut, USA**.

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.

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.

MPI CONNECTICUT RIVER VALLEY CHAPTER POLICIES ADDENDUM

Revision Date **4/22/2024**

ARTICLE I MEMBERSHIP

SECTION 1. AFFILIATE MEMBERSHIP: Note primary chapter is “membership” and subsequent chapters are called “affiliate”. CRV Affiliate members will receive access to the membership list and receive the member price at all events. CRV Affiliate Member dues are \$75.00 per year and are renewed at the date of becoming a member.

ARTICLE II BOARD OF DIRECTORS/OFFICERS

SECTION 1: AUTHORITY & RESPONSIBILITY

- 1.1 CHAPTER BOARD REPORTS: All Chapter Board reports are due to the President, President Elect, Immediate Past President, and the Chapter Administrator on the 1st of every month. A template is provided to all board members.

SECTION 3: BOARD ELECTION & SERVICE

- 3.1 Insert any nomination policies here. All Chapters must provide these policies to include but not limited to:

1) Insert Nomination Processes here (applications, review of applicants & selection process)

- Call for Leadership Communication Sent to Membership
- One on One Conversations with Interested Candidates
- Informational “Get to Know the Board” In-Person or Zoom Meeting
- “Date” the Applicant / Interested Members attend Formal Board Meeting
- Interested Candidates Shadow Existing Board Members for 3 months
- Formal Applications Submitted by Interested Candidates
- Interview with Nominations Committee
- Notification of Seat
- Acceptance of Seat
- Nominations Committee Vote
- Board Vote
- 30 Day Submission to Members
- Submit Slate to Global

Joining the board is an opportunity to:

- Make a tangible impact on the events industry
- Develop and hone leadership and organizational skills as a board member
- Work alongside a dedicated team of peers committed to our collective mission to continue to learn and grown in the events industry; and
- Enhance the value and reach of our chapter within the wider community

Overview of Board Member Responsibilities (note: more detail can be provided as requested):

- Attend Monthly Board Meetings
- Submit Monthly Board Reports
- Participate in Calls
- Solicit New Members
- Engage Existing Members
- Work with fellow board members to create a calendar of events for the members that is enticing and rewarding
- Create fundraising opportunities that will generate revenue for the chapter
- Maintain a good financial standing as a chapter
- Stay connected with Global
- Promote/endorse MPI
- All board positions are a one-year commitment. The president role is considered a 3-year commitment as you would serve as president elect for one year, president for one year and immediate past president for one year.

What is the commitment to serve as the Vice President of Education?

- Must be an MPI CRV member in good standing
- Willing to give the time, energy, talents, and enthusiasm required of the position.
- One-year commitment or as determined by the Board of Directors and Chapter Bylaws
- Attendance is expected at all regularly scheduled meetings, which include:
 - Monthly Board Meetings and Chapter Events
 - Annual Board Retreat
 - Mid-Year Board Retreat
- **Vice President of Education**
 - Reports to President
 - Serve as a voting member of Board of Directors
 - Attend monthly board meeting and chapter events, as well as annual and mid-year board retreats; Possible attendance at Chapter Business Summit, as directed by President
 - Ensure fiscal responsibility of the chapter and committee
 - Oversee development of content for four Education sessions per year
 - Support and defend policies and programs adopted by the Board of Directors
 - Identify, recruit, train, and advise committee chair and members
 - Availability to transition successor into his/her new role in an advisory capacity
 - Perform any other duties as assigned by the President and Board of Directors

What is the commitment to serve as the Vice President of Marcomm (Marketing & Communication)?

- Must be an MPI CRV member in good standing
- Willing to give the time, energy, talents, and enthusiasm required of the position.
- One-year commitment or as determined by the Board of Directors and Chapter Bylaws
- Attendance is expected at all regularly scheduled meetings, which include:
 - Monthly Board Meetings and Chapter Events
 - Annual Board Retreat
 - Mid-Year Board Retreat

- **Vice President of MarComm**

- Reports to President
- Serve as a voting member of Board of Directors
- Attend monthly board meeting and chapter events, as well as annual and mid-year board retreats; Possible attendance at Chapter Business Summit, as directed by President
- Ensure fiscal responsibility of the chapter and committee
- Manage the publications, marketing and advertising efforts of the chapter through:
 - Chapter Social Media Accounts
 - Email Campaigns & Newsletters
 - Event PowerPoints
 - Maintain Chapter's Website
 - Other Channels as they arise
- Work directly with the Chapter Admin Company and replay information to be posted on the chapter website
- Support and defend policies and programs adopted by the Board of Directors
- Identify, recruit, train, and advise committee chair and members
- Availability to transition successor into his/her new role in an advisory capacity
- Perform any other duties as assigned by the President and Board of Directors

What is the commitment to serve as the Vice President of Membership?

- Must be an MPI CRV member in good standing
- Willing to give the time, energy, talents, and enthusiasm required of the position.
- One-year commitment or as determined by the Board of Directors and Chapter Bylaws
- Attendance is expected at all regularly scheduled meetings, which include:
 - Monthly Board Meetings and Chapter Events
 - Annual Board Retreat
 - Mid-Year Board Retreat

- **Vice President of Membership**

- Reports to President
- Serve as a voting member of Board of Directors
- Attend monthly board meeting and chapter events, as well as annual and mid-year board retreats; Possible attendance at Chapter Business Summit, as directed by President
- Ensure fiscal responsibility of the chapter and committee
- Manage recruitment and retention
 - Working with the board, help to solicit new members
 - Engage potential members and share all the benefits of MPI
 - Send welcome email/letter to new members once they have joined
 - Meet new members at events
 - Monthly check-ins with existing members / nurture the relationship
 - Understand through conversation and interaction what our membership is wanting to see more of

- Run monthly reports and monitor members who are up for renewal as well as cancelled memberships. Connect with those members about renewing or why they are needing to cancel
- Share feedback with the board
- Oversee annual membership drive
- Monitor all membership promotions from Global and communicate those promotions in a timely manner to the board so they can be promoted and executed.
- Support and defend policies and programs adopted by the Board of Directors
- Identify, recruit, train, and advise committee chair and members
- Availability to transition successor into his/her new role in an advisory capacity
- Perform any other duties as assigned by the President and Board of Directors

ARTICLE IV COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

STANDING COMMITTEES:

1.1 Marketing and Communications Committee

Purpose:

To promote the following:

- MPI value proposition to increase membership
- Upcoming events and increase attendance
- Value of networking to increase volunteerism/committee membership and aid succession planning
- Board strategies and achievements to members
- Relevant industry information in a timely manner to members and social media followers

Responsibility/Timelines:

Manage the publications, marketing, advertising, public relations, community outreach and advocacy efforts of the chapter, including:

- Marketing/Rebranding – website/technology
- Publications – quarterly newsletter
- Public Relations – media relations and press releases
- Advertising – website, newsletter and social media ads
- Community Outreach – philanthropic activities such as holiday charity
- Social Media – Facebook, LinkedIn and Twitter
- Ensure chapter programs, activities and accomplishments are highlighted on an international level by communicating with MPI Public Relations and Marketing departments
- Monitor and promote MPI programs

Board of Director Position Responsible: Vice President of Marketing and Communications
Recommended Number of Volunteers: 6 – 10 people

Social Media Chair
 Communications/Membership Liaison
 Newsletter Chair
 PowerPoint Chair

Photographer
Event Communications Chair

1.2 **Membership Committee**

Purpose:

- To provide direction and leadership for the chapter's program to maintain and increase MPI Connecticut River Valley Chapter Membership

Responsibility / Timelines:

- Work with staff to maintain a current roster of chapter members
- Manage and supervise chapter membership efforts, including
 - o New Member Recruitment
 - o New Member orientation
 - o Member Retention and Care
 - o Monthly Programs – help with registration efforts by providing monthly call tree's based on current membership roster
 - o Awards & Scholarships
 - o Member recognition programs
 - o Manage CRM Software for chapter membership involvement, communications and current updates
 - o Oversee Scholarship Program
 - o Oversee Ambassador Program
 - o Perform an annual chapter needs assessment survey in January
 - o Communicate strategic issues relating to membership to Board of Directors
 - o Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors

Board of Director Position Responsible: Vice President of Membership

Recommended Number of Volunteers: 4 – 5

-Chair of Member Retention

-Volunteer under Chair of Member Retention

-Chair of Member Recruitment

-Volunteer under Chair of Member Recruitment

-Membership / Communication Liaison

1.3 **Finance Committee**

Purpose:

To keep the chapter fiscally responsible by:

- Managing and supervising chapter financial efforts
- Reviewing and approving all expense reimbursement requests to ensure that they are within budget and coded properly
- Conducting monthly budget reviews during board meetings
- Ensure safekeeping and monitor Investments & Reserves – CD, mutual funds, prudent reserve – in approved banks and other institutions
- Secure cash and advertising sponsorships for chapter as additional revenue streams

Responsibility/Timelines:

- Attend monthly board meetings, chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board

- Conduct monthly reviews with the Chapter Administrator to review the P&L and make updates/notes as appropriate
- Present up-to-date financial statements at each Board of Directors meeting and each Chapter Retreat
- Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to Board of Directors
- Ensure chapter budget is always correct and up-to-date
- Ensure that an updated Sponsorship Brochure is rolled out in June/July every year

Board of Director Position Responsible: Vice President of Finance

Recommended Number of Volunteers: 2-4 people

Cash Sponsorship Chair

Advertising Sponsorship Chair

Fulfillment Chair

1.4 **Special Events Committee**

Purpose:

To Oversee / Implement the following -

- venue site selection and contract negotiation for chapter activities
- Upcoming events and day of execution of successful events (member satisfaction / turnout)
- Ensure that events are donated at little to no cost to chapter / members
- Relevant industry information in a timely manner to Communication in order to give them an opportunity to get exposure to our membership

Responsibility/Timelines:

- Develop, implement and manage chapter fundraising efforts and events including (but not limited to):
 - Holiday Party, Gala, Chairman's Challenge
 - Develop strategies to increase revenue and in-kind support for the chapter
 - Communicate details of upcoming events for effective promotion
 - Monitor industry trends to ensure that the chapter is maximizing the most current opportunities for networking locations and themes for events to draw attendance.
 - Ensure chapter programs, activities and accomplishments are highlighted on an international level by communicating with MPI Public Relations and Marketing departments
 - Attendance at monthly committee meetings
 - Assigned Committee activities/responsibilities
 - Attendance at Special Event programs

Board of Director Position Responsible: Director of Special Events

Recommended Number of Volunteers: 6 - 10 people

Networking (after 5) Chair

Gala Chair

Chairman's Challenge Chair

Holiday Party Chair

Auction Chair

SECTION 3: VOLUNTEER ROLES 7 RESPONSIBILITIES:

- 3.1 Expectations of Committee, Advisory Council and/or Task Force Chairs:
- 1) Clearly communicate purpose/charge for the group. If changes in direction occur, communicate to 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 Board of Director 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) 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 VP Finance and Chapter Administrator 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.
- Contracts: All contracts will be signed by the President
 - Check signing authority: The President, President Elect and Immediate Past President and the Chapter Administrator will have signing authority. The Chapter Administrator will sign checks when needed and at the discretion and permission of the above three board members.
 - Voting on Expenditures: A vote will be called if an item is outside of the approved budget.

SECTION 2. RESERVE FUND

2.1 PURPOSE OF RESERVES:

MPI CT River Valley 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.

SECTION 3. REQUEST FOR PROPOSALS:

3.1 Refer to the RFP and pricing as specified.

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

4.1 Travel Reimbursement Policies for the Board: All travel reimbursements will be pre-approved and included in the annual budget.

- WEC: The President, President-Elect and Chapter Administrator will be reimbursed for travel, lodging and registration. This does not include special events or food.
 - Registration Guidelines
 - The President, President-Elect and Chapter Administrator must register within the early bird pricing guidelines in order to get the best possible registration rate.
 - Air Travel Guidelines
 - \$400 USD for travel within the United States.
 - If pre-approved by the MPI CRV Board, by vote, additional expenses up to \$500 USD may be reimbursed for domestic economy air travel.
 - The cost of upgrades is not reimbursable.
 - Lodging Guidelines
 - MPI CRV and MPI IBOD recommends to and requests of volunteer leaders that they share in the expenses of volunteer participation, in particular hotel sleeping room expenses.
 - In the event a volunteer leader extends the hotel stay in order to provide a cost savings on air travel, MPI CRV will reimburse them for the additional room night(s). This provision will be handled through MPI CRV Board of Directors on a case-by-case basis in advance of the meeting dates. Justification of cost savings must be presented in writing by the attendee before travel arrangements or hotel reservations are booked.
 - Expenses that are not reimbursable include:
 - Food and beverages, other than group meals that are part of the meeting;
 - Car rental (unless it is the most economical means of transportation to the meeting site);
 - Extraneous limousine service;
 - Parking;
 - Personal telephone calls;
 - Laundry/dry cleaning services;
 - Fees for recreational or health facilities such as spa, fitness center, golf course, etc.;
 - Fees for in-room movies, mini-bar, video games and high-speed internet use; and
 - Other incidental expenses (unless approved in advance by the MPI CRV Board of Directors)

- 4.2 BUDGETED CHAPTER EXPENSES: An expense form will be provided by the Chapter Administrator and signed off by the President for all expenses and reimbursements related to the Chapter.

SECTION 5. SPONSORSHIPS

- 5.1 Refer to the annual Sponsorship Brochure for all information.

SECTION 6. MANAGEMENT OF PAID STAFF

- 6.1 The Chapter President will be responsible for signing the contract along with conducting the annual review.

ARTICLE VI CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 EDUCATIONAL PROGRAMS: Refer to the contract per event.
- 1.2 NETWORKING/SOCIAL PROGRAMS: Refer to the contract per event.
- 1.3 EVENT ATTENDANCE: Chapters must charge a member rate and a non-chapter member rate for all events. The price difference between member and non-chapter member rates is at the chapter discretion based on specific event needs. Anyone who is not a preferred or premier level member is required to pay the non-chapter member rates for events and is limited to no more than 2 events in one fiscal year at the non-chapter member rate.

Partnership events with other industry organizations are excluded from this requirement.

Non-industry guests are exempt from this rule and can be charged a guest rate to be determined by the chapter.

- 1.4 Changing of rates for events will be voted on by the board prior to marketing the event.

ARTICLE VII COMMUNICATIONS

SECTION 1. CHAPTER COMMUNICATIONS

- 1.1 MPI CRV Spokespersons: The President of the Chapter will serve as the main contact for communicating with press via telephone or email.
- 1.2 Timelines of Calendars: The event will be posted 90 days before the date.

ARTICLE VII MISCELLANEOUS

SECTION 2. CHAPTER AWARDS

- 2.1 MPI Connecticut River Valley Chapter has five awards that can be awarded to members of the chapter for a business year:

Rising Star - Presented to the new member of the MPI-CRV chapter who has been a member for less than 5 years and exhibits a strong sense of initiative on behalf of the meetings industry and the chapter. This individual shows promise as a future leader of the chapter, and through commitment and willingness to devote his/her energy will enhance the value of the chapter and the industry as a whole.

Supplier of the Year - Presented to a supplier member for outstanding contributions to the chapter and the meeting industry. This individual strives for excellence, and exhibits professionalism, and dedication to further enhance the value of MPI it members. The selection will include an evaluation of the individual's history of accomplishments in our industry, meeting management, and to enhance the MPI and promote its vision. This individual has history of performing as a role model for other suppliers as well as his/her colloquies in the meeting industry. This member will have committed time and energy to the MPI CRV chapter with at least five years of service to the chapter, and will have served on the board of directors for at least one year.

Planner of the Year - Presented to a Planner Member for outstanding contributions to the chapter and the meeting industry. This individual strives for excellence, and exhibits professionalism, and dedication to further enhance the value of MPI it members. The selection criteria will include an evaluation of the individual's history of accomplishments in our industry, meeting management, and to enhance the MPI and promote its vision. This individual has history of performing as a role model for other planners as well as his/her colloquies in the meeting industry. This member will have committed time and energy to the MPI CRV chapter within the last year.

Silver Platter - Presented to a venue that has shown overwhelming commitment to the MPI CRV Chapter during the fiscal year. The venue chosen will have exhibited outstanding performance in presentation, food, and experience for our members and the chapter.

President's Award - Chosen by the chapter president and presented to the chapter member that has been an integral part of the CRV chapter's success this year.

The Membership Committee handles the Awards Nominations Process. In March the VP of Membership will update the Awards Nomination Packet and have the VP of Communication post links to fill out the form, email blast and post to website by end of March and will be distributed out in weekly email blasts, newsletters, on event PowerPoints, and social media so membership can nominate fellow members. The VP of Membership will be listed as the person to email completed Awards nominations back to, and the deadline should be three weeks prior to the Gala and Presentation of the Awards. Once the deadline has come, the VP of Membership will put together the nominations in a thorough presentation with any notes and present to the Membership Committee and hold a call to vote on the winners. The VP of Membership will then compile the winners and the reasons why they are the winners and send it to the President so that the President can present the awards to the winners at the Gala. The VP of Membership should also source who will be paying for / sponsoring the awards within the month of May and then send the list of winners over to the Chapter Administrator so that the administrator can order the awards. The VP of Membership should also send the winners to the VP of Communications so that slides for the power point presentation the night of the event can be made with the winner's information.