



# Volunteer Guide

Don't just get  
involved with MPI.  
**Volunteer.**

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# Committees

## that make a difference

Get the Most Out of Your Membership by joining an  
MPI CRV Committee today!

Serving on a committee boasts two satisfying rewards: it helps the chapter accomplish their goals for the year and helps you grow in your career! Whether you can take on a single task, have a couple hours a month, or are curious about becoming a future board member – we have a place for you!

Benefits of becoming an MPI CRV committee member:

### **1. Enhance your skills**

Think of it as free career building! Have you always wanted to strengthen your skills in a particular area? Fill in your knowledge gaps by serving on a committee. You'll gain experience in areas that go beyond your current work duties.

### **2. Expand your network**

You've heard people say, "you get out of it what you put into it." With our broad membership of planners and suppliers MPI CRV offers opportunities to get connected with fellow industry professionals. You never know what doors may open for new business, job opportunities and great friendships!

### **3. Show us your hidden talents**

Sometimes we get engaged when we can do something we are comfortable with. We just never know who may be a great writer, photographer, social media guru, fundraising organizer, etc. The list goes on and on! Let us know your strengths and we will direct you to the right committee that lets you put them to good use.

### **4. Take action between jobs**

Between jobs? Volunteer work on a resume makes a stronger impact than open gaps. Serving on a committee not only helps strengthen your skills, it can set you apart from other candidates.

*So, what are you waiting for? Think about the good you can do for yourself, while building a stronger Connecticut River Valley Chapter of MPI.*

*Contact us at [mpicrv@gmail.com](mailto:mpicrv@gmail.com) to share your interests and learn about opportunities to get involved!*

# What committees can I get involved in?

## DONOR & SPONSOR MANAGEMENT COMMITTEE

The members of the donor and sponsor management committee will work in securing company sponsors for MPI that will be honored and recognized throughout the year, as well as contacting past and possible future organizations for donations.

## EDUCATION COMMITTEE

The members of the education committee designs, plans, and organizes our amazing education programs that continues to keep our members coming back for more!

## FINANCE COMMITTEE

This exciting committee works the 'behind the scenes' of the chapter. The members of the finance committee help organize the budget, sell sponsorships, develop the special events that our chapter members love and select the venues where we hold our monthly meetings. Don't be afraid if you don't like working with finances, we have a chapter administrator who handles all the scary stuff.

## LEADERSHIP DEVELOPMENT COMMITTEE

The members of the leadership development committee are responsible for encouraging member volunteerism and involvement on committees with fun and unique mentoring programs and activities.

## MARKETING & COMMUNICATIONS COMMITTEE

The members of the marketing & communications committee help us get the word out about who we are, what we offer, and what's coming up on the calendar! The committee is also responsible for managing our social media accounts, writing our newsletters, creating PowerPoint presentations and our new website content!

## MEMBERSHIP COMMITTEE

The members of the membership committee assist in answering questions from interested meeting professionals, recruiting new members, and reminding us when it's time to renew our memberships!

## SPECIAL EVENTS COMMITTEE

The members of the special events committee will work on planning interactive and exciting events! Members will work on all logistics, including securing venues and auction items for our networking events.

## VENUE MANAGEMENT COMMITTEE

The members of the venue management committee will work in securing venues for our networking events, as well as our famous Holiday Party and June Gala. The committee will also be doing site visits for venues, as well as assisting in the venue décor and



## COMMITMENT REQUIREMENTS

### What is the commitment to serve as a Director or Vice President on the Board of Directors?

- 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
  - Orientation & Transition Meeting
- Attendance at MPI Global events as indicated in Chapter policies or by MPI Global

### What is the commitment to serve as a Committee Chair or Member?

- Must be an MPI CRV member or Affiliate member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position.
- Time is a **1** year

commitment  
*minimum of  
hour per*







# DONOR & SPONSOR MANAGEMENT COMMITTEE

## Donor & Sponsor Management Committee Objective

The members of the donor and sponsor management committee will work in securing company sponsors for MPI that will be honored and recognized throughout the year, as well as contacting past and possible future organizations for donations.

**Helpful Skills:** knowledge of the industry, comfortable with sales, organization and GREAT follow-up

## Donor & Sponsor Management Committee Role Descriptions

- **Director of Donor & Sponsor Management**
  - Report to the Vice President of Finance
  - 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
  - Ensure fiscal responsibility of the chapter and committee
  - Support and defend policies and programs adopted by the Board of Directors
  - Identify, recruit, train, and advise committee chair and members
  - Create and manage sponsorship brochure
  - Secure donors and sponsors for MPI CRV in the means of cash or in-kind donations through venues, auction items, food & beverage, etc.
  - Ensure donors and sponsors receive what is agreed upon contractually with MPI CRV
  - Follow up with donors and sponsors on their satisfaction with MPI CRV
  - Perform any other duties as assigned by the Office of the President, Vice President of Finance and Board of Directors
- **Auction Committee Chair**
  - Report to Director of Donor & Sponsor Management
  - Manage auction item database
  - Solicit auction items throughout the year for two fundraising events
  - Work with Donor & Sponsor Management Committee to follow through with the management of donors
  - Identify, recruit, train, and advise committee members
  - Perform any other duties as assigned by the Director of Donor & Sponsor Management
- **Cash Sponsorship Committee Chair**
  - Report to Director of Donor & Sponsor Management
  - Manage cash sponsorship database
  - Solicit cash sponsorship throughout the year for chapter fundraising
  - Work with Donor & Sponsor Management Committee to follow through with the management of donors & sponsors
  - Identify, recruit, train, and advise committee members
  - Perform any other duties as assigned by the Director of Donor & Sponsor Management



## DONOR & SPONSOR MANAGEMENT COMMITTEE CONTINUED

- **Donor & Sponsor Management Committee Chair**
  - Report to Director of Donor & Sponsor Management
  - Assigned donor and/or sponsors to management through the year
    - Review contracts for each and ensure that each party is completing their portion of the contract
    - Send thank you card to donor and/or sponsor after they have completed their portion
  - Perform any other duties as assigned by the Director of Donor & Sponsor Management
- **Donor & Sponsor Management Members**
  - Report to appropriate Donor & Sponsor Management Committee Chair (based on interest)
  - Develop relationships with potential, current and past donors and sponsors
  - Assist with solicitation of auction items or cash sponsorship items
  - Perform any other duties as assigned by the Director of Donor & Sponsor Management or Donor & Sponsor Management Committee Chair



# EDUCATION COMMITTEE

## Education Committee Objective

The members of the Education committee will work on planning six high-quality education sessions per year. Members will work on all logistics, including creating and implementing content for six education events, as well as planning for the MPI CRV CMP Study Group(s), and the MPI CRV Local Experiential Event Series (LEES).

**Helpful Skills:** excellent communication skills, detailed organization, and knowledge of current events and trends in the industry

## Education Committee Role Descriptions

- **Vice President of Education**
  - Report to the Office of the 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 six 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 Office of the President and Board of Directors
- **Education Committee Chair – Monthly Education Sessions**
  - Reports to Vice President of Education
  - Develop and plan content for six Education sessions per year; complete all necessary paperwork associated with the six sessions (i.e. MarComm forms, speaker contracts, A/V request forms, speaker expense forms, etc.)
  - Compile Education topic ideas and/or speaker ideas for future Education sessions
  - Oversee Education Committee Volunteers for Education sessions (September, November, January, February, March, and April)
- **Education Committee Chair – Local Experiential Event Series (LEES)**
  - Reports to Vice President of Education
  - Create and implement content for MPI CRV Local Experiential Event Series
  - Identify two local experiences in which Local Experiential Event Series participants can partake; Secure contracts with event contacts and act as liaison between experience contacts and LEES participant(s)
  - Perform any other duties as assigned by the Vice President of Education

## EDUCATION COMMITTEE CONTINUED

- **Education Committee Chair – CMP Study Group**
  - Reports to Vice President of Education
  - Create and update content for MPI CRV CMP Study Group(s)
  - Work with Director of Venue Management to secure location(s) for Group(s)
  - Act as direct contact for all group participants
  - Identify and schedule Facilitators for all sessions; act as liaison between facilitators and group participants
- **Education Committee Volunteer – Monthly Education Session Liaison**
  - Reports to Education Committee Chair of Monthly Education Sessions
  - Act as liaison between Education Committee Chair of Monthly Education Sessions and specified month's speaker(s) in advance of session
  - Act as on-site point person for speaker(s) during specified month's education session
  - Perform any other duties as assigned by the Vice President for Education and/or Education Committee Chair – Monthly Education Sessions
- **Education Committee Members**
  - Report to appropriate Education Chair (based on interest)
  - Assist in creating and implementing content for six education sessions, CMP Study Group, and/or Local Experiential Event Series (LEES)
  - Generate education session topics and/or speaker ideas for consideration by the Vice President for Education and the Education Committee Chair of Monthly Education Sessions
  - Perform any other duties as assigned by the Vice President for Education and/or Education Committee Chair



# FINANCE COMMITTEE

## Finance Committee Objective

The members of the finance committee help organize budgets, sell sponsorships, develop the special events in our chapter, and select venues for our monthly meetings.

**Helpful Skills:** number, attention to detail, knowledge of basic financial concepts,

## Finance Committee Role Descriptions

### ● Vice President of Finance

- Report to the Office of the 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, and Fiscal Year Budget Meeting
- Ensure fiscal responsibility of the chapter and committee
- Manage and supervise Chapter financial efforts through the management of the following Directors and Committees:
  - Donor & Sponsor Management
  - Special Events
  - Venue Management
- Present financials during Chapter board meetings
- Act as coach, advisor and counselor to assigned committees
- Responsible for ensuring the fiscal responsibility of the Directors and Committees managing
- Perform any other duties as assigned by the Office of the President and Board of Directors

### ● Finance Committee Chair and Members

- Reports to Vice President of Finance and/or Finance Committee Chair
- Assist Vice President of Finance with Chapter financial matters
- Identify, recruit, train, and advise committee members
- Perform any other duties as assigned by the Vice President of Finance and/or Finance Committee Chair





# LEADERSHIP DEVELOPMENT COMMITTEE

## Leadership Development Committee Objective

To give others an opportunity for personal and professional growth through a volunteer experience. Through the ideas and expertise new volunteers provide, our MPI CRV Chapter continues to grow and develop future leaders. Great opportunity to get to know our membership, their skills, desired career paths, and encourages their professional development.

**Helpful Skills:** communication, creativity, team building and leadership

## Leadership Development Committee Role Descriptions

### ● Director of Leadership Development

- Report to Office of the 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
- Ensure fiscal responsibility of the chapter and committee
- Support and defend policies and programs adopted by the Board of Directors
- Networking with members to identify potential board members and volunteers
- Oversee maintenance of volunteer database and handbook updates
- Member of Nominations Committee
- Work with committees to expand volunteer long-term involvement with chapter
- Work with Chapter Administrator to assign buddies to board members at each chapter event
- Identify, recruit, train, and advise committee chair and members
- Perform any other duties as assigned by the Office of the President and Board of Directors

### ● Leadership Development Committee Members

- Reports to Director of Leadership Development
- Assist with maintaining the volunteer database and handbook updates
- Build volunteer growth by encouraging involvement and placing interested members into roles appropriate to their skills and career paths
- Works with the Director of Leadership Development to maintain a presence at Chapter meetings and develop communication strategies with membership
- Responsible for following up with members who have expressed interest in volunteering
- Identify and recruit committee members for committees as needed
- Perform any other duties as assigned by the Director of Leadership Development



# MARKETING & COMMUNICATIONS COMMITTEE

## Marketing & Communications Committee Objective

The members of the marketing & communications committee help us get the word out about who we are, what we offer, and what's coming up on the calendar! The committee is also responsible for managing our social media accounts, writing our newsletters, creating PowerPoint presentations and our website content!

**Helpful Skills:** proof reading, marketing, written communication, social media and creativity

## Marketing & Communications Committee Role Descriptions

- **Vice President of Marketing & Communications**
  - Report to the Office of the 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
  - Ensure fiscal responsibility of the chapter and committee
  - Support and defend policies and programs adopted by the Board of Directors
    - Manage the publications, marketing and advertising efforts of the chapter through Chapter social media accounts, email campaigns, newsletters, event PowerPoints, the Chapter's website and other channels as they arise
  - Identify, recruit, train, and advise committee chair and members
  - Perform any other duties as assigned by the Office of the President and Board of Directors
- **Email & Newsletter Committee Chair and Members**
  - Reports to Vice President of Marketing & Communications and/or Email & Newsletter Committee Chair
  - Compile and send out quarterly newsletters (July/October/January/April)
  - Communicate achievements of chapter and members
  - Communicate Chapter vision throughout the year
  - Promote upcoming events, scholarships, sponsorships and volunteerism
  - Collaborate with Finance Committees for donor & sponsor management responsibilities
  - Identify, recruit, train, and advise committee members
  - Perform any other duties as assigned by the Vice President of Marketing & Communications and/or Email & Newsletter Committee Chair
- **Presentation Committee Chair and Members**
  - Reports to Vice President of Marketing & Communications and/or Presentation Committee Chair
  - Update PowerPoint presentations for monthly programs
  - Collaborate with Finance Committees for donor & sponsor management responsibilities
  - Identify, recruit, train, and advise committee members
  - Perform any other duties as assigned by the Vice President of Marketing & Communications and/or Presentation Committee Chair

## MARKETING & COMMUNICATIONS COMMITTEE CONTINUED

- **Social Media Committee Chair and Members**
  - Reports to Vice President of Marketing & Communications and/or Social Media Committee Chair
  - Manage Chapter social media accounts by communicating Chapter events and follow-up pictures/videos, Chapter news, related industry news and increasing presence in each community
  - Collaborate with Finance Committees for donor & sponsor management responsibilities
  - Identify, recruit, train, and advise committee members
  - Perform any other duties as assigned by the Vice President of Marketing & Communications and/or Social Media Committee Chair
- **Website Committee Chair and Members**
  - Reports to Vice President of Marketing & Communications and/or Website Committee Chair
  - Create and edit content of web pages
  - Keep website topical and up to date
  - Collaborate with Finance Committees for donor & sponsor management responsibilities
  - Identify, recruit, train, and advise committee members



- Perform any other duties as assigned by the Vice President of Marketing & Communications and/or Website Committee Chair

# MEMBERSHIP COMMITTEE

## Membership Committee Objective

The members of the special events committee will work on planning interactive and exciting events! Members will work on all logistics, including creating and implementing content for six networking events, as well as securing auction items for two networking events throughout the year.

**Helpful Skills:** delegation, comfortable with sales, excellent communication, passion

## Membership Committee Role Descriptions

### ● Vice President of Membership

- Report to the Office of the 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
- Ensure fiscal responsibility of the chapter and committee
- Provide direction and leadership to maintain and increase MPI membership
- Work with chapter administrator to maintain a current roster of Chapter members
- Manage and supervise Chapter membership efforts, including:
  - Recruitment – member recruitment, new member orientation
  - Member Care – member retention, hospitality
  - Awards & Scholarships – recognition programs, scholarships
  - Communicate strategic issues relating to membership to Board of Directors
  - Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Work with Regional Outreach teams as it pertains to communications, education and membership.
- Support and defend policies and programs adopted by the Board of Directors
- Identify, recruit, train, and advise committee chair and members
- Perform any other duties as assigned by the Office of the President and Board of Directors

### ● Membership Recruitment Committee Chair and Members

- Reports to Vice President of Membership and/or Membership Recruitment Committee Chair
- Focus on the recruitment of Chapter memberships
- Perform any other duties as assigned by the Vice President of Membership and/or Membership Recruitment Committee Chair

### ● Membership Retention Committee Chair and Members

- Reports to Vice President of Membership and/or Membership Recruitment Committee Chair
- Focus on keeping the current members of the Chapter
- Perform any other duties as assigned by the Vice President of Membership and/or Membership Recruitment Committee Chair

## OFFICE OF THE PRESIDENT

### Office of the President Objective

Oversee the Board of Directors and related Committees to ensure the Chapter members are being serviced at a Chapter level.

**Helpful Skills:** diplomacy, resourcefulness, visionary, delegator, leadership, organization and excellent communication

### What is the commitment to serve on the Office of the President?

- 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
  - Orientation
  - Fiscal Year Budgeting Meeting
- Attendance at MPI Global events as indicated in Chapter policies or by MPI Global

### Executive Committee Role Descriptions

- **President**
  - Serve as a voting member of Board of Directors
  - Conduct monthly board meeting and chapter events, as well as annual and mid-year board retreats
  - Ensure Chapter adherence to Chapter bylaws, policies, procedures and fiscal responsibility of the Chapter
  - Support and defend policies and programs adopted by the Board of Directors
  - Perform any other duties as assigned by the Board of Directors
  - Submit budget needs for the following fiscal year
  - Oversee performance of Chapter Administrator, including monthly meetings and a yearly performance review

- **President Elect**
  - 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
  - Ensure Chapter adherence to Chapter bylaws, policies, procedures and fiscal responsibility of the Chapter
  - Support and defend policies and programs adopted by the Board of Directors
  - Serve on Nominations Committee
  - Report on the strategies, successes and challenges of committees to Executive Committee
  - Perform any other duties as assigned by the President and Board of Directors
- **Immediate Past President**
  - 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
  - Ensure Chapter adherence to Chapter bylaws, policies, procedures and fiscal responsibility of the Chapter
  - Support and defend policies and programs adopted by the Board of Directors
  - Act as mentor to Executive Committee
  - Act as coach, advisor and counselor to board members and committees
  - Chair Nominations Committee
  - Perform any other duties as assigned by the President and Board of Directors



## SPECIAL EVENTS COMMITTEE

### Special Events Committee Objective

The members of the special events committee will work on planning interactive and exciting events! Members will work on all logistics, including creating and implementing content for six networking events, as well as securing auction items for two networking events throughout the year.

**Helpful Skills:** creative, organized, knowledge of industry and local connections

### Special Events Committee Role Descriptions

- **Director of Special Events**
  - Report to Vice President of Finance
  - 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
  - Ensure fiscal responsibility of the chapter and committee
  - Support and defend policies and programs adopted by the Board of Directors
  - Create and implement content for six networking events
  - Solicit and obtain auction items for two fundraising events
  - Collaborate with Donor & Sponsor Management and Venue Management Committees
  - Identify, recruit, train, and advise committee chair and members
  - Perform any other duties as assigned by the Office of the President, Vice President of Finance, and Board of Directors
- **Special Events Committee Chair**
  - Reports to Director of Special Events
  - Create and implement content for six networking events
  - Solicit and obtain auction items for two fundraising events
  - Identify, recruit, train, and advise committee members
  - Perform any other duties as assigned by the Director of Special Events
- **Special Events Committee Members**
  - Report to Special Events Committee Chair or Director of Special Events
  - Assist in creating and implementing content for six networking events
  - Assist in soliciting and obtaining valuable auction items for two networking events
  - Perform any other duties as assigned by the Director of Special Events or Special Events Committee Chair

## VENUE MANAGEMENT COMMITTEE

### Venue Management Committee Objective

The members of the venue management committee will work in securing venues for our monthly meetings and events.

**Helpful Skills:** communication, sales, knowledge of the industry and valuable connections

### Venue Management Committee Role Descriptions

- **Director of Venue Management**
  - Report to Vice President of Finance
  - 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
  - Ensure fiscal responsibility of the chapter and committee
  - Support and defend policies and programs adopted by the Board of Directors
  - Collaborate with Donor & Sponsor Management, Education and Special Events Committees
  - Develop, implement and manage a Request for Proposal (RFP) process for all monthly education, networking and After 5 programs
  - Perform site selection for all monthly programs, as needed
  - Negotiate contracts with venues for chapter education, networking and After 5 programs with the chapters' best interests in mind
  - Identify, recruit, train, and advise committee chair and members
  - Perform any other duties as assigned by the Office of the President, Vice President of Finance, and Board of Directors
- **Venue Management Committee Chair and Members**
  - Reports to Director of Venue Management and/or Venue Management Committee Chair
  - Assist with site selection and negotiations for future Chapter events
  - Identify, recruit, train, and advise committee members
  - Perform any other duties as assigned by the Director of Venue Management

V O L U N T E E R

*all that's missing is U!*