



MPIGNY VOLUNTEER CHAIR ROLES

As a Chair of a committee at MPIGNY you will lead a team of volunteers and be guided by the role's corresponding Director and VP. The roles & descriptions below are subject to change and may be tailored to your specific skills or leadership development goals.

Special Events

Golf Chair, Foursomes

- Encourage golfer registration. Coordinate foursomes. Initiate introductions at Par-Tee pre-event.

Golf Chair, Raffles; Awards

- Solicit, package & collect raffle prizes. Create and present list of raffle prizes for publication in program. Coordinate and order awards.

Golf Chair, Sponsorship (Holes, in-kind day of, par-tee)

- Review sponsor opportunities with Director of Golf & VP of Finance. Reach out to past sponsors for current year participation. Seek in-kind sponsors for A/V, transportation, Par-tee pre-event venue and gift bags among others.

Golf Chair, Non-Golfer Day Program

- Along with Director of Golf, lead the creation and execution of non-golfer day program. Elements can include tastings, CSR projects, wellness activities & many more.

Networking Event Chairs – 3 total

Fall/Winter Social, Summer Kickoff, Annual Holiday Party

- Each chair will take ownership of one selected event and take that event from planning stage through to execution including site selection, marketing plan, F&B, registration & more.

Fundraising Auction Chair, Marketing Liaison

- Lead marketing plan and updates for Auction by constant contact with marketing team. Gather sponsor logos, input on theming, create social media requests highlighting auction items and other key elements of the event.

Fundraising Auction Chair, Auction

- Solicit, package & collect silent & live auction items. Create and present list of raffle prizes for publication. Work with marketing chair to highlight key items.

Fundraising Auction Chair, Mixology

- Solicit supplier members to host mixology tables. Coordinate full mixology program from liquor selection & donation to day-of coordination of mixology tables.

Fundraising Auction Chair, Wall of Wine

- Solicit wine donations. Coordinate day of wine pull set-up, sale of entry tickets & venue logistics of this element.
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Education

Chair, Site research & Selection

- Source potential venues for education events

Chair, Food & Beverage

- Plan with DEI appropriate F&B options adhering to designated budget

Chair, Speaker sourcing & selection

- Source appropriate speaker that coincides with topic and DEI requirements

Chair, Program planning

- Coordinate all logistics for onsite execution and run of show

Chair, Global Meetings Industry Day (GMID)

- Work with rest of Education chairs to design and execute this annual program.
 - Coordinate with participating industry organizations, MPIGNY CSR and other MPI committees to ensure flawless execution.
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Diversity Equity & Inclusion

Chair, Content

- Advise chapter on suggested content based on research, current events and industry trends.

Chair, Diverse Supplier Program

- Research and create a Diverse Supplier Program within our Chapter.

Chair, DEI Compliance

- Ensure all Chapter content and marketing meets our DEI standards. Assist & advise other chairs and departments as needed.

Chair, Community Outreach

- Identify opportunities for MPIGNY to engage in community. This role will work closely with our Corporate Social Responsibility team.
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Corporate Social Responsibility

Chair, Virtual Activities

- Research, suggest and plan virtual volunteer activities that Chapter members may engage in to give back to our community.

Chair, In-Person CSR Activities

- Research, suggest and plan stand-alone in-person volunteer activities that Chapter members may engage in to give back to our community.

Chair, Combined Event CSR Activities

- Work directly with Special Events & Education teams to incorporate a CSR activity into each in-person event they execute.

Chair, Cycle For Survival and Race to Deliver

- Take the lead on our two annual CSR activities
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Membership

Chair, Membership Events

- Lead membership drive events as well as incorporate a membership meet & greet, new member elements and other membership enhancements at every MPIGNY event. Will work closely with Special Events & Education teams.

Chair, Membership Outreach

- Responsible for new member welcome, renewal calls, exit interviews and general member questions. Will assist with annual MPI Global survey results via member outreach.

Chair, Genie Awards

- Responsible for our annual awards event and volunteer celebration. Will take the event from planning stage through to execution including site selection, marketing plan, F&B, awards, awards show, presentation, President's Reception, registration & more.

Chair, Membership & Volunteer Recognition

- Leads all programs that recognize and highlight our members and volunteers. Ensure that members receive recognition through our membership spotlight program.
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Leadership Development

Chair, Mentorship Program

- Lead Mentorship Program including call for applications, matching of mentor & mentee, marketing plan, testimonials & follow-up.

Chair, Emerging Leaders

- Responsible for continuation of existing Emerging Leaders program with NYU while expanding program to other area colleges & universities.

Chair, Volunteer Recruitment

- Create volunteer recruitment program which includes call for volunteers at each MPIGNY hosted event, volunteer fair and MPIGNY Annual update.
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Marketing & Communications

Chair, Social Media

- Leads all social media efforts with focus on content capture & posting at MPIGNY events. Chair will need to be well versed in Instagram, Facebook, TikTok, YouTube & LinkedIn.

Chair, Special Projects

- Works with Director of Marketing on special projects as assigned which may include our signature events, one-off events and industry programs.

Chair, Content/Writing

- Lead creative writing efforts to support marketing for all MPIGNY programs, promotions, press releases and global campaigns.

Chair, Email

- Executes all outgoing MPIGNY emails and monthly newsletter. Will collect content with assistance of other chairs, program within MailChimp and deploy after necessary approvals. MailChimp experience is preferred.

Chair, Website/CVENT

- Build MPIGNY event registration modules in CVENT for all upcoming events. Assist Executive Director in tracking registration numbers, incoming revenue, registration add-ons and more.
 - Create all event and other surveys as needed within CVENT.
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Finance & Partnership

Chair, Partnership Outreach

- Oversee the recruitment of the association's partnership potentials.

Chair, Partnership Fulfillment

- Oversee the fulfillment of all partnership agreements to ensure the chapter is producing the deliverables of the agreement.

Chair, Board Liaison

- Oversee the needs of the various organization department requests in regards to partnerships and relate them back to the Partnership department.