**2025 BOARD CANDIDATE DATA & INTEREST FORM**

*To be eligible for nomination and election to the MPI-CC Board of Directors, you must submit this signed form, along with your response to the questions on page three and your agreement to the pledge on page four, to The Management Office by* ***April 30, 2024****. All members interested in chapter leadership are urged to submit this form for consideration.*

NAME TITLE

EMPLOYER

ADDRESS

CITY/STATE/ZIP PHONE

FAX E-MAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you been a member of MPI?\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate the position you are interested in by checking below. ***It is acceptable to note your interest in more than one position.*** A complete listing of the position descriptions can be found in the leadership manual on the MPI-CC website under “Downloads” once logged into the member area.

#### OFFICERS

**Any member in good standing, other than a student member, is eligible to apply for and be elected to any elective office. Board members** **must attend all board meetings and both board retreats each year and serve as mentors to Board Directors and Committee Chairs. The retreats are scheduled for November TBD, 2024 and Spring, 2025. The retreats will require an additional 1-2 days out of the office. Although you are expected to attend board meetings, should extenuating circumstances arise, you may conference call in to the board meeting; however, this cannot be used a replacement for attendance at all board meetings.**

\_\_\_\_\_ **President-elect** (one-year term - three year commitment): First year serves as President Elect,

 Second year serves as President, Third year Immediate Past President.

The President-elect presides at all meetings in the absence of the President, works with officers to ensure chapter minimum standards are met, develops leadership succession planning strategies for the chapter, and performs such other duties that may be delegated by the President and/or the Chapter Board of Directors. Following one year as President Elect, this person automatically will assume the office of President for one year and then the office of Immediate Past President for another year. In total, this is a three-year commitment to the MPI-CC leadership.

 **Please answer the following questions on a separate page:**

* How do you see the chapter progressing in the next 3 to 5 years?
* How can you help the chapter to remain on mission and adapt to the needs of the membership?
* What strengths do you have that will help galvanize the chapter moving forward?

\_\_\_\_\_ **Vice President Finance** (one-year term)

The VP Finance oversees the Chapter’s funds and financial records and shall report on the financial condition of the Chapter at all meetings of the Board of Directors and at other times when called upon by the President.

\_\_\_\_\_ **Vice President of Marketing and Communications** (one-year term)

The VP of Marketing and Communications shall oversee the chapter marketing including the website, newsletter, and social media.

\_\_\_\_\_ **Vice President of Program Development** (one-year term)

The VP of Program Development shall oversee the chapter educational efforts for all chapter meetings, professional development, and special education projects.

\_\_\_\_\_ **Vice President of Member Engagement** (one-year term)

The VP of Member Engagement shall oversee new member recruitment, new member orientation, member recognition programs, and member retention. The VP Member Engagement will access membership reports, including new members and retention from the MPI database and report at all meetings of the Board of Directors and at other times when called upon by the President.

**\_\_\_\_\_ Vice President of Diversity, Equity & Inclusion (one-year term)**

The VP of Diversity, Equity & Inclusion shall oversee the strategies and actions of the Board and committee to help the chapter further the mission – “to foster a diverse and equitable environment of inclusion in our chapter, community and industry through education and communication.”

**\_\_\_\_\_ Director of Volunteer Engagement (one-year term)**

The Director of Volunteer Engagement shall oversee recruitment, placement, engagement and recognition of volunteers.

**\_\_\_\_\_ Director of Meeting Planning (one-year term)**

The Director of Meeting Planning shall oversee the RFP and contracting of meeting venues and organization and execution of planning duties, including speaker contracts, pre-meeting logistics, event orders, and on-site management of meetings.

**If not nominated to serve in your office of choice, would you serve in another office or as a board director if asked?** \_\_\_ yes \_\_\_ no

MPI-CC officers and directors represent the voice of the entire chapter membership. With this in mind, please answer the questions on the next page to portray your ideas for the future growth, direction, and development of the Chapter. **Using separate pages, please type your responses to the questions listed.**

# STATEMENT OF COMMITMENT AND CONSENT

If nominated and elected, I agree to actively serve on the MPI-Carolinas Chapter Board of Directors, to be objective in my considerations of policy issues, and to represent the best interest of the entire membership at all times. I have the full support of my employer in regard to the duties and responsibilities of the position I am seeking.

**Please review the attached Annual Pledge of Commitment that each MPI-CC Board Member must agree to.**

I agree to attend and fully participate in all board meetings to the best of my ability; to arrive for board meetings fully briefed and prepared on the issues to be discussed; to promote the programs, goals and projects of MPI and the Carolinas Chapter; and to faithfully discharge the duties that are assigned to me by the board.

I understand that a member of the Nominating Committee may contact me to discuss my candidacy.

Applicant’s Signature Date

**NOTE TO CANDIDATE:**

Please send via e-mail your completed and signed form, to be received no later than **April 30, 2024** to:

**Molly Pusateri**

**MPI-CC Nominating Committee**

**E-mail:** **molly@themanagementoffice.com** **and** **brandon@keysignatureonline.com**

**2025 BOARD OFFICER APPLICATION**

Your responses to the following questions will be used to evaluate your qualifications to serve in the position on the MPI-CC Board of Directors in which you indicated interest. Your responses will qualify you as a leader and to be considered for the MPI-CC Board of Directors.

**Please type your responses on a separate page.**

Please provide us with the name, company affiliation, phone number, and e-mail address of two references who can attest to your leadership capabilities. At least one must be a current MPI member.

## Professional Experience:

1. List awards, certifications, continuing professional education, or other professional recognition received during your experience in the meetings industry.
2. List any allied professional organizations or civic roles that you actively support. How will these affiliations foster your service as an MPI volunteer leader?

## Understanding of MPI-CC:

1. List your involvement in MPI during your membership, such as task force and committee participation, board positions, and international involvement. Include years of involvement in each position.
2. Are you currently an active volunteer and if so what position?
3. What do you see as the most important issue or concern facing our chapter during the next three years and why?

## Personal Qualifications:

1. What specific strengths or skills do you feel you have that will aid you in this role?
2. As a future chapter leader, how do you feel your leadership qualifications and experience will contribute to our chapter?
3. Have you had experience creating and/or working with a budget? Please describe.

## Leadership:

1. Describe how you have incorporated teamwork and mentoring into your membership at MPI-CC or in your professional or other volunteer roles.
2. Describe what rewards and challenges you have faced in a past leadership role.
3. Describe your plan of how our chapter can grow future leaders.

**DEI:**

1. Please describe a specific experience where actively contributed to a Diversity, Equity, and Inclusion (DEI) initiative. What was the challenge, your role, and the outcome? How did this experience shape your understanding of DEI in a professional setting?
2. Diversity, Equity, and Inclusion (DEI) values are critical in fostering an inclusive environment where all members feel valued and respected. Can you share an example of how you have personally or professionally committed to these values? How do you envision promoting these values as part of our board?
3. As a board member, sometimes the challenges surrounding Diversity, Equity, and Inclusion (DEI) are complex and ever-evolving. Based on your understanding and experience, what do you see as the most pressing DEI challenge facing our industry/chapter today? How would you propose we address this challenge as an organization?

**Interview Process:**

A Nominating Committee member will contact each applicant to conduct an interview.

ANNUAL PLEDGE OF COMMITMENT

**2025 Board of Directors**

As a Board Director for the Carolinas Chapter of MPI, I hereby agree to comply with the following requirements in order to effectively promote the mission of Meeting Professionals International.

1. To be an objective member representative in my consideration of policy issues;
2. To recognize the geographical and professional diversity inherent in the chapter and represent the best interest of the entire membership at all times;
3. To attend and fully participate in all board meetings to the best of my ability;
4. To present my board/committee reports, activity, results and updates for board of directors review and acceptance, prior to the board meeting and by the requested date;
5. To prioritize my participation during board meetings, and limit my tactical input in order for a minimum of 80% of each board meeting be dedicated to strategic planning;
6. To arrive on time for board meetings fully briefed and prepared on all issues;
7. To promote and offer leadership and support to the programs, goals, and projects of MPI and the Carolinas Chapter;
8. To faithfully discharge the duties which may be assigned by the board;
9. To review MPI’s Principles of Professionalism, and to practice and adhere to these mandates at all times;
10. To be accountable for the achievement of my committee(s) goals;
11. To act as a facilitator for my committee(s) by encouraging active participation, providing direction and support, and ensuring adherence to established committee guidelines;
12. To actively communicate openly and frequently with all members. To listen;
13. To lead by example;
14. To foster unity among the membership through accessibility and communication;
15. To fully support all board decisions regardless of my individual stance on an issue;
16. To respond to requests from members in a timely manner;
17. To identify potential future chapter leaders and provide opportunities for their growth;
18. To identify and recruit new members whenever possible;
19. To encourage active recruitment of committee members;
20. To stand ‘outside the box’ and participate in regular open forums and idea exchanges, on all topics of interest and concern, as expressed by the membership.

Applicant’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_