



Leadership Manual

A guide for current and potential
MPI Carolinas Chapter leaders

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What is Leadership

“Leadership is something you earn, not something you are given. In order to be a good leader, you must first learn to be a good follower.”

Nancy B. Holder

Founder of MPI Carolinas Chapter
MPI Carolinas Chapter President 1984-1985

“Leadership involves setting the example for those who you expect to follow you in accomplishing the task at hand. The first skill a leader must acquire is to understand the difference between hearing and listening.”

Andrew Schmidt, CHME, MPA

MPI Carolinas Chapter President 2006-2007

“To lead effectively, you need to listen actively.”

Ginny Fountain, CMP

MPI Carolinas Chapter President 2007-2008
MPI Carolinas Chapter President 2011-2012

“Leadership is not what you do for yourself. It’s for the greater good of all.”

Heidi Walters, CHME

MPI Carolinas Chapter President 2004-2005

“Leadership is a great privilege and responsibility that enables one to serve others and positively impact their lives.”

Christian Schroeder

MPI Carolinas Chapter President 2015-2016

“The definition of Leadership is powered by action not by title or position, I believe the most impactful contribution to our industry is to intentionally invest in others, inspiring them to make positive changes that will continue to strengthen the legacy of our chapter and industry.”

Malinda Harrell, CMP-Fellow

MPI Carolinas Chapter President 2014-2015

Leadership Succession & Transition Timeline

Change in fiscal year pattern:

In 2025, MPI moved from following a July 1 to June 30 year to a Jan. 1 to Dec. 31 year.

Abbreviations:

BOD = Board of Directors

OOP = Office of the President

IPP = Immediate Past President

PE = President-Elect

Global = MPI HQ

2025	
January	<p>BOD members send introductory email to their chairs and committee and check in with / update them (e.g. highlight changes to committee meetings, business plan goals, thank them for their service, ask if volunteers plan to stay on the committee, etc.).</p> <p>BOD votes on members of the Governance & Nominating Committee at Board Meeting.</p>
<i>Ongoing</i>	<p>BOD members begin identifying potential leaders on committees who may have an interest in future BOD and committee chair roles.</p>
April	<p>OOP and Governance & Nominating Committee reviews BOD applications and processes.</p> <p>IPP to coordinate with Chapter Admin for call for board applications.</p>
May 30	<p>Board applications due.</p>

May	President conducts 1:1s with all current Board members. Discuss how they are doing, determine leadership career within MPI moving forward and mentor needs if any.
May - June	Governance & Nominating Committee conducts board interviews (virtual) and meets to determine slate recommendation for BOD.
June 23	Board votes to ratify proposed 2026 slate.
July	Proposed slate presented to the Membership via email (30 days period for membership to contest slate)
August 1	<p>2026 Board Slate is official, assuming no contested roles. Email announcement to membership of Board election results. Chapter Admin submits slate to Global by Aug. 1.</p> <p>OOP emails welcome to 2026 board members and invites them to visit remaining board and committee meetings.</p>
September-November	<p>Transition meetings between outgoing and incoming Board members - virtual (<i>Meetings should take place after CLS.</i>)</p> <p>PE conducts 1:1 calls with 2026 Board Members.</p>
September 11	MPI Chapter Leadership Summit (CLS) - virtual (<i>Hosted by Global</i>)
October	Board Orientation - virtual (1 - 1 ½ hours) (<i>Hosted by PE</i>)
November	<p>Retreat for 2026 BOD - in person (<i>Nov. 4-5, Beaufort, NC</i>)</p> <p>Board Members installed at Annual Meeting - in person (<i>Nov. 2-3, Beaufort, NC</i>)</p>
December	<p>2026 Chapter Business Plan is submitted to Global by Dec. 1.</p> <p>Fiscal year ends Dec. 31.</p>

Leadership Structure by Department

Office of the President

- President
- Immediate Past President (IPP)
 - Governance & Nominating Committee
 - Awards Committee
- President-elect (PE)

Diversity, Equity and Inclusion

- VP of Diversity, Equity and Inclusion
 - DEI Committee

Finance

- VP of Finance
- Director of Fundraising
 - FUNdraising Committee
 - Planner Partner Forum Committee

Member Engagement

- VP of Member Engagement
 - Member Engagement Committee
- Director of Volunteer Engagement
 - Volunteer Engagement Committee

Education

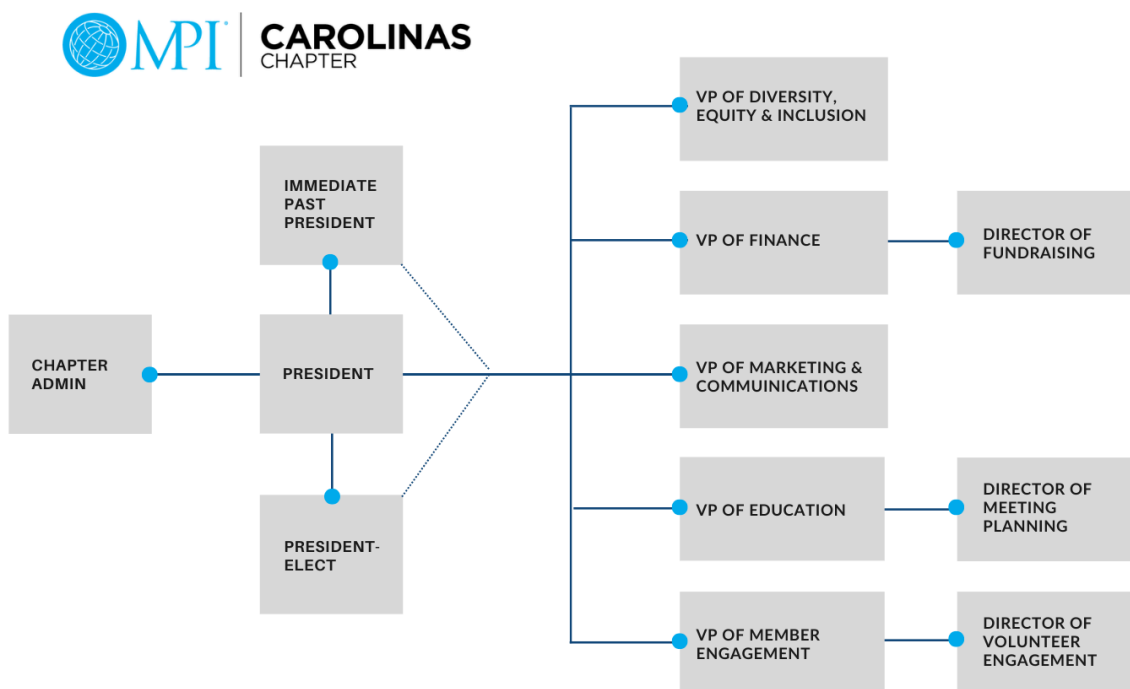
- VP of Education
 - Education Committee
 - Professional Certification Committee
- Director of Meeting Planning
 - Meeting Planning Committee

Marketing and Communications

- VP of Marketing and Communications
 - Marketing and Communications Committee
 - Publications Committee

Chapter Administrator

- This role is responsible for supporting the general operations of the Chapter and plays a key role in working with chapter leadership on strategic planning, decision making, team leadership, communication, and resource management.
- Primary activities include member communications, Chapter publications, financial support functions, support of the President and Board in fulfilling their responsibilities, and assistance in meeting Chapter requirements/deadlines.
- The Administrator also manages the annual sponsor partnership program.
- The Administrator reports to the President and communicates regularly with the President, the Board and committee chairs to meet the goals and objectives of the Chapter.
- The Chapter has contracted with Treeling Associates for this paid service.



BOARD OF DIRECTORS ORGANIZATIONAL CHART 2025

Committees

Active, dedicated committees are essential for the success of the chapter in its work to meet the needs of our members. Not only is volunteering on a committee a way to make a difference in our chapter, it's a great way to elevate your membership, grow your network with fellow planners and suppliers, develop your leadership skills, and learn new professional skills.

Descriptions

Awards

The Awards Committee is charged with managing and facilitating appreciation for and recognition of the outstanding achievements of individual chapter members, rewarding volunteer involvement on committees, and furthering the visibility and value of meeting professionals within our chapter. The committee oversees the selection process for the chapter's [annual awards](#): Planner of the Year, Supplier of the Year, Hall of Fame, Tomorrow's Leader, and Volunteer of the Year.

Diversity, Equity and Inclusion (DEI)

The Diversity, Equity, & Inclusion Committee creates networking and educational opportunities that further the mission of creating a diverse and equitable environment of inclusion in our chapter, community, and respective industries, through education and communication.

Committee members are responsible for ideation, creation, collaboration and coordination of educational content, events, and activities that celebrate our members' diversity, ensure equity for all, and engage membership inclusion through education and deep conversation.

What will you gain from joining this committee?

- Create meaningful change: Your feedback and participation directly influence how we cultivate an inclusive and supportive environment.

- Build personal growth: Engage with diverse perspectives and broaden your understanding of DEI topics, enhancing your professional and personal development.
- Strengthen the community: Collaborating with others on DEI initiatives fosters stronger connections, helping to build a more supportive professional network.
- Make a lasting impact: Even a small amount of time dedicated to DEI initiatives helps create long-term change, making our chapter, community, and industries more inclusive.

Time Commitment: 30-minute monthly virtual meeting plus 1-2 hours per month for tasks, depending on your role.

Education

The Education Committee reviews industry trends and member feedback for education session topics, decides on chapter meeting education session topics and themes, and reviews and identifies speakers for chapter meetings. For each chapter meeting, the committee provides speaker care and education session support as needed, writes education session recaps for the blog and Carolina Blitz, and collaborates with the Marketing & Communications Committee to promote education sessions.

What will I gain from joining this committee?

- Speaker selection
- Content development
- Theming education content and program

FUNdraising

The FUNdraising Committee is the heart of creativity and connection within MPI Carolinas Chapter! This dynamic team designs and executes engaging initiatives that foster community, elevate member experiences, and support our chapter's goals through FUNdraising. From planning innovative FUNdraising events to developing unique FUNdraising opportunities, the FUNdraising Committee combines purpose with fun to drive the success of our chapter.

If you're passionate about making a difference, enjoy brainstorming fresh ideas, and love collaborating with a dedicated group of professionals, the FUNdraising Committee

is the perfect place for you. Join us in shaping the future of MPI Carolinas Chapter one exciting initiative at a time!

What will you gain from joining this committee?

- Leadership Development: Hone your leadership and organizational skills by managing projects and initiatives.
- Networking Opportunities: Build meaningful relationships with industry professionals and fellow members.
- Creative Outlet: Share your innovative ideas and contribute to fun, engaging experiences for the chapter.
- Career Growth: Gain valuable event planning and fundraising experience to enhance your professional portfolio.
- Fun & Fulfillment: Work in a collaborative, high-energy environment that blends purpose with enjoyment.
- Joining the FUNdraising Committee is more than a commitment—it's an opportunity to grow, connect, and make lasting memories!

Time Commitment: A 30-minute monthly virtual meeting plus 2-4 hours per month for tasks, depending on your role.

Governance and Nominating

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.

Marketing and Communications

The Marketing & Communications (MarComm) Committee is essential to MPI Carolinas Chapter's success, delivering consistent, engaging, and impactful communication that keeps members informed and connected. The committee shares timely updates on chapter news, programs, and achievements while adhering to MPI and MPI Carolinas' branding and style guidelines to showcase the chapter's vibrant community.

MarComm promotes chapter and member achievements, events, and updates through social media platforms (Facebook, Twitter, Instagram, LinkedIn), the chapter blog, Carolinas Blitz, and the Midweek Member Minute e-newsletter.

What will you gain from joining this committee?

- Project management skills
- Leadership and training skills
- Learn and implement social media engagement
- Effective communication skills
- Writing and editing social media copy skills

Time Commitment: A 30-minute monthly virtual meeting plus 2-6 hours per month for tasks, depending on your role.

Meeting Planning

The Meeting Planning Committee helps plan and execute meeting planning duties on behalf of the chapter, and provides on-site management of chapter meetings and events. The committee develops and provides input for all experiential aspects of chapter meetings and the annual awards gala (including but not limited to: menus, set design, tablescapes, and audiovisual).

What will you gain from joining this committee?

- Meeting Planning skills
- Contract Negotiating skills
- Vendor Management skills
- Experience with design & decor

Time Commitment: A 30-minute monthly virtual meeting plus 2-6 hours per month for tasks, depending on your role.

Member Engagement

The Membership Engagement Committee plays a vital role within our organization, dedicated to fostering a sense of belonging and support for both new and existing members. At its core, the committee's mission is to ensure that newcomers are warmly welcomed and seamlessly integrated into our community. Through our proactive approach, we strive to connect new members with the resources and opportunities that align with their goals within the organization, facilitating their journey towards fulfillment. Central to our efforts is the Ambassador Program, where seasoned members extend a guiding hand to newcomers, offering guidance and assistance every step of the way. Additionally, during renewal periods, the committee maintains consistent communication channels to remind members of the value of their membership, fostering retention and continued engagement. Ultimately, the Membership Committee stands as a pillar of support, enriching the organizational experience for all who join our ranks.

What will you gain from joining this committee?

- Relationship building & networking opportunities and skills: You'll chat with our members firsthand, often being their first impression of the chapter. Help make new and existing members feel welcome!
- Communication skills: You'll learn and provide valuable insight and feedback from members to the chapter board and membership base.
- Collaboration: You'll play an important role in contributing to organizational growth (Be an MPI champion)

Time Commitment: A 15-20 minute monthly virtual call plus 2-3 hours per month of tasks depending on your role. 30-45 minutes of volunteer opportunities at member events.

Planner Partner Forum (PPF)

The Planner Partner Forum Committee provides an exciting opportunity to engage with other event professionals, collaborate on the development of an impactful program to connect fellow planners and suppliers, and contribute to the success of the chapter. Committee members design and execute an engaging event, promote planner attendance, and seek participation from industry suppliers. Revenues generated from the Planner Partner Forum help power our programming and support chapter activities throughout the year, ensuring continued growth and engagement for all members.

What will you gain from joining this committee?

- Leadership Development: Hone your leadership and organizational skills while contributing to the success of the MPI Carolinas Chapter.

- **Networking Opportunities:** Build meaningful relationships with industry professionals and fellow members.
- **Creative Outlet:** Share your innovative ideas and contribute to a fun, engaging event connecting fellow planners and suppliers.
- **Career Growth:** Gain valuable event design and promotion experience to enhance your professional portfolio.
- **Fun & Fulfillment:** Work in a collaborative, high-energy environment that blends purpose with enjoyment.

Time Commitment: 30-minute monthly virtual meeting plus 2-3 hours per month for tasks, depending on your role.

Professional Certification

The Professional Certification Committee plans and presents targeted educational programs to aid members in their pursuit of earning the CMP or other industry certifications. The committee manages and leads the MPI Carolinas Chapter virtual CMP study group, including setting the schedule, and shares relevant information about certification opportunities with the Marketing & Communications Committee to include in chapter communications.

Publications

The Publications Committee produces the quarterly digital publication, The Carolina Blitz, featuring chapter updates, education recaps, member news, profiles, and industry insights for planners and suppliers. The committee develops, solicits, and proofreads content, collaborating with the Blitz designer to deliver a polished publication for members and partners.

What will you gain from joining this committee?

- Project management skills
- Leadership and training skills
- Effective communication skills
- Writing, editing and proofreading skills

Time Commitment: A 30-minute monthly virtual meeting plus 2-6 hours per month for tasks, depending on your role.

Volunteer Engagement

Are you looking for an opportunity to get more involved with MPI Carolinas while making a meaningful impact? The Volunteer Engagement Committee is dedicated to fostering member engagement through Corporate Social Responsibility (CSR) initiatives, supporting DEI efforts, and strengthening community partnerships at each chapter meeting. By joining this committee, you'll play a key role in shaping volunteer opportunities that enhance both professional and personal growth.

What will you gain from joining this committee?

- Leadership & Skill Development – Gain hands-on experience in organizing volunteer initiatives, leading projects, and honing communication skills.
- Expanded Network – Connect with MPI members, local nonprofits, and community leaders while building meaningful professional relationships.
- Impact-Driven Experience – Help integrate CSR into chapter meetings, making a difference in the community through sustainability, social impact, and DEI initiatives.
- Recognition & Visibility – Get recognized for your contributions through chapter communications, event highlights, and leadership opportunities.

Time Commitment: A monthly virtual meeting – approximately 30 minutes. Additional 2-6 hours per month for tasks, depending on your role and level of involvement.

Roles & Commitment

Committee Members

As a committee member, you have taken the first step on the leadership ladder. Your involvement on a committee is not only an important contribution to the chapter, but also shows your willingness to commit your time and talent.

Time commitment varies by committee/project. Not all volunteer work requires attendance at chapter meetings. The monthly committee meetings are usually virtual.

Any MPI Carolinas Chapter member in good standing who wishes to serve on a committee should complete the online [“Volunteer Interest Form.”](#)

Committee members are responsible for:

- Participating in the activities of the committee in order to meet the committee's established goals and tasks
- Assisting in the recruitment of committee members
- Participating in committee meetings

Specific tasks will be determined within the committee. All tasks support the Chapter's annual business plan.

Committee Chair

Committee chairs serve an important leadership role in MPI Carolinas Chapter by leading a team of volunteers to complete a segment of chapter tasks. They are appointed by the Board Member who oversees the committee.

Chairs should have an ability to build and lead a team and demonstrate good communication and organization skills.

The Chair is responsible for:

- Establishing committee meeting dates, times, and locations. Committees typically meet virtually on a monthly basis for an hour or less.
- Serving as the liaison between the committee and the corresponding Board Member.
- Adhering to the budget approved by the Board of Directors.
- Utilizing good communication skills to ensure the corresponding Board Member is aware of the committee's progress and needs, and to engage committee members.
- Submitting monthly committee action report to the corresponding Board Member by established deadline.
- Leading and coaching the committee to complete its goals and tasks.
- Identifying potential candidates for succeeding Chair position.
- Assisting in recruitment efforts for committee members.
- Onboarding new committee members.
- Learning and utilizing Basecamp, the chapter's project management tool. Every volunteer will be set up with Basecamp access by the Chapter Administrator and training by a Board Member or Chair.

Any MPI Carolinas Chapter member in good standing who wishes to serve as Chair of a committee should contact the Office of the President, the outgoing Committee Chair, or Director of Volunteer Engagement.

Term: Jan. 1 - Dec. 31

Time commitment required for the role of Chair varies according to the charge of the particular committee. Estimate 5-8 hours a month.

Board of Directors

The Chapter Board of Directors is the governing body of MPI Carolinas Chapter. It is currently composed of 11 members representing both planners and suppliers. The 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.

Any non-student MPI member in good standing whose primary affiliation is with the Carolinas Chapter is eligible to be a member of the Chapter Board of Directors.

Commitment

Serving on the Chapter Board of Directors is a highly rewarding experience both personally and professionally. It is an honor bestowed on qualified members that have earned the respect and admiration of their peers through leadership and service to the chapter. Board membership has many responsibilities and requires a commitment of time and personal dedication to the Chapter.

The following is general information and expectations to consider if you are interested in a Chapter Board role.

Term

- 1 year (Jan. 1 - Dec. 31)
- After serving one term, Board Members outside the Office of the President may be re-elected for up to two additional one-year terms, and after three consecutive one-year terms they will not be eligible to serve in the same role until at least one year has elapsed from the expiration of the prior term. Board Members who wish to continue board service have to reapply each year (Incoming President and Incoming IPP excluded).

Attendance Requirements

- Board Orientation (virtual) – conducted in Oct.
- Transition Meeting between incoming and outgoing Board Member in same role (virtual) – Fall
- Two Board Retreats (in person) – conducted Nov. 4-5, 2025 and Spring 2026

- Monthly Board meetings. In-person board meetings take place the afternoon of the first day of our Chapter meetings. In the months we do not have chapter meetings, the board meeting will be online via Zoom. Board Members are allowed two excused absences during the calendar year. Any Board Member who is not excused and fails to attend 8 meetings may be subject to removal.
- Committee meetings in their respective areas. These are typically held monthly and virtual.
- Executive Committee members (President, President-Elect, Immediate Past President, all Vice Presidents) may be expected to attend periodic Executive Committee meetings as determined by the President.
- MPI Chapter Leadership Summit (virtual) – held Sept. 11
- MPI meetings and trainings for chapter leaders (virtual).
- Attend as many chapter meetings and functions as feasible.

General Responsibilities

- Serve as a voting member of the Board of Directors.
- Attend board meetings, Chapter events, committee meetings, retreats and training meetings (see “Attendance Requirements”). Be present and engaged during these meetings.
- Fulfill the responsibilities as set forth in the individual role description.
- Support and defend policies and programs adopted by the Board of Directors even when you may not be in agreement.
- Complete pre-board meeting work, including submitting your board report on time, reading board reports in entirety, reviewing financial statements and consent agendas, reviewing chapter meeting/program surveys, and any other reports or materials that may be presented to the Board for review prior to board meetings.
- Think strategically and develop annual goals and objectives for the Chapter Business Plan. Support and provide guidance to your committee chair(s) and committee(s) in achieving the goals.
- Identify, recruit, train, and mentor committee chair(s).
- Act as an advisor and team builder to assigned committee(s).
- Ensure the fiscal responsibility of the committee(s) to which your position is assigned.
- Report to the Board of Directors on the strategies, successes, and challenges of assigned responsibilities and committee(s).
- Respond to all board-related correspondence and surveys.
- Utilize Basecamp, the chapter’s project management tool. Update, track, and document accordingly. Manage your section of Basecamp.

- Encourage member involvement and leadership development.
- Read the Chapter Leaders Newsletter emailed from Global.
- Review the information on the Chapter Leaders Resource Page.
- Update the Standard Operating Procedures (SOPs) for your role as necessary.
- Conduct a transition meeting with your successor.
- Liaise with Marketing and Communications team to create messaging around appropriate position-related activities
- Perform other duties that may be delegated by the President and/or Board of Directors.
- HAVE FUN!

Leadership Job Descriptions

The following job descriptions specify the roles, responsibilities and duties for each Board position within the Chapter. Standardized descriptions provided by MPI have been customized to reflect the unique organization of the Carolinas Chapter

Note that positions are grouped by Category: Finance, Leadership, Membership, Education, and Marketing & Communications. Each Category has one VP position with optional Director positions, as determined by the Chapter Board according to the specific size and needs of the Chapter. VPs and Directors in a category are sometimes referred to as a “team” or “department.” By extension, when appropriate, those references may also be understood to include the committee chairs and committees working with those VPs and Directors.

President

Category: Leadership

Leadership Expectations	
Management	Leadership Skills
<ul style="list-style-type: none">• Strategic Planning: Work with the Board of Directors to create and execute a strategic business plan• Create goals and objectives for the Board of Directors and committees• Advise, support and develop Board of Directors of directors in executing initiatives• Assist in Chapter budget development• Mediate discussions and create consensus within the Board of Directors• Communicate with members regarding all MPI initiatives and objectives• Target future leaders within existing Board of Directors, committees and membership• Schedule transition time with PE	<ul style="list-style-type: none">• Visionary• Creativity• Facilitation• Collaboration• Delegation• Organization• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Empowerment• Effective Communication• Execution• Innovation

Qualifications:

- Member in good standing with previous service as President Elect.
- Knowledgeable of the activities/affairs of the Chapter.
- Willing to give the time, energy, talents and enthusiasm required of the position.

Specific Responsibilities:

- Communicate with and supervise the Chapter Officers and Directors to ensure that all assignments are completed according to the strategic plan, the Chapter is financially sound, and membership is advised of all progress.
- Serve as chair of all meetings of both the Executive Committee and Board of Directors, and serve as a member of the Budget and Finance Committee.
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board of Directors.
- Responsible for the following budget line items: 62800 Board of Directors Expense.

- Ensure development and facilitation of a long term strategic plan.
- Ensure Chapter adherence to MPI Chapter Bylaws and MPI Chapter Policy Manual (with Chapter Administrator)
- Prepare consent agenda for each board meeting and distribute prior to meeting (with Chapter Administrator).
- Serve as an ex-officio member on all committees except the Governance and Nominating Committee.
- Vote on issues brought before the Board of Directors only in the event of a tie.
- Act as official spokesperson of the Chapter.
- Conduct annual Board of Directors Retreat and mid-year Board of Directors Retreat (with Retreat Facilitator).
- Submit budget needs for the following fiscal year (with Chapter Administrator).
- Oversee performance of Chapter Administrator, including monthly meetings and a yearly performance review.
- Serve as liaison between the Chapter and MPI.
- Performs any other duties as assigned by the Board of Directors.

Time Commitment:

- Attendance at Chapter meetings (4 a year), Global Meetings Industry Day event, monthly Board meetings, Office of the President meetings, and Executive Committee meetings if applicable.
- Attendance at Board of Directors retreats (in person; twice a year; two days per retreat).
- Attendance at MPI meetings and trainings for volunteer leaders (virtual).
- Attendance at MPI Chapter Leadership Summit (virtual, 1 day).
- All other related activities (approximately 20 hrs/mo).

President-Elect

Category: Leadership

Leadership Expectations	
Management	Leadership Skills
<ul style="list-style-type: none">• Strategic Planning: Work with the Board of Directors to create and execute a strategic business plan• Advise, support and develop Board of Directors in executing initiatives• Assist in Chapter budget development• Develop leadership development processes to support succession planning• Target and mentor future leaders• Schedule transition time with incoming VP's	<ul style="list-style-type: none">• Creativity• Facilitation• Collaboration• Delegation• Organization• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Execution

Qualifications:

- Member in good standing with previous service (when possible) in a Board of Directors position.
- Knowledgeable of the activities/affairs of the Chapter.
- Willing to give the time, energy, talents and enthusiasm required of the position.

Specific Responsibilities:

- Serve as direct support to the Chapter President.
- Stay knowledgeable about Chapter activities and operations.
- In the absence of the President, perform the duties of the President with the powers of and subject to all the restrictions upon the President.
- Serve as voting member of Board of Directors, Executive Committee and Budget and Finance Committee.
- Serve as a non-voting member of the Governance and Nominating Committee to develop a slate of qualified Board of Directors members for the following year.
- Develop and implement a leadership succession program.
- Host a Board orientation meeting for incoming Board members.
- Ensure the Chapter adheres to minimum Chapter standards as prescribed by MPI.
- Act as coach, advisor, and counselor to Board of Directors members and committees.

- Manage the following budget line items: 62800 Board of Directors Expense and monitor and control administrative costs.

Reports to: President

Time Commitment:

- Attendance at Chapter meetings (4 a year), Global Meetings Industry Day event, monthly Board meetings, Office of the President meetings, and Executive Committee meetings if applicable.
- Attendance at Board of Directors retreats (in person; twice a year; two days per retreat).
- Attendance at MPI meetings and trainings for volunteer leaders (virtual).
- Attendance at MPI Chapter Leadership Summit (virtual, 1 day).
- All other related activities (approximately 20 hrs/mo).

Immediate Past President

Category: Leadership

Leadership Expectations	
Management	Leadership Skills
<ul style="list-style-type: none">• Strategic Planning: Work with the Board of Directors to create and execute a strategic business plan• Advise, support and develop Board of Directors in executing initiatives• Assist in Chapter budget development• Mediate discussions and create consensus within the Board of Directors• Communicate with members regarding all MPI initiatives and objectives• Target future leaders within existing Board of Directors, Committees and membership• Schedule transition time with PE	<ul style="list-style-type: none">• Creativity• Visionary• Facilitation• Collaboration• Delegation• Organization• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Empowerment• Effective Communication• Execution• Innovation

Eligibility:

- Member in good standing with previous service as President.
- Knowledgeable of the activities/affairs of the Chapter.
- Willing to give the time, energy, talents and enthusiasm required of the position.

Specific Responsibilities:

- Chair the Governance and Nominating Committee, ensuring compliance with MPI Chapter Bylaws and MPI Chapter Policy Manual, providing an open nominations and elections process, and ensuring compliance with MPI elections calendar requirements.
- Chair Chapter's Past Presidents Council to provide for continued involvement of past presidents to support the strategic plan of the Chapter.
- Act as guardian of the Chapter's bylaws, policies and procedures to ensure they are updated as necessary and in compliance with MPI bylaw standards.
- Act as support/mentor to President.
- Act as coach, advisor and counselor to Board of Directors members and committees.

- Manage the following budget line items: 51730 Awards/Acknowledgment. Monitor and control expenses related to Governance and Nominating Committee and Past Presidents Council that affect MPI Carolinas Chapter office budget.

Reports to: President

Committees: Governance and Nominating, Awards

Time Commitment:

- Attendance at Chapter meetings (4 a year), Global Meetings Industry Day event, monthly Board meetings, Office of the President meetings, and Executive Committee meetings if applicable.
- Attendance at Board of Directors retreats (in person; twice a year; two days per retreat).
- Attendance at MPI meetings and trainings for volunteer leaders (virtual).
- Attendance at MPI Chapter Leadership Summit (virtual, 1 day).
- Related Committee activities.

VP of Finance

Category: Finance

Leadership Expectations	
Management	Leadership Skills
<ul style="list-style-type: none">• Strategic Planning: Work with the Board of Directors to create and execute a strategic business plan• Advise, support and develop Board of Directors in executing initiatives• Assist in Chapter budget development and fiscal planning• Target future leaders within Board, Committees and membership• Schedule transition time with incoming VP	<ul style="list-style-type: none">• Creativity• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Effective Communication• Execution

Eligibility:

- Member in good standing.
- Previous service (when possible) on Board of Directors.
- Budget management experience and knowledge.
- Willing to give the time, energy, talents and enthusiasm required of the position.

Specific Responsibilities:

- Assist/guide Director of Fundraising to achieve goals set forth via Chapter business plan.
- Serve as a voting member of Budget & Finance Committee.
- With Chapter Administrator and the Finance Team, manage the following budget line items: 45000 Advertising Revenue, 44100 Annual Sponsorships, 41500 Fundraising which includes 45101 Auctions and 45550 Raffles, 62000 Administrative Expenses, and 64000 Insurance Expenses.
- Manage and supervise Chapter financial efforts, including:
 - Fundraising – silent auction, fundraising events, tradeshow
 - Strategic Partnerships - sponsorships, partnership marketing
 - Advertising – Web, Blitz, social media takeovers
 - Investments & Reserves - CDs, mutual funds, prudent reserve

- Maintain proper accounting procedure for the receipt and handling of funds, maintain financial records, and pay all authorized invoices (with Chapter Administrator).
- Ensure safekeeping of Chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors (with Chapter Administrator).
- Prepare annual operating budget and ensure compliance once approved by the Board (with Chapter Administrator).
- Ensure Chapter is incorporated according to chapter minimum bylaws.
- Comply with all governmental tax regulations and file Chapter tax reports as required (with Chapter Administrator).
- Ensure Chapter complies with MPI bonding requirements (with Chapter Administrator).
- Present up-to-date financial statements at each Board of Directors meeting.
- With Finance Team, research current funding, partnership and investment trends and topics pertinent to the Chapter and report findings to Board of Directors.
- With Finance Team, developing strategies to broaden sponsor base to nontraditional sources of support.
- With Chapter Administrator and Committee(s) as appropriate, develop, implement, and manage sponsorship programs to increase revenue and in-kind support for the Chapter and marketing opportunities for Chapter members.
- Maintain and uphold Chapter policies governing ad insertions.
- Design, update, and distribute advertising contracts and rate sheets, reflecting any price changes and contact information, for distribution to members and advertisers.

Reports to: President

Time Commitment:

- Attendance at Chapter meetings (4 a year), monthly Board meetings, and Executive Committee meetings if applicable.
- Attendance at Board of Directors retreats (in person; twice a year; two days per retreat).
- Attendance at MPI meetings and trainings for volunteer leaders (virtual).
- Attendance at MPI Chapter Leadership Summit (virtual, 1 day).
- Maintenance of Chapter financial records (4 hrs/mo).
- Related Committee activities.

Director of Fundraising

Category: Finance

Leadership Expectations	
Management	Leadership Skills
<ul style="list-style-type: none">• Create objectives to support the chapter's strategic business plan• Educate committee chair with processes, procedures, and tools to achieve committee objectives• Assist in budget development for all committees reporting to director based on line items in overall chapter budget• Target incoming director from Committee• Schedule transition time with incoming Director	<ul style="list-style-type: none">• Creativity• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Financial• Motivational• Conflict/Resolution• Effective Communication• Execution

Eligibility:

- Member in good standing.
- Willing to give the time, energy, talents and enthusiasm required of the position.

Specific Responsibilities:

- Communicate strategic issues relating to fundraising to Board of Directors. Serve as liaison between Committees and Board.
- Develop strategies to increase revenue and in-kind support for the Chapter.
- Monitor association and meetings industry trends to discover best practices in resource development by other organizations.
- With Committees and Chapter Administrator, develop, implement and manage Chapter fundraising efforts and events, including the annual Business Exchange tradeshow, silent auction, and other fundraising events.
- Manage the following budget line items: 41500 Fund Raising, including 45101 Auctions, 45550 Raffles, 45200 Tradeshow, 45400 Vendor Tables.
- Support, coach and mentor Committee chairs.

Reports to: VP of Finance

Committees: Planner Partner Forum, FUNdraising

Time Commitment:

- Attendance at Chapter meetings (4 a year), monthly Board meetings, and Executive Committee meetings if applicable.
- Attendance at Board of Directors retreats (in person; twice a year; two days per retreat).
- Attendance at MPI meetings and trainings for volunteer leaders (virtual).
- Attendance at MPI Chapter Leadership Summit (virtual, 1 day).
- Related Committee activities.

VP of Education

Category: Education

Leadership Expectations	
Management	Leadership Skills
<ul style="list-style-type: none">• Strategic Planning: Work with the Board of Directors to create and execute a strategic business plan• Advise, support and develop Board of Directors• Assist in Chapter budget development• Target future leaders within Board, Committees and membership• Schedule transition time with incoming VP	<ul style="list-style-type: none">• Creativity• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Effective Communication• Execution

Eligibility:

- Member in good standing.
- Previous service on Board of Directors or a Committee (when possible).
- Willing to give the time, energy, talents and enthusiasm required of the position.

Specific Responsibilities:

- Communicate strategic issues relating to education and professional development to Board of Directors.
- Provide oversight of Chapter educational efforts, including chapter meeting educational content, speaker sourcing and contracts, and professional certification programming.
- Develop, implement and manage a system of collecting and summarizing attendee evaluations (with Chapter Administrator).
- Develop, implement and manage a system for providing CEs for Chapter educational programs (with Chapter Administrator).
- Develop annual education plan in accordance with Chapter strategies, MPI standards and compliance requirements.
- With Committees, ensure content of educational programs is considered to be relevant to all members, not solely to planners and not solely to suppliers.
- Research education trends and topics pertinent to the meetings industry, discuss with Committees, and report findings to Board of Directors.

- With Committees, serve as point of contact for speakers to provide for their arrangements, including fee negotiation and transportation requirements.
- With Committees, manage speaker care at chapter meetings.
- With Committees, review speaker proposals, meet with potential speakers, and follow up with speakers who submit proposals.
- With Chapter Administrator, maintain the call for speakers process (online form and submissions).
- Stay abreast of MPI Academy educational opportunities available to the Chapter and members.
- Assign committee chairs to facilitate the virtual CMP study group program and provide any necessary support.
- Manage the following budget line items: 41100 Event Registration, 51051 Speaker Fees, 51052 Speaker Travel, 51720 EIC Preferred Provider Fee.
- Support, coach and mentor Committee chairs.

Reports to: President

Committees: Education, Professional Certification

Time Commitment:

- Attendance at Chapter meetings (4 a year), monthly Board meetings, and Executive Committee meetings if applicable.
- Attendance at Board of Directors retreats (in person; twice a year; two days per retreat).
- Attendance at MPI meetings and trainings for volunteer leaders (virtual).
- Attendance at MPI Chapter Leadership Summit (virtual, 1 day).
- Related Committee activities.

Director of Meeting Planning

Category: Education

Leadership Expectations	
Management	Leadership Skills
<ul style="list-style-type: none">• Create objectives to support the chapter's strategic business plan• Educate committee chair with processes, procedures, and tools to achieve committee objectives• Assist in budget development for all committees reporting to director based on line items in overall chapter budget• Target incoming director from Committee• Schedule transition time with incoming Director	<ul style="list-style-type: none">• Creativity• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Financial• Motivational• Conflict/Resolution• Effective Communication• Execution

Eligibility:

- Member in good standing.
- CMP or CMM designation, preferably.
- Willing to give the time, energy, talents and enthusiasm required of the position.

Specific Responsibilities:

- With Committee, develop and provide input for all experiential aspects of chapter meetings and the annual awards gala (including but not limited to: agenda, menus, set design, tablescapes, and audiovisual).
- Manage the RFP process and sourcing venues for Chapter meetings and events. Review proposals for Chapter meetings and present options to the Board.
- Conduct site inspections for chapter meetings as necessary. If unable to conduct site inspections, a member of the Office of the President or VP of Education may conduct the site inspection.
- Negotiate final details of the venue contracts and prepare contracts for signature by the President and VP of Finance. Maintain file copies in Basecamp of all meeting contracts.

- With Committee, plan, organize and execute meeting planning duties on behalf of the Chapter, such as coordinating pre-meeting logistics, initiating and reviewing all contracts, and managing banquet event orders and changes.
- With Committee, provide on-site management of meetings and events.
- With Committee, develop slide decks for Chapter meetings, compile information for the meeting app and Know Before You Go email, and provide run of show script for President and other volunteers speaking during Chapter meetings.
- Manage the following budget line items: 51000 Meeting and Event Costs, 51700 Other Meeting and Event Costs, 51730 Awards/Recognition, 51750 Meeting Supplies.
- Support, coach and mentor Committee chair.

Reports to: VP of Education

Committee: Meeting Planning

Time Commitment:

- Attendance at Chapter meetings (4 a year), monthly Board meetings, and Executive Committee meetings if applicable.
- Attendance at Board of Directors retreats (in person; twice a year; two days per retreat).
- Attendance at MPI meetings and trainings for volunteer leaders (virtual).
- Attendance at MPI Chapter Leadership Summit (virtual, 1 day).
- Related Committee activities.

VP of Member Engagement

Category: Membership

Leadership Expectations	
Management	Leadership Skills
<ul style="list-style-type: none">• Strategic Planning: Work with the Board of Directors to create and execute a strategic business plan• Advise, support and develop Board of Directors in executing initiatives• Assist in Chapter budget development and fiscal planning• Target future leaders within committees and membership• Schedule transition time with incoming VP	<ul style="list-style-type: none">• Creativity• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Effective Communication• Execution

Eligibility:

- Member in good standing.
- Previous service on the Board of Directors or a Committee (when possible).
- Willing to give the time, energy, talents and enthusiasm required of the position.

Specific Responsibilities:

- Communicate strategic issues relating to membership recruitment and retention to Board of Directors.
- Provide direction and leadership for the Chapter's membership efforts, including member recruitment, member retention, Chapter Ambassador Program, Chapter Meeting hospitality/registration desk support, awareness of member benefits and programs, and member anniversary recognition at Chapter Meetings and in chapter publications/social media.
- With Committee, host virtual new member orientations.
- Stay abreast of MPI membership campaigns and communicate them to Board of Directors, committee, and Marketing and Communications team.
- Manage the following budget line items: 42000 Membership Dues
- With Marketing and Communications team, highlight Chapter's diverse membership through profiles (New Member Spotlight and Meet the Member), and chapter publications and social media.

- Research current membership trends and engagement topics and report findings to Board of Directors.
- With Chapter Administrator, maintain complete and accurate records of the Chapter's membership and reconcile reports monthly.
- Liaise with Marketing and Communications team to create messaging around membership benefits and new member/renewal promotions.
- Support, coach and mentor Committee chair.

Reports to: President

Committee: Member Engagement

Time Commitment:

- Attendance at Chapter meetings (4 a year), monthly Board meetings, and Executive Committee meetings if applicable.
- Attendance at Board of Directors retreats (in person; twice a year; two days per retreat).
- Attendance at MPI meetings and trainings for volunteer leaders (virtual).
- Attendance at MPI Chapter Leadership Summit (virtual, 1 day).
- Related Committee activities.

Director of Volunteer Engagement

Category: Membership

Leadership Expectations	
Management	Leadership Skills
<ul style="list-style-type: none">• Create objectives to support the chapter's strategic business plan• Educate committee chair with processes, procedures, and tools to achieve committee objectives• Assist in budget development for all committees reporting to director based on line items in overall chapter budget• Target incoming director from Committee• Schedule transition time with incoming Director	<ul style="list-style-type: none">• Creativity• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Financial• Motivational• Conflict/Resolution• Effective Communication• Execution

Eligibility:

- Member in good standing.
- Willing to give the time, energy, talents and enthusiasm required of the position.

Specific Responsibilities:

- With Chapter Administrator and Board, maintain accurate records of Chapter's active volunteers and reconcile reports monthly.
- With Committee and Board, recruit, identify, encourage and develop new volunteers in the chapter.
- Review volunteer inquiries and be a point of contact for interested volunteers.
- With Committee, connect members who express interest in volunteering with committee chairs/Board Members based on the members' interests and committee needs.
- With Committee, check-in with new volunteers to assess engagement and satisfaction.
- Stay abreast of committees' volunteer needs.
- Develop strategic ways to re-engage former volunteers.
- With Committee, manage volunteer appreciation efforts.
- With Marketing and Communications team, promote the value of volunteering.

- Communicate strategic issues relating to volunteering to Board of Directors.
- Work with IPP to identify future chapter leaders for both Board and chair positions.
- Manage the process for the online volunteer interest form and submissions (with Chapter Administrator).
- Support, coach and mentor Committee chair.

Reports to: VP of Member Engagement

Committees: Volunteer Engagement

Time Commitment:

- Attendance at Chapter meetings (4 a year) and monthly Board meetings.
- Attendance at Board of Directors retreats (in person; twice a year; two days per retreat).
- Attendance at MPI meetings and trainings for volunteer leaders (virtual).
- Attendance at MPI Chapter Leadership Summit (virtual, 1 day).
- Related committee activities.

VP of Marketing and Communications

Category: Marketing/Communications

Leadership Expectations	
Management	Leadership Skills
<ul style="list-style-type: none">• Strategic Planning: Work with the Board of Directors to create and execute a strategic business plan• Advise, support and develop Board of Directors• Assist in Chapter budget development• Target future leaders within Board, Committees and membership• Schedule transition time with incoming VP	<ul style="list-style-type: none">• Creativity• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Effective Communication• Execution

Eligibility:

- Member in good standing.
- Previous service on the Board of Directors or a Committee (when possible).
- Willing to give the time, energy, talents and enthusiasm required of the position.

Specific Responsibilities:

- Communicate strategic issues relating to Marketing and Communications team to Board of Directors.
- Provide oversight of the communications, marketing, public relations, and social media efforts of the Chapter.
- With Committees and Chapter Administrator, manage and produce the newsletters (Carolina Blitz and Midweek Member Minute)
- Ensure Marketing and Communications adheres to MPI Global and Chapter branding and style guides, as well as accessibility best practices.
- Ensure Chapter programs, news, activities, membership information, etc. are being communicated and are highlighted in Chapter communications.
- Maintain tracking of communication data points, including email/Midweek Member Minute performance, social media engagement, and Carolina Blitz performance (with Chapter Administrator).
- Along with Board and Chapter Administrator, create and maintain a communications content calendar.

- Provide and manage the process for requests from Board Members and Committees for the communications content calendar.
- Review and execute social media posts.
- With Committee, create graphics to support information to be communicated.
- With Committee, monitor Chapter social media accounts and engage with posts/comments to drive engagement using best judgment. Respond to or forward inquiries/messages via social media to appropriate Board Member.
- Stay abreast of MPI initiatives and communication requests.
- With Committee, review Chapter publications to ensure efficacy as Chapter communications tools.
- With Chapter Administrator, update the passwords to social media accounts annually or more frequently if needed.
- Research current communications, social media and email marketing trends and topics pertinent to the meetings industry, discuss with Committees, and report findings to Board of Directors.
- Manage the following budget line items: 45000 Advertising Revenue, 52000 Directory & Publications and 62601 Web Site.
- Support, coach and mentor Committee chairs.

Reports to: President

Committees: Marketing and Communications, Publications

Time Commitment:

- Attendance at Chapter meetings (4 a year) and monthly Board meetings.
- Attendance at Board of Directors retreats (in person; twice a year; two days per retreat).
- Attendance at MPI meetings and trainings for volunteer leaders (virtual).
- Attendance at MPI Chapter Leadership Summit (virtual, 1 day).
- Related committee activities.

VP of Director of Diversity, Equity & Inclusion

Category: Leadership

Leadership Expectations	
Management	Leadership Skills
<ul style="list-style-type: none">• Strategic Planning: Work with the Board of Directors to create and execute a strategic business plan• Advise, support and develop Board of Directors• Assist in Chapter budget development• Target future leaders with Board, Committees and membership• Schedule transition time with incoming VP	<ul style="list-style-type: none">• Creativity• Facilitation• Collaboration• Delegation• Mentoring• Coaching• Teaching• Financial• Motivational• Conflict/Resolution• Effective Communication• Execution

Eligibility:

- Member in good standing.
- Knowledgeable of the activities/affairs of the Chapter.
- Willing to give the time, energy, talents and enthusiasm required of the position.
- Dedicated to the continual progression of diversity and inclusion initiatives.
- Committed to learning about and advocating for best practices regarding diversity, equity and inclusion.
- Previous service on the Board of Directors or DEI Committee, preferably.

Specific Responsibilities:

- Oversee continuing Board and institutional progress toward the intentions of the Chapter's strategic business plan and objectives that focus on opportunity and equitable chapter success.
- Work with Board Members and their respective Committees on the Chapter's goals and initiatives regarding diversity, equity and inclusion.
- Stay abreast of MPI Global DEI initiatives and resources.
- With Committee and the Office of the President, work to establish resources to support the chapter to advance its goals related to DEI.
- With Office of the President, create strategies and assessments/evaluations regarding diversity, equity and inclusion.

- With Committee, work with Board Members to ensure that all leaders are familiar with and able to do the following:
 - Understand and create a commitment to the chapter's identified goals concerning DEI.
 - Assist the Board in incorporating diversity, equity, and inclusion into Board goals and priorities.
 - Nurture a collaborative culture of diversity, equity, and inclusion through discussing issues in a meeting environment that respects and values all points of view in a respectful manner.
 - Promote interactive communication between the Board of Directors and those directly involved with addressing DEI issues within chapter, and reporting to the Board what insights may be gleaned from Committee discussions.
 - Make recommendations to the Board of Directors, as are deemed appropriate.
 - Review areas for future consideration regarding Board development in DEI strategies.
- Support, coach and mentor Committee chair.

Reports to: President

Time Commitment:

- Attendance at Chapter meetings (4 a year), Global Meetings Industry Day event, monthly Board meetings, Office of the President meetings, and Executive Committee meetings if applicable.
- Attendance at Board of Directors retreats (in person; twice a year; two days per retreat).
- Attendance at MPI meetings and trainings for volunteer leaders (virtual).
- Attendance at MPI Chapter Leadership Summit (virtual, 1 day).
- Related committee activities.

Annual Pledge of Commitment

As a member of the MPI Carolinas Chapter Board of Directors, 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;
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.
13. To listen;
14. To lead by example;
15. To foster unity among the membership through accessibility and communication;
16. To fully support all board decisions regardless of my individual stance on an issue;
17. To respond to requests from members in a timely manner;
18. To identify potential future chapter leaders and provide opportunities for their growth;
19. To identify and recruit new members whenever possible;
20. To encourage active recruitment of committee members;

21. 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.

Leadership Promise

Incoming board members are required to review and sign the Chapter's Leadership Promise.

As a leader within our Chapter, you have agreed to take on certain responsibilities. The role you play has an impact on the overall success of our Chapter and ultimately on the value of membership. It is understood that the position you have accepted is as a volunteer. By accepting this position, you are committing to fulfill its responsibilities or to seek assistance when you are unable to do so.

The success of our Chapter depends on each person's integrity to fulfill their commitment. By signing this promise, you are acknowledging your role and responsibility as a Chapter leader.

I promise:

1. To attend all Chapter and Board meetings. If this is not possible, I promise to notify the chair of the meeting of my absence to learn the outcome of the meeting and any responsibilities I have as a result.
2. To follow the chain of command and inform the appropriate person when I cannot fulfill an obligation I have committed to.
3. To respect the personal and professional demands on my fellow volunteers.
4. To offer a solution to any problem about which I express a concern.
5. To ask for guidance, assistance and/or clarity if needed on any task I am assigned.
6. To read and follow all policies and procedures and the by-laws of our chapter.
7. To enjoy my role as a chapter leader.
8. To not take on more than I am able to.
9. To be honest and ethical in all my capacities as a chapter leader.
10. To keep my word - to do what I say I will do.
11. To participate 100% in whatever assignment I undertake.
12. To be in full, open and honest communication and to do so in a responsible way.
13. To acknowledge and respect the contributions, talents, efforts, and dignity of every single chapter member.
14. I will take the responsibility of properly delegating work for my department by developing the proper committee chairs and offer them the tools they need to be

successful in their position, which will be my part in the successful strategic vision implementation for our chapter.

MPI Carolinas Chapter Purpose Statement

As part of a rich global meeting industry community, the Carolinas Chapter of Meeting Professionals International is committed to making its members successful by building human connections to knowledge/ideas, relationships and marketplaces. (Amended 7/30/07)

Chapter Resources

- [MPI Principles of Professionalism](#)
- [Chapter Bylaws](#)
- [Chapter Policies](#)
- [Diversity, Equity and Inclusion](#)
- [Upcoming Events](#)
- [Chapter Annual Partners](#)
- [Newsletter](#)

MPI Mission & Vision

MPI will connect the global meeting and event community to learn, innovate, collaborate and advocate.

MPI will lead and empower an inclusive meeting and event community to change the world.

MPI Commitment to Diversity

MPI's aim is to embrace and foster an inclusive business climate of respect for all peoples regardless of national origin, race, religion, sex, gender identity, gender expression, age, color, sexual orientation or disability.