



MEETING PROFESSIONALS INTERNATIONAL
TENNESSEE CHAPTER POLICY MANUAL
ADOPTED May 1, 2024

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International (“MPI”) **Tennessee** a not-for-profit corporation, incorporated in the **State of Tennessee**.

ARTICLE II
MPI VISION AND MISSION STATEMENTS

MPI VISION: Lead and empower an inclusive meeting and event community to change the world.

MPI MISSION: Connect the global meeting and event community to learn, innovate, collaborate and advocate.

ARTICLE III
MEMBERSHIP

SECTION 1. MEMBERSHIP

1.1 MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES: Shall be as described in the current MPI Bylaws and Policy Manual. Any member in good standing is eligible to affiliate with a Chapter regardless of geographic area or location of business. Essential members are members-at-large.

SECTION 2. CHAPTER TRANSFER AND AFFILIATION

2.1 CHAPTER TRANSFER: Members may transfer their primary Chapter affiliation at any time through MPI. Preferred or Premier Members are also eligible to receive member rates for all MPI events even when the event is not associated with their primary Chapter. An individual may be a member of only one chapter but may pay a fee to be affiliated with more than one chapter. Each chapter sets its own affiliation fee.

ARTICLE IV
BOARD OF DIRECTORS/OFFICERS

SECTION 1. CHAPTER BOARD OF DIRECTORS

1.1 AUTHORITY & RESPONSIBILITY: The authority and responsibilities of the Board of Directors are stated in Chapter Bylaws Article VIII, Section 1.

1.2 COMPOSITION

- 1.2.1 The Board of Directors shall consist of a minimum of five (5) elected officers: the President, President-Elect, Immediate Past President, Vice President Finance, and Vice President Membership. Each chapter must also assign the role of a Vice President Marketing and Communications and a Vice President Education to other officers or elect an additional two officers to cover these positions. The Board of Directors may have up to 20 members. All Board positions are one-year terms.
- 1.2.2 Qualifications of Officers: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
- 1.2.3 Director Eligibility: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
- 1.2.4 Director Vacancies: A vacancy shall be filled in accordance with the Chapter Bylaws.
- 1.3 MPI VOLUNTEER LEADER AGREEMENT: Each member of the Board of Directors shall annually review, sign and comply with the MPI Volunteer Leader Agreement, Conflict-of-Interest Policy and Annual Disclosure Statement, Antitrust Compliance Policy and the Principles of Professionalism.
- 1.4 MPI REQUIRED DOCUMENTS: Chapters are required to submit annually to MPI the following documents 30 days prior to the start of the fiscal year: Strategic Business Plan, Budget, 24-month Chapter Calendar of Events, Chapter Operation Form, Chapter Bylaws and Chapter Policy Manual. For Chapters with a paid Chapter Administrator, refer to Article VI, Section 7 for additional requirements. MPI does not require submission of tax returns, however, chapters must comply with local tax laws.

SECTION 2. BOARD ELECTION & SERVICE:

- 2.1 NOMINATION: A communication shall be set forth to all Chapter members for members to complete a Board of Director's application. Such form is to be returned to the Governance and Nominating Committee. Once the committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Board of Directors who must approve the action of presentation to the membership for election by acclamation.
- 2.2 SLATE PRESENTATION AND SUBMISSION: The Chapter slate will be presented to membership on templates provided by MPI. The slate will be posted on the Chapter website and an email (including link to the website and process for contesting the slate) will be sent to the membership. The Chapter will allow a minimum of 30 days for the membership to contest prior to the submission deadline as stated by MPI. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Governance and Nominating Committee Chair by the date provided and is supported by a minimum of 10% percent of the official Chapter membership as of the date provided. The nominee must identify the contested candidate and must submit a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the slate of nominees will be deemed elected on the first day of the fiscal year. If additional nominations are received, the Chapter members shall vote in accordance with Article V of the Chapter Bylaws on those positions having two or more candidates in contention.

In reference to Board of Directors vacancies, refer to Article VI, Section 6 of the Chapter Bylaws. Chapter will submit to MPI the elected slate on the template provided annually.

- 2.3 BOARD TRAINING: Any incoming Board of Directors who have not previously served is required to take the MPI Board 101 and Managing Sexual Harassment training prior to the Chapter Leadership Summit as outlined on the MPI Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board orientation and attend MPI training, as applicable.
- 2.4 BOARD RETREATS: Chapters are required to hold an annual Board planning retreat between two to three months prior to the fiscal year. Chapters are recommended to hold a mid-year assessment retreat mid-fiscal year. Chapters are required to utilize an MPI-verified Chapter Facilitator during annual retreats to oversee the process and flow of the retreat. The MPI-verified Chapter Facilitator cannot be a current member of the home chapter, have served on the Board in the last two (2) fiscal years or be a Chapter Administrator.
- 2.5 ATTENDANCE. In-person attendance is required at all in-person Board meetings and virtual attendance is required at all virtual Board meetings. If a Board member who is not on an approved leave of absence fails to attend at least seventy-five percent (75%) of Board meetings, the Board may, in consideration of the totality of circumstances and any excused absences, remove the member in accordance with the Chapter Bylaws.

For purposes of this policy, an “excused absence” is one where the absent director promptly notifies the President that they are unable to attend a regularly scheduled Board meeting because of (i) a previous commitment that was identified to the President when the Board meeting was first scheduled, (ii) a health-related emergency to the director or their immediate family (iii) observance of a generally-recognized religious holiday, or (iv) an unforeseen business conflict outside the director’s control.

For purposes of this policy, “approved leave” is the absence from a Board meeting for a reasonable duration approved by the Board on the basis of a medical limitation, military deployment, childbirth or adoption, or other grounds as the Board may determine; provided, however, that the director on approved leave must use their best efforts to virtually attend Board meetings, if available, to ensure they are adequately informed of and responsible for the organization’s affairs.

SECTION 3. BOARD COMPENSATION:

- 3.1 COMPENSATION: Board of Directors shall not be compensated for their services as a Chapter Officer or Director, but they may be reimbursed for reasonable expenses incurred in the performance of their duties to the Chapter in accordance with such Chapter policies approved by the Board of Directors. The term “compensation” means direct or indirect remuneration, including gifts and benefits, that are not *de minimis* in value.

ARTICLE V COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

- 1.1 Standing committees of Chapters shall be the Audit and Finance Committee and the Governance and Nominating Committee. Annually, the President of the Board of Directors shall select members to serve during the President’s term.
 - 1.1.1 **Audit and Finance Committee.** The Audit and Finance Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to the quality and integrity of

the Chapter's financial reporting processes and accounting practices. If the Chapter has determined to have an Executive Committee, the Executive Committee can function in place of an Audit and Finance Committee and will have the responsibility as defined.

1.1.2 **Governance and Nominating Committee.** The Governance and Nominating Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound governance policies as well as a nomination process for directors and officers. The Immediate Past President shall chair it. The President-Elect shall serve as a non-voting member of the committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President, who may not serve as a member of the committee, which will be ratified by the Board of Directors. There shall be at least six (6) members, including the Immediate Past President as chair, having a quorum of 5 for action. A Governance and Nominating Committee member who may consider serving as an officer shall recuse themselves from the Board development process related to the nomination and development of a slate of officers. In the case of a resignation, the President will be authorized to fill a vacancy. The Governance and Nominating Committee shall be in place no later than the date stated by MPI with final slate submission as stated by MPI.

1.2 **Special Committees.** The President-Elect shall appoint committees, task forces, and advisory councils for their term as President.

1.3 **Standing Committees.** Committees perform fundamental governance functions for the chapter, i.e., Governance and Nominating Committee.

1.4 **Select Committees.** Committees that are formed to accomplish a specific goal on an ongoing basis.

1.5 **Task Forces.** Committee-like groups created for a defined and time-limited purpose to solve a specific problem.

1.6 **Advisory Councils** - An advisory council is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the board of directors to guide the organization and/or represent a specific vertical/segment of our community. The advisory council does not have formal authority to govern the organization, that is, the advisory council cannot issue directives which must be followed. Rather, the advisory council serves to make recommendations and/or provide key information and materials to the board of directors.

ARTICLE VI **FINANCE**

SECTION 1. FISCAL YEAR:

1.1 The Chapter fiscal year for financial and business purposes is the calendar year unless otherwise determined by International Board of Directors.

SECTION 2. ANNUAL BUDGET:

- 2.1 The annual budget is prepared by the Audit and Finance Committee who recommend the budgets to the Board of Directors. The Board of Directors approves the annual budget.

SECTION 3. RESERVE FUND

- 3.1 TERMS: The term Reserves for financial purposes will be defined as funds set aside to be used in emergency cases.
- 3.2 RESERVE TARGET: The reserve target shall be defined as a minimum of 25% of annual fixed expenses. This should not include any event-related expenses, only expenses needed to keep the chapter operational (i.e., costs related to Chapter administrator, bank fees, telecommunication, rent, etc.). Best practice is to maintain 50 - 100% of annual fixed expenses.
- 3.3 ACCESS TO RESERVES: Using reserve funds shall first be referred to the Vice President Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 4. REQUEST FOR PROPOSALS

- 4.1 The Chapter will develop a local policy for requests for proposals and expenditures exceeding a certain threshold as defined by the Board of Directors.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Chapters will develop a policy addressing reimbursement of expenses and include in the addendum.

SECTION 6. SPONSORSHIP AND SOLICITATION

- 6.1 ACCESS TO MEMBER LISTS: All Chapters are bound by the MPI Data Privacy Policy <https://www.mpi.org/about/privacy> and are responsible for protecting all data. As such, all member types have access to the Membership Directory <https://www.mpi.org/membership/member-directory>. There are no additional direct member benefits to access registration lists and/or member lists. Any lists provided via sponsorship opportunities must account for opt-outs and be respective of the MPI Data Privacy Policy.
- 6.2 CHAPTER SPONSORSHIP POLICIES: Chapters may sell Sponsorship opportunities to partners that are members or non-members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must consider opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and Chapter business strategies.

SECTION 7. ADMINISTRATORS

- 7.1 Administrators must adhere to the standards and qualifications established by MPI. Additional services above the minimum requirements can be added by the Chapter at their discretion with Board of Directors' approval.
- 7.2. EVALUATION OF ADMINISTRATOR & CONTRACT RENEWALS: Each Chapter is required to complete an annual review of their administrative services prior to end of the fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI. Additional processes can be deemed necessary at the Chapter's discretion.

All Chapters must submit a copy of their administrator evaluation and current contract for services (if applicable) to MPI by the stated date.

- 7.3. Contracts for paid Chapter Administrators require the following language and/or scope of services. This includes all existing and future contracts.
 - 7.3.1 Chapter Administrators and their support staff will represent the Chapter and MPI in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI.
 - 7.3.2 Chapter Administrators and their support staff will follow all MPI and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI.
 - 7.3.3 Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
 - 7.3.4 Chapter Administrators must have a business license where applicable by law and provide proof at commencement of contract term and be insured.
 - 7.3.5 Non-compliance with these requirements will require termination of contract.
 - 7.3.6 Volunteer Chapter Administrators are not required to be licensed or insured.
- 7.4. Chapter Administrators cannot be family or an immediate relative of a member of the Board of Directors. Family or immediate relative is defined as spouse, children, parents, siblings or grandchildren.
- 7.5. Chapter Administrators will work to hold the Board of Directors accountable to all defined MPI performance standards, policies and Principles of Professionalism. The Board of Directors will support Chapter Administrators in this process.
- 7.6. All administrative services must be contracted as a vendor for services. In the event a Chapter is without capacity to support a paid administrator, consult your MPI representative.

ARTICLES VII CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 EDUCATIONAL EVENT: Chapters are required to have four (4) educational events annually. Based on market conditions, Chapters should charge a member rate and a non-member rate for events where appropriate. The price difference between member and non-member rates is at the Chapter's discretion based on specific event needs. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines. Partnership events with other industry organizations are excluded from this requirement and may establish rates without regard to membership with MPI.
- 1.2 Chapters should establish chapter educational, networking and social programs.

ARTICLE VIII COMMUNICATIONS

SECTION 1. BRAND STANDARDS AND TRADEMARKS

- 1.1 All Chapters must adhere to the MPI Chapter Logo and MPI Brand Guide documents provided. Any theme-specific logos for events must not conflict with the MPI Brand Guide and must be

approved by MPI prior to use. Each chapter will be required to sign a Trademark License Agreement that will be maintained by MPI.

SECTION 2. CHAPTER COMMUNICATIONS

- 2.1 Each Chapter should create a policy regarding communications which may include, but are not limited to, MPI Chapter spokespersons, methods of delivery, timelines, and calendars.

ARTICLE IX MISCELLANEOUS

Section 1. PHILANTHROPIC ACTIVITY

- 1.1 The MPI Foundation is MPI's charity of choice. Throughout its existence, the MPI Foundation has provided diverse financial support to industry associations, critical industry-related initiatives, thousands of MPI members, and every chapter.
- 1.2 Because the MPI Foundation supports leader education, professional development, and chapter growth, we encourage annual support from the chapter by creating MPIF events, year-end donations, or registration donations to be included with all chapter events.
- 1.3 At any time, if a chapter leadership team desires feedback or to learn about donation options, they can contact the current MPIF Board of Trustee chair or MPIF's Executive Director, as noted on MPI's website.
- 1.4 Chapters are also encouraged to support local charities that align specifically with the meetings & events, travel, tourism industries along with critical local charities. (i.e., Anti-Human Trafficking, etc.)

Section 2. MPI CHAPTER AWARDS

- 2.1 **RISE AWARDS:** The RISE Awards are MPI's annual recognition program for its members and chapters. The program has four award categories for chapters (Industry Advocate, Innovative Educational Programming, Marketplace Excellence, & Membership Achievement) and three award categories for members (Young Professional Achievement, Member of the Year, Meeting Industry Leadership). Award recipients are selected based on the criteria of influence, transferability, and innovation.
- 2.2 **CHAPTER PERFORMANCE AWARDS:** Chapter Performance Awards are determined through chapter performance standard assessments and chapter dashboard results. Seven key metrics are included in the assessment: Member Satisfaction, Member Retention without Students, Net Member Growth, Net Profit, Reserves as a Percentage of Annual Operating Expenses, Educational Content Satisfaction and Clock-Hour Accredited Educational Events. Goals are communicated to Volunteer Chapter Leaders prior to the beginning of the Chapter Fiscal Year. Annual awards are presented to Top Performing Chapters and Chapters of Excellence.

SECTION 3. NON-COMPLIANCE

- 3.1 Chapters may not be eligible for annual chapter performance awards and metrics incentives if they are not compliant with the MPI Chapter Bylaws and the MPI Chapter Policy Manual.

SECTION 4. MPI POLICY MANUAL

4.1 Where there is a conflicting provision in this Chapter Policy Manual with the provisions of the MPI Policy Manual, or where there is a provision in the MPI Policy Manual that applies to a situation where this Chapter Policy Manual is silent, then the MPI Policy Manual shall control.

**MPI Tennessee CHAPTER POLICIES
ADDENDUM**

Revision Date **6/7/2024**

**ARTICLE I
BOARD OF DIRECTORS/OFFICERS**

SECTION 1: BOARD ELECTION & SERVICE

1.1 Executive Committee - President

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Create goals and objectives for the board and committees • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development • Mediate discussions and create consensus within the board • Communicate with members regarding all international initiatives and objectives • Target future leaders within existing board, committees and membership • Transition with President-Elect • Mentor the President-Elect 	<ul style="list-style-type: none"> • Visionary • Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial Responsibility • Motivational • Conflict Resolution • Empowerment • Effective Communication • Execution • Innovation

Job Descriptions

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Diplomacy, Resourceful, Visionary, Delegator, Leadership organization, Communicator (written and oral)

Qualifications:

- Member in good standing with previous service as President-Elect
- Knowledge of the activities/affairs of the Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Previous service (when possible) two (2) of the following positions: Vice President of Membership, Vice President of Finance or Vice President of Education

Specific Responsibilities:

- Directly responsible for communicating with and supervising 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, 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
- Ensure Chapter adherence to Chapter Bylaws, Policies and Procedures
- Support and defend policies and programs adopted by the Board of Directors
- Serve as an ex-officio member on all committees except the 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 Orientation and mid-year Board Retreat
- Submit budget needs for the following fiscal year
- Oversee performance of Chapter Administrator, including monthly meetings and a yearly performance review
- Serve as liaison between the Chapter and MPI headquarters
- Serve as a member of the Past Leaders Council or appoint a designee
- Perform any other duties as assigned by the Board of Directors

Reports to: Members

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Past Presidents Council meetings
- Attendance at Chapter Business Summit and/or Chapter Leaders Forum

Executive Committee - President-Elect

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development • Mentor the leadership development processes to support succession planning • Target and mentor future leaders • Transition with incoming President-Elect • Schedule one on ones with Vice Presidents to discuss future vision 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial Responsibility • Motivational • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Diplomacy, Resourceful, Visionary, Delegator, Leadership organization, Communicator (written and oral).

Qualifications:

- 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
- Previous service (when possible) two (2) of the following positions: Vice President of Membership, Vice President of Finance or Vice President of Education.

Specific Responsibilities:

- Serve as direct support to the Chapter President
- 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 ex-officio member of the Nominating and Gala Committee
- Ensure the Chapter adheres to minimum Chapter standards as prescribed by MPI
- Develop and implement a leadership succession/mentoring program
- Cultivate volunteer opportunities and encourage participation
 - Work with committees to expand volunteer long-term involvement with Chapter
- Act as coach, advisor and counselor to Board members and committees
- Attend monthly Board meetings, Chapter events and committee meetings
- Report on the strategies, successes and challenges of assigned committees to Board
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Perform any other duties as assigned by the President and/or the Board of Directors

Reports to: President

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Past Presidents Council meetings
- Attendance at Chapter Business Summit and/or Chapter Leaders Forum

Executive Committee - Immediate Past President

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Create goals and objectives for the board and committees • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development Mediate discussions and create consensus within the board • Target future leaders within existing board, committees and membership • Schedule transition time with President-Elect • Mentor the president 	<ul style="list-style-type: none"> • Visionary • Facilitation • Collaboration • Delegation • Organization • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Empowerment • Effective Communication • Execution • Innovation

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Eligibility:

- Member in good standing
- Completion of previous year's term as President
- Willing to give the time, energy, talents and enthusiasm required of the position

Specific Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Nominating Committee, ensuring compliance with bylaws and policy, providing an open nominations & elections process and ensuring compliance with MPI elections calendar requirements
- Support and defend policies and programs adopted by the Board of Directors
- Act as support/mentor to President
- Act as coach, advisor and counselor to Board members and committees
- Attend monthly Board meetings, Chapter events and committee meetings

- Submit agenda items for Board of Directors meetings in advance of meetings
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Chair Chapter's Past Presidents Council to provide for continued involvement of Past Presidents to support the strategic plan of the Chapter
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Reports to: President

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Attendance at Past Presidents Council meetings
- Attendance at Chapter Business Summit and/or Chapter Leaders Forum

Executive Committee - Vice President Finance

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development and fiscal planning • Target future leaders within existing board, committees and membership • Transition with incoming Vice President of Finance 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Attention to detail, Knowledge of basic financial concepts, Basic knowledge of Excel

Eligibility:

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

General Responsibilities

- Serve as voting member of Board of Directors and Executive Committee
- Chair the Budget & Finance Committee
- Act as coach, advisor and counselor to assigned committees
- Support and defend policies and programs adopted by the Board of Directors
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board

Specific Responsibilities

- Manage and supervise Chapter financial efforts, including:

- Fundraising - fundraising events, auction
- Special Events - trade shows, special networking events, etc.
- Strategic Alliances - Sponsorships, Partnership Marketing
- Investments & Reserves - CDs, mutual funds, prudent reserve
- Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records and paying all authorized invoices
- Ensure safekeeping of Chapter funds in such banks, trust companies and/or investments as approved by the Board of Directors
- Renew all permits and authorized post office boxes
- Prepare annual operating budget and ensure compliance once approved by the Board
- Ensure Chapter is incorporated according to Chapter minimum bylaws
- Comply with all governmental tax regulations and file Chapter tax reports as required
- Present up-to-date financial statements at each Board of Directors meeting
- Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to Board of Directors
- Make each Director and Executive Committee aware when chapter is close to budgetary limits

Reports to: President

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Potential attendance at Chapter Business Summit and/or Chapter Leaders Forum

Executive Committee - Vice President Membership

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Advise, support and develop board of directors and direct committee reports in executing initiatives • Assist in chapter budget development • Target future leaders within existing board, committees and membership • Transition with incoming Vice President of Membership 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Delegation organization, Marketing Skills, Listening Skills

Eligibility:

- Member in good standing
- Previous service on Board of Directors, preferably in a membership capacity
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Provide direction and leadership to maintain and increase MPI membership
- Work with chapter administrator to maintain a current roster of Chapter members
- Act as coach, advisor and counselor to assigned Committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for ensuring the fiscal responsibility of the Committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors

- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- 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.

Reports to: President

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Potential attendance at Chapter Business Summit and/or Chapter Leaders Forum

Executive Committee - Vice President Education

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development • Target future leaders within existing board, committees and membership • Schedule transition time with incoming Vice President of Education 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Adaptability, Project Management, Communicator (oral and written), Motivator, Conflict Resolution, Trend Watcher (or willing to research), Team Builder

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position
- Previous service on Board of Directors, preferably in a education capacity

General Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise Chapter educational efforts, including:
 - Monthly Programs - Registration, Site Selection & Logistics
 - Professional Development - Educational Content & Speaker Sourcing
 - Special Educational Projects - Chapter/Regional Education Conference, Leadership Institutes, Women's Leadership Initiative, CMP/CMM, Multi-Cultural Initiatives
- Develop annual education plan in accordance with Chapter strategies and MPI standards
- Communicate strategic issues relating to professional development to Board of Directors
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of assigned committees and forward appropriate paperwork to the Vice President of Finance

Reports to: President

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Potential attendance at Chapter Business Summit and/or Chapter Leaders Forum

Executive Committee - Vice President Communications

Leadership Expectations

Management	Leadership Skills
<ul style="list-style-type: none"> • Strategic Planning: work with the board to create and execute a 3-Year Strategic and Annual Business Plan • Advise, support and develop board of directors in executing initiatives • Assist in chapter budget development • Target future leaders within existing board, committees and membership • Transition with incoming VP of Communications 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Motivational • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Delegation, Motivational, Deadline driven, Strong proofreader, General understanding of communications tools technology and social media. (i.e. *Eligibility:*
- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

Overall Responsibilities:

- Serve as voting member of Board of Directors
- Member of Executive Committee
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Manage the publications, , advertising, public relations, community outreach and advocacy efforts of the chapter, including:
 - Publications - Information written & produced by the Communication Committee will be given to Chapter Administrator to disseminate this information by Website, Constant Contact or Newsletter
 - Public Relations - Media Relations, Press Releases
 - Community Outreach - Philanthropic Activities
- Ensure Chapter programs, activities and accomplishments are highlighted on an International level by communicating with MPI Public Relations and Marketing Departments
- Communicate strategic issues relating to communications/technology to Board of Directors
- Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Work with the Chapter Administrator on a concise plan for handling updates and logistics for the web site.
- All information is to be gathered, and copy to be written by the appropriate committees, the CA will do Web updates that are strictly text, photo & link placement.
- Approve all bills of the committees within the Communications category and forward appropriate paperwork to the Vice President of Finance

Reports to: President

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions, Board meetings and Executive Committee meetings
- Attendance at Board retreats
- Potential attendance at Chapter Business Summit and/or Chapter Leaders Forum

Director of Meetings

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • Create objectives to support the chapter’s Business and Strategic plan • Educate committee chairs 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 • Coordination of all logistics of monthly meetings • Identify incoming director from committees who report to you • Transition with incoming Director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train Committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Develop, implement and manage a Request For Proposal (RFP) process for all monthly educational programs
- Perform site selection for all monthly educational programs

- Coordinate all logistics for monthly educational programs, including menu selection, audiovisual needs, room setup requirements, registration and hotel arrangements
- Facilitate a registration process for monthly educational programs with Executive Director.
- Develop, implement and manage a system for providing Continuing Education Units (CEU) at chapter educational programs.
- Assist Communications with promoting CEU opportunities and tracking methods to chapter members
- Responsible for ensuring chapter programming meets the requirements for CEU's
- Assist all committees to facilitate the production of their events

Reports to: Vice President Education

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions and Board meetings
- Attendance at Board retreats

Director, Leadership & Professional Development

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • Create objectives to support the chapter's Business and Strategic plan • Educate committee chairs 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 committees who report to you • Chapter leadership and succession planning program • Transition with incoming director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Organization, Trend Watcher (or willing to research), Creativity, Adaptability, Team Builder

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Responsible for the coordination of the Board 101 program, the Leadership Succession program and the Power of Two program.

- Responsible for the coordination of the Belmont MEP Program in conjunction with the Scarlett Leadership Institute.
- Communicate the availability and schedule of the CMP study group to coincide with CMP examination dates
- Submit articles for newsletter and website communicating availability of study groups, deadline dates and exam information
- Ensure promotion of CMP/CMM activities, special educational events (Master Series), the Culture Active Tool and the Multi-Cultural Initiative
- Serve as chapter liaison to the MPI Foundation
- Ensure promotion and implementation of all MPI Foundation initiatives

Reports to: Vice President Membership

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions and Board meetings
- Attendance at Board retreats

Director of Strategic Alliance

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • Create objectives to support the chapter’s Business and Strategic plan • Educate committee chairs 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 committees who report to you • Transition with incoming Director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Knowledge of the industry and the people in the industry, organized, GREAT follow-up, comfortable with sales

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- 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
- Develop, implement and manage Chapter fundraising efforts and events
- Ensure promotion of fundraising effort
- Follow through with collection of Strategic Partners funds and deliverables.

Reports to: Vice President Finance

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions and Board meetings
- Attendance at Board retreats

Director of Special Projects

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • Create objectives to support the chapter’s Business and Strategic plan • Educate committee chairs 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 committees who report to you • Transition with incoming Director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Knowledge of the industry and the people in the industry, organized, excellent follow-up, experience with fund raisers
-

Eligibility:

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

General Responsibilities:

- Serve as voting member of BOD
- Attend monthly board meetings, chapter events and committee meetings
- Support and defend policies and programs adopted by the BOD
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or BOD
- Act as coach, advisor and counselor to special projects committees
-

Specific Responsibilities:

- Develop strategies to increase revenue by developing new fund raisers for the chapter
- Build and coordinate team for Fusion Silent Auction
- Build and coordinate team to develop other fund raising events
- Coordinate and oversee ‘After Hours’ networking events
- Ensure promotion of fundraising efforts
-

Reports to: Vice President Finance

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions and Board meetings
- Attendance at Board retreats

Director of Communications

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • Create objectives to support the chapter’s Business and Strategic plan • Educate committee chairs 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 committees who report to you • Transition with incoming Director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Problem Solver, Creativity, Project Management, Base Knowledge of Media (Print, Electronic, Internet), Communicator (oral and written), Motivator

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly Board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- Coordinate all details of copy for the monthly newsletter, website, constant contact and any other Chapter publications for membership to the Chapter Administrator.
- Develop and enforce editorial calendar for all publications and solicit submissions

- Facilitate production, writing, proofreading and design of Chapter printed materials to ensure professional appearance and consistent “look” of the Association brand
- Appoint Chapter photographer and coordinate placement of photos into Chapter publications
- Liaise with directors to ensure promotion of Chapter activities
- Provide an open channel of communications between committees to facilitate flow of information to newsletter editor
- Perform annual review of Chapter publications to ensure efficacy as Chapter communications tools

Reports to: Vice President Communications

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions and Board meetings
- Attendance at Board retreats

Director of Member Recruitment

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • Create objectives to support the chapter’s Business and Strategic plan • Educate committee chairs 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 committees who report to you • Transition with incoming Director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Delegation, Motivator, Facilitator, Supportive

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Assist VP of Membership in the development of the annual Chapter Business Plan
- Assist VP of Membership to form then lead a Membership Recruitment committee
- Submit written Committee Status Reports, in advance, for monthly board meetings
- Work in conjunction with the VP of Membership to maintain event and meeting guest reports and guest conversion report

- Work with membership committee to define prospective members- to include area Essential members, new industry members, new companies and more
- Actively pursue prospective members with information about upcoming MPI Tennessee events and MPI global promotional membership discounts.
- Work with VP of Membership and Office of the President to help monitor and enforce the Non-Member two meeting/ event attendance policy.
- Maintain fiscal responsibility in support of MPI Tennessee members and policies
- Coordinate with VP of Membership and Director of Retention to submit budget needs for the following fiscal year
- Lead Recruitment Event committee on planning one MPI Tennessee Membership Recruitment Event per fiscal year (details can change based on membership business plan objectives)

Reports to: Vice President Membership

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions and Board meetings
- Attendance at Board retreats

Director of Member Retention

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • Create objectives to support the chapter’s Business and Strategic plan • Educate committee chairs 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 committees who report to you • Transition with incoming Director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Delegation, Motivator, Facilitator, Supportive

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, Chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Assist VP of Membership in the development of the annual Chapter Business Plan
- Assist VP of Membership to form then lead a Membership Retention committee
- Submit written Committee Status Reports, in advance, for monthly board meetings

- Work in conjunction with the VP of Membership to monitor Membership reports provided by MPIglobal to include: delinquent member reports, renewal reports, cancelation reports, chapter transfers, and more
- Actively engage current members with volunteer opportunities, responding to survey results, personal concerns, and more
- Maintain fiscal responsibility in support of MPI Tennessee members and policies
- Coordinate with VP of Membership and Director of Recruitment to submit budget needs for the following fiscal year
- Lead Volunteer Appreciation events committee on planning two MPI Tennessee Volunteer Appreciation Events per fiscal year (details can change based on membership business plan objectives)

Reports to: Vice President Membership

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions and Board meetings
- Attendance at Board retreats

Director of Operations

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • Create objectives to support the chapter’s Business and Strategic plan • Educate committee chairs 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 committees who report to you • Transition with incoming Director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Knowledge of the industry and the people in the industry, organized, GREAT follow-up, comfortable with sales

Eligibility:

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

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train members for assigned roles
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

Specific Responsibilities:

- 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
- Develop, implement and manage Chapter in-kind donations, specifically venues and vendors
- Ensure promotion of in-kind donations
- Follow through with collection and implementation of in-kind donations.

Reports to: Vice President Finance

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions and Board meetings
- Attendance at Board retreats

Director of Educational Conference

Leadership Attributes

Management	Leadership Skills
<ul style="list-style-type: none"> • Create objectives to support the chapter’s Business and Strategic plan • Educate committee chairs 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 committees who report to you • Transition with incoming Director 	<ul style="list-style-type: none"> • Facilitation • Collaboration • Delegation • Mentoring • Coaching • Teaching • Financial • Conflict/Resolution • Execution

Term: One year or as determined by the Board of Directors and Chapter bylaws

Helpful Skills:

- Knowledge of the industry and the people in the industry, organized, excellent follow-up, delegation

Eligibility:

- Member in good standing and willing to give the time, energy, talents and enthusiasm required of position
- Approval from leadership at your place of work

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Support and defend policies and programs adopted by the BOD
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or BOD
- Act as coach, advisor and counselor to regional activity committees
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.

Specific Responsibilities:

- Coordinate and oversee regional MIX and community service events as outlined in approved budget for the year
- Build and coordinate committee to execute regional events
- Complete Event Request Forms (ERFs) and supply to Director of Operations for venue sourcing and in-kind donations
- Complete Event forms and submit to VP Communications for event marketing

Reports to: Vice President Education

Commitment:

- Regular attendance at monthly meetings, chapter activities, functions and Board meetings
- Attendance at Board retreats

ARTICLE II FINANCE

SECTION 1. REQUEST FOR PROPOSALS:

- 1.1 Contracts for services or products totaling \$1,000 or more require a bid process.
1. Development of an RFP outlining bid requirements.
 2. Obtaining a minimum of three (3) proposals.
 3. Extending all applicable members the option to bid.
 4. Considering bids from non-members as deemed appropriate by the corresponding committee.
 5. Conduct a formal review of bids by the committee chair, the applicable Board Director and Vice President(s).
 6. Submit final recommendation with copies of proposals to the Board of Directors
 7. Final selection will be made by a Board vote.

SECTION 2. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 2.1 For any travel directed or offered by MPI Global, Chapter Board of Directors members will comply with expense and reimbursement guidelines outlined for such event by MPI Global Policy Manual.
- 2.2 Expenses are neither budgeted for nor reimbursed by the chapter for committee meetings, celebrations or site inspections.
- 2.3 **BUDGETED CHAPTER EXPENSES:**

When members are traveling at the direct request of the chapter, reasonable and customary expenses will be reimbursed:

Registration

- Event registration will be reimbursed at the early bird rate.
- Additional charges will only be reimbursed if the activity/event is being attended at the direct request of the President.
- Participation in CSR activities (carbon offset fees, community service events, etc.) are not reimbursable.

Travel

The chapter will reimburse for transportation to and from the event:

- Ground transportation
 - The most cost-efficient mode (rental, mileage, etc.) should be utilized at all times.
 - When multiple chapter members are traveling simultaneously, every effort should be made to consolidate costs.
- Air transportation
 - Ground transportation (including tips) to and from the airport will be reimbursed.
 - Members are expected to use the most economical means of transportation available (including traveling in groups when possible).

- The chapter will reimburse baggage check fees as follows:
 - 5 nights or less – one bag
 - More than 5 nights – two bags

Travel within 250 miles of their home will be reimbursed based on the following guidelines:

- Board member offers transportation for members at large (coordinated by the chapter's executive director).
- The Board member will only be conducting official MPI Tennessee business.
- MPI Tennessee Chapter will not be liable or responsible for travel acts of God or damages created by member. (i.e., traffic tickets, accidents, parking tickets etc.)
- MPI Tennessee Chapter will reimburse mileage at a flat rate of \$50 per round-trip.

Accommodations

- Accommodations will be reimbursed based on the official dates of the event.
 - All members should book their accommodations within the room block provided (if available).
 - Tips for hotel staff (including bell staff and parking staff) will be reimbursed.
 - Director of Operations team will make every effort to secure a comped or discounted hotel room or room block for any Board Member who is traveling to board meetings or retreats. If a Board Member chooses to book a room on his/her own, it is his/her responsibility to pay for the room and the expense will not be reimbursed.
- 1 ALL overnight stays must be pre-approved by the chapter president.
 - 2 Approvals will be determined by event start time and length of travel time. If travel time is reasonable for the day of the event, overnight stays will not be approved. If there are extenuating circumstances, the board member may request additional consideration.

Food & Beverage

- If a meal is provided as part of the event, chapter members are expected to use this meal option and will not be reimbursed.
- Participation in elective activities is not reimbursable.

Miscellaneous

- Individuals traveling on chapter business may extend their travel plans for personal pleasure provided that additional travel costs are not incurred by the chapter.
- Passport fees will be reimbursed for chapter representatives traveling to destinations that require one. This reimbursement will be considered for individuals who do not have a passport and would not have a need to obtain one except for chapter business.

Chapter President's Travel to World Education Congress

- MPI Tennessee Chapter pays for its current President to attend MPI's World Education Congress.
- The chapter will cover registration, hotel and airfare. Airfare costs will be capped at \$500 domestic and \$700 international. Expenses for ground transportation, parking, food and beverage are the responsibility of the traveler.

Reimbursement will be processed upon receipt of a completed check request along with all itemized receipts. If using a chapter debit card, consult the debit card policy for reporting procedures. Expenses submitted more than 30 days after being incurred will be paid only at the discretion of the Executive Committee.

2.4 SPEAKER REIMBURSEMENT:

When a Professional Speaker is working with the MPI Tennessee chapter, there are specific guidelines set in place regarding reimbursement for food and lodging. The members of the Education committee should first approach local members of hotel and lodging facilities to sponsor the speaker (comp a room for the speaker). If the speaker is unable to attend dinner with a member of the Board, the following guidelines will be in place regarding meals:

- Breakfast/Lunch – the speaker may be reimbursed up to \$20 for each breakfast or lunch during their stay for the speaking engagement for MPI Tennessee.
- Dinner - the speaker may be reimbursed up to \$50 for each dinner during their stay for the speaking engagement for MPI Tennessee.
- Other expenses may be reimbursed based upon the contract between the speaker and the chapter.

ARTICLE III CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

1.1 MPI Tennessee Chapter meeting registration costs are outlined below. All events with exception of GMID will have \$2 added to the registration fees outlined here, which will be donated directly to the MPI Foundation. There will be an option for registrants to decline the \$2 charge.

Reservations must be made by the posted deadline on the invitation or the on-site registration price will be charged for non-members or guests. Cancellations after the cutoff and 72 hours prior to the event will be billed/will not be refunded.

Sponsors may negotiate directly with the property/caterer regarding sponsored food and beverage costs. Host facility must abide by Chapter pricing guidelines. However, sponsors may negotiate directly with facility for added value.

Media/press/photographer shall receive complimentary admission to chapter events.

The committee must call guarantees into the host property 48 hours prior to the event. Ask that the host property set room to accommodate ten percent (10%) above guarantee.

MPI Tennessee is a CMP Preferred Provider. The program(s) identified with the CMP Preferred Provider logo meet the requirements to receive continuing education (CE) credit for the Certified Meeting Professional (CMP) credential. Education at MPI events and through the MPI Academy will update to members MPI Member transcript and will then sync that to the members EIC account.

EDUCATIONAL EVENT	Member	Non-Member	Student
Early Bird- voted to remove Early Bird pricing 6/2020			
Regular/Onsite with Lunch	\$40	\$50	\$15
Regular/Onsite without Lunch	\$30	\$40	\$15
Virtual	\$20	\$25	\$15

- 1.1 NETWORKING/SOCIAL PROGRAMS: MPI Tennessee Chapter social event registration costs are outlined below.
- 1.2 Reservations must be made by the posted deadline on the invitation or the on-site registration price will be charged for non-members or guests. Cancellations after the cutoff and 72 hours prior to the event will be billed/will not be refunded.

Sponsors may negotiate directly with the property/caterer regarding sponsored food and beverage costs. Host facility must abide by Chapter pricing guidelines. However, sponsors may negotiate directly with facility for added value.

Media/press/photographer shall receive complimentary admission to chapter events.

The committee must call guarantees into the host property 48 hours prior to the event. Ask that the host property set room to accommodate ten percent (10%) above guarantee.

MIX EVENT	Member	Non-Member
Early Bird- voted to remove Early Bird pricing 6/2020		
Regular/Onsite	\$25	\$35

GALA	Member	Non-Member
Early Bird- voted to remove Early Bird pricing 6/2020	N/A	N/A
Regular	\$75	\$100
Student	\$45	\$45
Guest (Non-Industry Related Attendee)	\$50	\$75

- 1.3 COMPLIMENTARY REGISTRATIONS: MPI Tennessee will not provide complimentary registration for any prospective non-members to the following events: Holiday Party, Circle of

Excellence Awards Gala, and events related to CONNECT. Complimentary registrations will be provided for any sponsorships per signed sponsorship agreements.

MPI Tennessee will provide a maximum of three complimentary registrations for prospective non-members to each educational and MIX event, excluding the CONNECT conference. Complimentary registrations will not be provided if there is currently a member from the company of the requested prospective non-member. Complimentary registrations are only allowed once per person for their first time attending an MPI Tennessee educational event. Complimentary prospective member registrations are to be approved and tracked solely by the Vice President of Membership. It will be the responsibility of the Executive Director to manage the registration of the prospective member once given the approval of the Vice President of Membership. Membership 101 attendance is mandatory for complimentary attendee for any MIX event that has a Membership 101 attached to it.

ARTICLE IV COMMUNICATIONS

SECTION 1. CHAPTER COMMUNICATIONS

1.1 Refer to chapter as Meeting Professionals International Tennessee Chapter, MPI Tennessee Chapter, MPI Tennessee or MPITN (if you're using hashtags or shorthand for social media).

MPI:TN



TNMPI



MPI Tennessee



1.2 6-8 Weeks Prior to Event: Cvent is due to VP of Communications with all logos, URL, description for event, photos, etc.

1-1.5 Weeks Later: VP of Communications will get all graphics together, edit the Cvent and the executive director will put it together to send out to membership.

Event / Meeting Invites:

- Other departments should submit COMPLETED Cvents 6-8 weeks prior to event to the VP Communications.
- Event graphic will be created upon receipt. Turnaround time for graphic is one week or less.
- Once Cvent information is completed and graphic is finalized, information is sent to the Chapter Administrator
- The Chapter Administrator should have links for testing back to you in a couple of days.
- Once approved, email schedule will be set. There is usually an initial invite and 1-2 reminders, depending on timeline.

Newsletter Communications:

- The entire Board of Directors is responsible for submitting content.
- Content, articles, advertising, etc. is due on or before the 15th of each month for the following month's newsletter issue.

- VP Communications will create newsletter with provided content and then submit to executive director
- The Chapter Administrator will return newsletter test links to the VP Communications within 2-3 business days.
- Newsletter should drop the 1st of each month or 1st business day of each month. It ABSOLUTELY SHOULD NOT GO OUT LATER THAN THE 5TH. Newsletter should NOT be sent weekends, late in the afternoon or Friday afternoon.

SECTION 2. ADVERTISEMENTS:

- 2.1 Advertising opportunities are limited to chapter sponsorship benefits. Please see prospectus for available opportunities.

ARTICLE V MISCELLANEOUS

SECTION 1. CHAPTER AWARDS

- 1.1 Planner of the Year
Supplier of the Year
New Member of the Year
- Director of Leadership and Professional Development will open award nominations to membership for Planner of the Year, Supplier of the Year, New Member of the Year.
 - Nominees must be members in good standing with MPI Tennessee Chapter and must complete an application.
 - Applications are reviewed by the Board of Directors and narrowed to the top 5 nominees.
 - The top 5 nominees in each category, Planner of the Year, Supplier of the Year and New Member of the Year are then sent to an external committee (i.e. MPI Georgia) for review and final selection.

Volunteer of the Year
Pillar Award(s)

- Board of Directors submit nominations for Volunteer of the Year and Pillar Award(s)
- Nominees must be members in good standing with MPI Tennessee Chapter and must complete an application.
- Applications are reviewed by the Board of Directors and narrowed to the top 5 nominees.
- The top 5 nominees in each category, Volunteer of the Year and Pillar Awards are sent to an external committee (i.e. MPI Georgia) for review and final selection.

Chapter Meeting of the Year

- Director of Leadership and Professional Development will review meeting survey results and determine Chapter Meeting of the Year

President's Awards

- The Office of the President will select recipient(s) of the President's Award.

The Beth Calveard Volunteer Spirit Award

- The Immediate Past President will gather ALL Past Presidents to determine recipient of the Beth Calveard award.

The Carol Norfleet Lifetime Achievement Award

- When applicable, the Executive Committee will appoint The Carol Norfleet Lifetime Achievement Award.

Current Board of Directors are NOT eligible for Circle of Excellence Awards.

1.2 ROCK STAR AWARD:

- Rock Star nominations and awards are determined by the MPI Tennessee Board of Directors.
- Rock Star(s) will be nominated/awarded each month during the fiscal year, no matter if there is an educational luncheon or not
- Awards are given to individuals only, not full committees.
- Recipients may only be awarded once per fiscal year.
- Rock Stars may be nominated for past and/or present months, not future.
- The number of Rock Star awards given each month is at the discretion of the MPI Tennessee Board of Directors.

Assigning Rock Star Awards:

- At each monthly Board of Director's meeting, the board will vote on the Rock Star that will be awarded the following month (ie. at the June meeting there is a vote for July Rockstar).
- At each monthly luncheon, award the Rockstar that was voted on the prior month (ie. at the July meeting, award the person voted on at the June board meeting)
- In the case where we do not have a board meeting, a call will be placed on Basecamp for the upcoming month.

SECTION 2. CHAPTER SCHOLARSHIPS:

SCHOLARSHIP OPPORTUNITIES

- 2.1 The MPI Tennessee Board of Directors is pleased to offer a scholarship program for members of the chapter. Scholarships will be awarded to individuals who are deemed to be deserving of the award as determined by the Board. Scholarships will be awarded quarterly. Applicants will be notified of the results within 30 days of the submission deadline. Applications are received on a rolling basis and reviewed as received.

New Member Scholarship

Recipient will be awarded funding for their New Member Fee at the Preferred Member level (planner and supplier), based on need, meetings industry involvement/ position in the meetings industry and commitment to be involved with MPI Tennessee. Rules for membership acceptance apply. **MPI Tennessee will limit to 3 new member scholarships per year.**

Criteria, the recipient:

- Must be a participant of the meetings and events industry

- Has never been a member of MPI
- Must agree to pay any additional costs incurred for events, monthly luncheons, conferences, etc.
- Must use available promotional codes from MPI to waive \$50 application fee and/or receive discount.

Upon Award, the recipient:

- Must agree to be a member of the MPI Tennessee chapter without transferring for the first twelve (12) months of membership
- Must attend 50% of their regional MPI meetings or events in the year the scholarship is granted.
- Will serve on a minimum of one (1) committee in the year the scholarship is granted.
- Is encouraged to be a mentor for others who receive this scholarship in the following year.
- Must submit an article on their experience for publication in PlanIt Tennessee.
- Is encouraged to promote membership to fellow industry peers who are not MPI Tennessee members

Membership Scholarship

Recipient will be awarded funding for their Membership Renewal Fee at the Preferred Member level (planner and supplier), based on need, meetings industry involvement/ position in the meetings industry and commitment to be involved with MPI Tennessee. Rules for membership acceptance apply.

Criteria, the recipient:

- Must be a MPI Tennessee member in good standing for a minimum of one year.
- Has not received a chapter scholarship within two years of the date of application.
 - Must agree to pay any additional costs incurred for events, monthly luncheons, conferences, etc.

Upon Award, the recipient:

- Must attend 50% of their regional MPI meetings in the year the scholarship is granted.
- Will serve on one (1) committee in the year the scholarship is granted.
- Is encouraged to be a mentor for others who receive this scholarship in the following year.
- Must submit an article on their experience for publication in PlanIt Tennessee.

Certified Meeting Professional & Certified Meeting Manager Scholarship

Recipient will be awarded \$500 to assist with registration and exam fees for Certified Meeting Professional (CMP) designation or \$1000 to assist with registration and exam fees for Certified Meeting Manager (CMM) designation. Reimbursement in the amount of the scholarship will be processed after the exam is completed and passed.

Criteria, the recipient:

- Must be a chapter member in good standing for a minimum of one year.
- Has not received a chapter scholarship within two years.
- Must be pre-accepted to sit for the CMP exam/participate in the CMM program.
 - Must become certified within one (1) year of the scholarship award.
- Must pass the associated exam/program for which the award is received.
- Must agree to pay any additional costs incurred for registration, study materials, travel and accommodations.

Upon Award, the recipient:

- Must attend 50% of their regional MPI meetings in the year the scholarship is granted.
- Will serve on one (1) committee in the year the scholarship is granted.
- Is encouraged to be a mentor for others who receive this scholarship in the following year.
- Must submit an article on their experience for publication in PlanIt Tennessee.

**Certified Meeting Professional Intensive Class Scholarship
In Honor of Carol Norfleet, CMP, DMCP**

Recipient will be awarded a maximum of \$550 (or current class registration fee) to attend Joanne Dennison's CMP Intensive Class or a class of their choosing. Any travel or accommodation costs will be at the sole responsibility of the attendee. Additionally, this scholarship does not cover the cost to apply or to take the CMP exam. Scholarship will pay direct to the class leader for registration fees.

Criteria, the recipient:

- Must be a chapter member in good standing for a minimum of one year.
- Has not received a chapter scholarship within two years.
- Must plan to sit for the CMP exam within the same calendar year as awarded the scholarship.
- Must agree to pay any additional costs incurred for test registration, study materials, travel and accommodations.

Upon Award, the recipient:

- Will serve on one (1) committee in the year the scholarship is granted.
- Is encouraged to be a mentor for others planning to take the CMP exam in the future
- Must submit an article on their experience for publication in MPI Tennessee's monthly newsletter of 100 words or more.

World Education Congress (WEC) Scholarship

Recipient awarded funding for the MPI World Education Congress early bird registration fee. Reimbursement in the amount of the scholarship will be processed after the event. Applicants whose companies are exhibiting at any of the event tradeshow are not eligible to apply.

Criteria, the recipient:

- Must be a chapter member in good standing for a minimum of one year.
- Has not received a chapter scholarship within two years.
- Must agree to pay any additional costs incurred for travel and accommodations.

Upon Award, the recipient:

- Must attend 50% of their regional MPI meetings in the year the scholarship is granted.

- Will serve on one (1) committee in the year the scholarship is granted.
- Must submit an article on their experience for publication in PlanIt Tennessee.

For more information on scholarships provided by Meeting Professionals International and the MPI Foundation, please visit www.mpiweb.org.

2.2 GIVEAWAYS AND PRIZES:

Any individual attending an MPI TENNESSEE function is eligible to participate in giveaway drawings except for current MPI Tennessee Board Members and Chapter Administrator.

The selected winner must be present at the time of any giveaway or drawing. If the selected individual is not present, a new name will be selected.

If the retail value of an item is over \$300, MPI TENNESSEE may request that the donation be utilized for fundraising purposes. i.e. online auction, Gala, etc.

The word “raffle” cannot be used in any verbiage according to Tennessee State Laws

2.3 LIFE EVENT POLICY:

It is the general policy of MPI TENNESSEE to acknowledge the life events of its members at the executive committee's discretion based on the following policy. Recognizing life events of non-members (including spouses of members) is at the sole discretion of the executive committee.

Births & Marriages - Information may be submitted to the Director of Communications for inclusion in the chapter's publications.

Illness - Illnesses may be acknowledged by a card (on behalf of the board).

Death - Death may be acknowledged by a card (on behalf of the board), flowers or a donation (if recommended in lieu of flowers). The amount of recognition will not exceed \$75.