



REQUEST FOR PROPOSAL

CHAPTER ADMINISTRATOR

June 12, 2017

MEETING PROFESSIONALS INTERNATIONAL VISION AND MISSION STATEMENT

Meeting Professionals International will be the pivotal force in positioning meetings and events as a key strategic component of an organization's success. Meeting Professionals International will be recognized as the leading global membership community that is committed to shaping and defining the meeting and event industry.

Oklahoma Chapter Profile

The Oklahoma Chapter currently has 85 members located from Lawton to Oklahoma City to Tulsa. Chapter monthly meetings take place the third Wednesday of each month, generally in a lunch meeting format. Most monthly meetings are held in the Oklahoma City metro area, although in the past, meetings have included Stillwater and Tulsa. In addition to monthly meetings, a half-day training and other special events can take place throughout the year, as well as two (2) two (2) - day board retreats. Our chapter website is www.mpiok.org. Meeting Professionals International's website is www.mpiweb.org.

Meeting Professionals International-Oklahoma Chapter is governed by a volunteer Board of Directors and Executive Committee, elected yearly. The Executive Committee consists of three officers, with the addition of seven Board Members.

The Board of Directors is looking for a service minded professional to manage the Chapter administrative functions and work with the membership. MPI-OK has used chapter administration services for more than nine years.

A management company or individual administrator will be selected based on all or some of the following criteria: history and experience, computer and office equipment, staff and technical support, fees and charges for services rendered. Please provide any additional information which will help the chapter selection committee.

Current members of Meeting Professional International will receive preference, though proposals from organizations or individuals that are not members will not be excluded.

The minimum requirements for bidding are:

- Industry-related experience in Association Management.
- Ability to serve 85 current members, process registrations with an average of 25-40 attendees at monthly meetings, 50 attendees at special events, and other duties as outlined in the RFP.
- A one-year commitment with a 90-day evaluation period and a performance review annually. November 1st, 2017 – October 31st, 2018.
- Ability to carry own liability insurance.
- Willing to give the time, energy, talents, and enthusiasm required of the position
- Good organizational skills and favorable emotional intelligence capabilities
- Ability to use or learn specific technology/software, which includes, but is not limited to:
 - Microsoft Office (Word, Excel, PowerPoint)
 - Ability to use or learn to use Dropbox
 - Familiar with event registration software, or ability to learn (currently using Lanyon, but candidate should be able to research options and implement new software on request)
 - WordPress (on occasion)
 - PayPal, Square, or other mobile method of collecting payments
 - Survey Monkey

The job specifics are as follows:

Reports to: Office of the President (Chapter President, Immediate Past President, and President Elect.)

Compensation:

- \$18.00 per hour with an average of 20 hours per month
- Complimentary registration for monthly luncheons and networking events
- Complimentary MPI membership

Time Commitment:

- Regular attendance at monthly meetings and board meetings [Absences must be approved by The Office of the President and should not total more than two per year.]
- Attendance at Board Retreats
- Attendance at all official chapter activities and functions

General Responsibilities:

- Serve as non-voting member of Board of Directors
- Attend monthly board meetings, chapter events, and committee meetings
- Support and defend policies and programs adopted by the Board of Directors

- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

Meeting Registration

- Register all attendees for monthly meetings via email, website, phone, and in-person contact.
- Keep board members updated concerning progress of registration and email them current registration lists by the Thursday prior to meeting.
- Prepare and distribute a calling tree to board members each month in order to extend a personal invitation to the monthly luncheon to active members not yet registered no later than the Thursday prior to meeting.
- Greet attendees at the door, direct visitors and members with questions to appropriate board member.
- Check in attendees, collect payments, distribute receipts, and provide name badges. Collect name badges at the end of meetings.
- Prepare table host signs and reserve board members' host tables at monthly meetings.
- Provide roll of raffle tickets & basket for raffle
- Send invoices/reminders to those who did not pay at the door

Record Keeping

- Maintain and update "non-member" attendance record. Notify Vice President of Membership of anyone who has attended two meetings without joining.
- Prepare Average Attendance report and Average Meeting Satisfaction report.
- Give contact information of non-members attending each event to Vice President of Membership.

Membership

- Educate visiting attendees about MPI membership and direct them to Vice President of Membership.
- Answer questions received via email and phone about joining MPI and opportunities to serve. Direct prospective members to Vice President of Membership.

Board Responsibilities

- Attend all monthly board meetings.
- Take minutes at monthly board meetings and distribute a copy to all board members for review and record keeping within one week of meeting.
- Provide input where appropriate at board meetings to assist in achieving the goals of the chapter.

- Be available to the board to provide history to new board members from year to year.

Additional Duties

- Documentation - There are several pieces of documentation that must be completed on a regular basis. While the Chapter Administrator may not always produce the documents, they are responsible for ensuring that all Board Members complete their parts. The Chapter Administrator then sends all documentation the MPI Global Chapter Business Manager.
 - June 15th annual documents:
 - Upcoming year budget
 - Upcoming year business plan
 - Upcoming year 18-month calendar
 - Upcoming year succession plan
 - Upcoming year new member on board plan
 - Upcoming year chapter operations form with current chapter administrator contract for complimentary membership
 - Most recent copy of Bylaws and Policies and Procedures on file
 - Oversight, and sometimes implementation of the monthly dashboard numbers entered into the dashboard by the 30th of each month for the previous month, as required by MPI Global. Examples include, but are not limited to:
 - Volunteer Engagement – report 1 volunteer hour per member, per month (numbers will be compiled from monthly Team Status Reports)
 - Financial Management – actual, monthly budget numbers from Vice President of Finance
 - Revenue
 - Expenses
 - Reserves on hand – report every month – does not carry over
 - In-Kind Sponsorship – these dollars should be tracked “below the line”
 - Member Satisfaction
 - Educational Luncheon Attendance
 - Educational Luncheon Survey Scores
 - Online Activity
 - Web Visits
 - Social Media Activity
 - Monthly Consent Agenda for Board Meetings –
 - Completed by the 3rd Monday of the Month (Loaded in Dropbox and President Notified)
 - Email copy of Board Packet prior to the Board of Directors meeting each month to all board members and Chapter Business Manager
 - Provide other documents as requested by Chapter Business Manager – add to distribution lists for chapter communications (events, newsletters, e-blasts, etc.).
 - Chapter Taxes are due October 1st



OKLAHOMA CHAPTER

M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

- Board Slate is due March 1st
- Provide support to board members in any area as requested and needed.

Please email your completed proposal to Tasha Houck, 2017-2018 President, Meeting Professionals International-Oklahoma Chapter, at Tasha.houck@hilton.com.

All proposals are due by Friday, July 14, 2017.

Candidates selected for interviews will be notified by **Friday, July 21, 2017.**