



## **2021-2022 POLICIES AND PROCEDURES**

**Meeting Professionals International  
Minnesota Chapter**

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# Policies and Procedures

## General Administration

MPI VISION: To be the first choice for professional career development and a prominent voice for the global meeting and event community.

MPI MISSION: To provide MPI members, chapters and the global meeting and event community with innovative and relevant education, networking opportunities and business exchanges, and to act as a prominent voice for the promotion and growth of the industry.

### ARTICLE I Name and Location

Section 1 The name of this organization is **Meeting Professionals International Minnesota Chapter**, a non-profit corporation, incorporated in the state of Minnesota.

Section 2 The geographical areas covered by the Chapter shall include those areas as defined by MPI (MPI Global) and MPI Minnesota (Chapter).

Section 3 The official address of the Minnesota Chapter shall be that of the current administrative offices. Currently the offices are located at:  
**Meeting Professionals International  
Minnesota Chapter**  
1611 County Road B West, Suite 315  
St. Paul, Minnesota 55113

### ARTICLE II Objectives

Section 1 The main objectives of this Chapter will be the same as those set forth by the MPI Global office.

Section 2 The incoming Board of Directors should set annual goals and objectives that reflect the Minnesota Chapter’s long-range plan at the annual board retreat. The Chapter will have a three-year plan in place to guide each retreat process.

## **ARTICLE III Membership and Chapter Affiliation**

### Section 1 Membership

- 1.1 MEMBERSHIP QUALIFICATIONS, CLASSIFICATION, RESIGNATION, TRANSFER AND DUES: Shall be as described in the current MPI Global Bylaws and Policy manual. Any member in good standing of MPI is eligible to affiliate with a Chapter regardless of geographic area or location of business. Reference MPI Policies Article III, Sections 1-4 and Article VI, Sections 1-4.

### Section 2 Chapter Affiliation

- 2.1 CHAPTER TRANSFER: Preferred or Premier Members may transfer their primary chapter at any time through MPI Global. Membership remains continuous unless expired. Preferred or Premier Members are to receive member rates for all MPI events even when the event is not associated with their primary chapter.
- 2.2 AFFILIATE MEMBERSHIP: Any MPI Global dues-paying member from another chapter may join the Minnesota Chapter as an Affiliate Member for an annual fee of \$99.00. This member will receive full member benefits and be able to take an active role on committees.

## **ARTICLE IV Dues, Fees, and Assessments**

### Section 1 MPI Global will establish dues for all Chapter members.

- 1.1 MPI Global REQUIRED DOCUMENTS: Chapters are required to submit annually (by June 15<sup>th</sup>) to MPI Global the following documents as part of the annual planning process. Annual Business Plan, Budget, 18-month Education Calendar, Marketing Plan/Calendar, Succession Plan, Current & Updated Bylaws and Policy Manual. Additionally, chapters must submit these documents as outlined in bylaws or policies a copy of annual tax return by October 15<sup>th</sup>. Confirmation that all incoming board members attended their Board 101 training and signed their conflict of interest statements.

## **ARTICLE V Meeting of Members**

### Section 1 Regular Meetings

- 1.1 Regular meetings for members and nonmembers will be held the third

Wednesday or Thursday of each month, August – June, or as determined by the Board of Directors.

- 1.2 MPI MN members will be given first right of refusal when holding an MPI MN function before soliciting outside sources, unless there are no present members who are capable of performing or fulfilling the need.
  - 1.2.1 Regular monthly programs facilities can be reimbursed up to \$20 per person, special events (holiday celebration and year end celebration) up to \$30 per person and daylong events up to \$60 per person based on the guidelines set by the annual budget.
  - 1.2.2 Host facilities may send attendees to meetings held at their own facility at no charge, provided MPI MN is not charged for their attendance.
- 1.3 The meeting notice will be sent to the last known contact information of each member through the chapter's digital newsletter, at least 14 days prior to the meeting.
- 1.4 Upon request, a report of individuals, who are not members, who have attended two or more programs within the fiscal year will be provided to the Membership team and will be denied registration as a non-member for a third meeting for that fiscal year. Nonmember industry attendee names and contact information will be recorded and added to the prospective mailing list. These will be dated for removal from the prospective mailing list after three months.
- 1.5 Continuing education units (CEU) forms will be sent to members who attended an educational meeting, for those meetings where CEU's are given. Any member of MPI Global will be allowed to attend all Chapter membership meetings at the current member fee. Any member attending a meeting at a Chapter level will adhere to the reservation and cancellation policy of the chapter.
- 1.6 Members of our Chapter will receive all member communication digitally.
- 1.7 For both the in-person meeting and hybrid webcast, there is a member, nonmember and student registration fee for each monthly meeting. There is an early bird, regular pre-registration fee and an on-site registration fee for these categories. Virtual and hybrid webcast price will be

determined by the board of directors depending on the costs of these services. The MPI MN Board of Directors determines these fees.

- 1.8 Anyone who is not a Preferred or Premier member is required to pay the non-chapter member rates for events and is limited to no more than two (2) events in one fiscal year at the non-chapter member rate.
- 1.9 Advance registration is made through the MPI MN website prior to the meeting. Credit card payment is required with registration (cancellation policy is addressed in Article V, Section 1, Subsection 1.12). An early-bird rate is available from the time the event registration page opens until ten days prior to the event at 11:59 PM. Rates increase by \$10 for registrations received in the final seven days (which closes at 11:59 PM on the Sunday before the meeting). Onsite registrations incur a \$20.00 additional fee above the early-bird rate.
- 1.10 Annual meetings cards will be offered for purchase as determined by the Board of Directors.
- 1.11 Walk-ins will not be guaranteed a meal and must wait until all registered attendees are seated based on availability at the facility.
- 1.12 Cancellations must be received 72 hours in advance of the program, or the attendee will be charged unless this contradicts with the Chapter's Preparedness and Precautions guide.
- 1.13 Delinquency on Chapter fees shall prevent participation in Chapter functions and/or meetings until the delinquency is cleared. Chapter fees will be defined as dues, meeting charges, sponsorship, advertising, and/or any outstanding debt to the MPI MN. Outstanding fees must be paid to the Chapter within 30 days of receipt. After 30 days, the bill will be considered delinquent.
- 1.14 MPI MN will offer Past Presidents complimentary attendance at Chapter events. This will be offered to a Past President immediately following their term as President. This is offered in recognition and appreciation of their commitment to the Chapter, evidenced by a three-year President term. Chapter events will include monthly meetings, Holiday Celebration, Year End Celebration, annual education day and one fundraising event. This was first rolled out to all Past Presidents in August of 2010 and will remain in effect until the policy is changed. A Past President must be a member in good standing to qualify for this benefit. This policy will be reviewed at a minimum of every two years

and could be subject to change.

Section 2 Annual Meeting

2.1 The MPI MN Annual Meeting and Awards program will be held annually where Officers and Directors are installed and presented to the membership. At this time presentation of awards for the year will also be presented.

**ARTICLE VI Board of Directors and Executive Committee**

Section 1 The governing body will be the Board of Directors. The Board will comply with both the Minnesota and Global Bylaws.

Section 2 The Executive Committee will comply with the guidelines from the Minnesota Bylaws. The Executive Committee is comprised of the President, President-Elect, Immediate Past President and all Vice President positions.

Section 3 Compensation: Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director or receive any preferential discounts or considerations for attending chapter events.

Section 4 Gifts: Directors and elected Officers shall not accept any gifts over the value \$100.00 unless otherwise approved by MPI Global.

Section 5 Travel expenses: For any travel directed or offered by MPI Global chapter board members will comply with expense and reimbursement guidelines outlined for such event by MPI Global procedures.

Section 6 Signing of Contracts: For any contracts executed on behalf of the Minnesota Chapter of MPI, the Office of the President's signature will be required. Committee Vice Presidents, Directors or Committee Chairs are not authorized to sign these documents on behalf of the Chapter.

Section 7 Check Requests (submissions and approvals): All expenses related to MPI Minnesota Chapter activities must be submitted for payment within 30 days of products or services rendered.

The Director or Vice President of the appropriate committee completes the online check request form; attaching all receipts and companies W9. This form is then reviewed and approved by the Vice President of Strategic Alliances for processing. If any information is missing or not correct it will be returned to the appropriate committee Director or Vice President to update.

- Section 8 Check Signing: All MPI Minnesota Chapter checks require two signatures; one is the Director or Vice President of Strategic Alliances and the other one of the members of the Office of the President (President, Immediate Past President, President-Elect). The Chapter Administrator is authorized to sign checks in the absence of a second signer.
- Section 9 Conflict of Interest: All board members are required to review, sign and adhere to the chapter conflict of interest statement provided by MPI Global and return to the Chapter Administrator prior to being installed on the Board.
- Section 10 Principles in Professionalism: Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global.

## **ARTICLE VII Paid Staff**

- Section 1 Contracts for any chapter administrator or paid staff services will require the following language included in contracts and/or scope of services by January 30, 2019. This includes all existing/future contracts.
- Chapter Administrators and their support staff will represent the chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
  - Chapter Administrators and their support staff will follow all MPI Global and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
  - Chapter Administrators are required to adhere to all CAP (Chapter Administrator Program) guidelines and policies. See Program guidelines for specific requirements.
  - Chapter Administrators or paid support staff must be licensed and insured with a minimum of \$1 million dollars in general liability insurance and provide proof of said policy to Chapter and MPI Global annually by July 1st.
  - Non-compliance with these requirements will require termination of contract.
- Section 2 Chapters must complete an annual review of services provided by paid administrators. Reviews should begin at least 90 days prior to the end of the contract. The outcomes of the review as well as any updated contracts for service should be submitted to Global by July 1<sup>st</sup> annually.
- Section 3 All administrative services must be contracted as a vendor for services; not an employee of the chapter.

- Section 4 Chapter Administrators or paid staff cannot be family or an immediate relative of board members. Family or immediate relative is defined as, Spouse, children, parents, siblings or grandchildren.
- Section 5 Chapter Administrators will work to hold chapter boards accountable to all defined MPI performance standards, policies and Principles of Professionalism. Chapter Board of Directors will support Administrators in this process.
- Section 6 In the event chapter does not engage in paid staff services chapter board members are required to adhere to all CAP guidelines and take all required trainings. Refer to CAP program guidelines for requirements.
- Section 7 The new bid process will occur a minimum of every three years and be under the direction of the Vice President of Strategic Alliances, the current President and the President-Elect. A special task force may be appointed at the discretion of the Executive Leadership (immediate Past President, President, and President-Elect).

## Conflict of Interest Statement and Policy

### Statement

As members of Meeting Professionals International, we are responsible for ensuring that the meetings industry is held in the highest public regard throughout the world. Our professional conduct impacts this result. Chapter Board members must adhere to the Policies and Principles of Professionalism as required by MPI Global.

### Requirement

All board members are required to review, sign and adhere to the chapter conflict of interest statement provided by MPI Global and return it to the chapter President prior to being installed on the board.

### Examples

Over the course of management of our Chapter's operations, conflict of interest may occur. There are many aspects of the Chapter's operations in which it's critical to identify potential conflicts of interest and to avoid such conflicts in the following areas:

1. Representation on board of directors
2. Membership equality for all paid events
3. Vendor relationships
4. Fiduciary/financial
5. Nominations
6. Privacy

It is the responsibility of each Board Member to immediately disclose in writing to the Chair of the Board of Directors the existence of any conflict of interest.

A "conflict of interest" is any situation where

- A. Your personal interests, or
- B. Those of a close friend, family member, business associate, corporation or partnership in which you hold a significant interest, or a person to whom you owe an obligation could influence your decisions and impair your ability to
- C. Act in MPI's best interests, or
- D. Represent the society fairly, impartially and without bias

If you are a Board Member you must immediately disclose a conflict of interest with respect to any transaction in writing to the other Board Members. It is important to make the disclosure when the conflict first becomes known. If you do not become aware of the conflict until after a transaction is concluded, you must still make the disclosure in writing immediately.

Directors must withdraw from participation in any way in decisions in which they have a financial or material interest.

Board Members who are in a conflict of interest shall remove themselves without comment prior to any discussion or voting in respect of the application or other issue. However, if such persons must remain in meetings in order to fulfill their administrative responsibilities, they shall not participate in any discussion regarding the application or other issue that has given rise to the conflict of interest.

Any proposal for funding submitted by Directors in whom they, their relatives, or their friends have a financial interest must be forwarded to a minimum of two external reviewers for independent evaluation.

### **Adherence to Policies**

Adherence to these policies signifies proficiency, fair dealing, and high integrity. Failure to abide by these policies may subject a member to disciplinary action, removal of office, and or removal of leadership responsibility as determined by the Chapter's Bylaws.

## Cross Promotion Policy

**Purpose:** Define the criteria and conditions for promoting other organizations' events to the MPI MN chapter and requesting promotion of MPI MN events to other organizations' members.

**Policy:** MPI MN will work with other board approved organization to promote MPI MN events to their members and their events to MPI MN members when they provide programs of potential interest to MPI MN at reduced rates with Board approval.

### **Promoting MPI MN programs to other organizations:**

1. MPI MN will provide copy of their events to other organizations
2. MPI MN will offer the member rate to other organization members with board approval.
3. The other organization will provide a link from their website to the event on the MPI MN website.
4. The other organization will provide MPI MN program information in their chapter communications; if available, MPI MN will provide the copy.

### **Promoting other associations' programs to MPI MN members:**

1. MPI MN members will receive the other organization's member rate.
2. MPI MN will provide a link to the event on the other organization's website.
3. MPI MN will publicize the event in applicable communication vehicles and the frequency will be determined by MPI MN. The other organization will provide copy for the event. MPI MN reserves the right to edit or reject said copy.

### **Internal Requirements**

1. Programs that conflict with MPI MN programs and events WILL NOT be promoted.
2. Promotion of other organizations' programs requires approval of three Board Members: the President or President-Elect and the VP of Education or their designated appointee and one additional Executive Committee member.
3. Listings for these events on MPI MN's website will be categorized MPI MN events via font size/type and will include a link for registration site when available.
4. Consideration needs to be made regarding how the cross promotion will affect the budget and contract scope with staff.

## Chapter Data and Privacy Policy

MPI values individual's privacy and wants to ensure all stakeholder's data remains secure. Therefore, Volunteers are expected to follow certain guidelines and rules when handling personally identifiable data (PII). PII is any information that could be used to identify, classify or contact an individual. State, Federal, and Country laws protect PII and, if handled incorrectly, MPI could experience large financial penalties. Therefore, each Volunteer is expected to be diligent to not share or expose PII to unauthorized parties.

Volunteers should note when they are interacting with PII (i.e. names, contact information, job information, demographic information, and transaction data) and be cautious about use, security, and collection of this data. Volunteers are not allowed to collect or use PII on MPI's behalf without explicit permission.

When interacting and using MPI provided data, Volunteers agree to follow these guidelines:

### **Data Use**

- Volunteers will only use data in authorized manners and gain explicit MPI approval before additional collection or use occurs;
- Volunteers will not use MPI data for unauthorized personal or business functions;
- Volunteers will not use MPI data for non-MPI advertisements, communications, or solicitations.

### **Data Collection**

- When a chapter uses physical lists for data collection, the paper will clearly state the intended use and the user understand by placing their information on the list they are opting in;
- European Union chapters will not use physical sign up lists to gain opt-in for email content (per GDPR laws);
- European Union Volunteers will not send list containing PII to MPI.

At times, chapters separately hire outside parties to aid with administrative activities. MPI Volunteers will add all data privacy language in this agreement to the third-party contract to ensure correct data use by these individuals. Those contracted individuals are required to hold the same data privacy standard as volunteers.

If MPI discovers a Volunteer has used, collected, or secured data in an unauthorized way, MPI holds the right to implement consequences up to termination of role and legal action.

# Committee Policies and Procedures

## Business Process for Standing Committees

### 1. STANDING COMMITTEES

- 1.1. Office of the President
- 1.2. Marketing & Communications
- 1.3. Strategic Alliances
- 1.4. Education
- 1.5. Membership

### 2. PROJECT MANAGEMENT/PLANNING PROCESS

- 2.1 Members of each Standing Committee will determine how responsibilities are divided among committee members.
- 2.2 Annual Board Retreat
  - 2.2.1. Board of Directors will meet prior to start of MPI Minnesota's fiscal year.
  - 2.2.2. Time, date, duration and other details of the Board of Directors' retreat will be the responsibility of The Office of the President. See section below.
  - 2.2.3. Purpose of Annual Retreat will be to:
    - 2.2.3.1. Update Chapter Strategic Plan
    - 2.2.3.2. Determine Annual Strategic Objectives
    - 2.2.3.3. Determine Annual Strategic Goals
    - 2.2.3.4. Review Budget
- 2.3. Chapter Strategic Plan
  - 2.3.1. The Board of Directors will continually have in place a three (3) year strategic plan.
  - 2.3.2. The plan will align with the MPI Global and Minnesota Mission and Vision statements.
  - 2.3.3. The plan will contain strategic commitments for the overall Chapter, as well as each standing committee.
  - 2.3.4. The Board of Directors will review and update this plan annually
  - 2.3.5. This plan will be available for all membership to review (e.g. website)
- 2.4. Annual Strategic Objectives
  - 2.4.1. Annually, based on MPI fiscal year, the Board of Directors will meet to determine annual strategic objectives for the Chapter
  - 2.4.2. Each Standing Committee will develop a set of strategic objectives based on the Chapter Strategic Plan.
  - 2.4.3. Sub-committee chairs and members will be invited to this process as appropriate.
- 2.5. Annual Strategic Goals

- 2.5.1. Annual goals will be determined to support the progress and achievement of annual strategic objectives for the Chapter.
- 2.5.2. Each Standing Committee will develop a set of strategic goals based on their annual strategic objectives.
- 2.5.3. Sub-committee chairs and members will be invited to this process as appropriate.
- 2.5.4. A Team Status Report (TSR) will be used to track progress on the accomplishment of goals. See TSR section for further details.
- 2.5.5. Each Standing Committee will include succession planning (see below) as an Annual Strategic Goal. This is succession of Sub-Committee Chairs, Directors and members.

## 2.6. Annual Chapter Budget

- 2.6.1. As part of the objective/goal setting process, Standing Committees will determine their budget needs for upcoming fiscal year.
- 2.6.2. Budget values will be assigned to objectives and goals as part of completing the TSR.

## 2.7. Team Status Reports (TSR)

- 2.7.1. Each Standing Committee will generate a monthly Team Status Report (TSR) based on the accepted format provided as a committee tool.
- 2.7.2. Vice President and Director of Standing Committee will determine responsibilities of TSR management to include:
  - 2.7.2.1. Gathering of information and editing document
  - 2.7.2.2. Determining best tools to use to track tasks, deadlines, and deliverable schedules and allow for best method to update the TSR. Standing Committees can use tools available or develop their own (e.g., task lists). They may also use tools they have acquired from other chapters of IH. These tools are their own to use at their discretion to gather and track information within their Standing Committee and Sub-Committees. Vice President and Director should be made aware of new tools, so they may be shared with the other Board of Directors.
  - 2.7.2.3. Submitting TSR for monthly board reports based on deadlines provided by Chapter Administrator

## 2.8. Board of Directors Updates and Budgets

- 2.8.1. Board of Directors will monitor the work of their Standing Committee via TSR process and other tools as they choose.
- 2.8.2. Board of Directors will stay abreast of the work of all Standing Committees progress via the monthly board packet, which is distributed prior to Monthly Board Meeting.
- 2.8.3. Each Standing Committee Board of Director will track their revenue and expenditures to approved budget.

- 2.8.4. Chapter Administrator will gather all necessary documents for board packet including, but not limited to:
  - 2.8.4.1. TSR from each Standing Committee
  - 2.8.4.2. Agenda, Minutes, Membership Reports, Monthly Program Recap and Survey Results, and Financial Reports
- 2.8.5. Mid-Year Board Retreat
  - 2.8.5.1. Mid-fiscal year, the Board of Directors will hold a retreat to review MPI MN Chapter progress to date and determine direction for remaining part of year.
  - 2.8.5.2. Time, date, duration and other details of retreat will be responsibility of the Office of the President. See Standing Committee section.

## 2.9. Sub-committee Management

- 2.9.1. It is the responsibility of the Vice-President (VP) and Director of each Standing Committee to manage their sub-committees.
- 2.9.2. VP and Director, with input from their sub-committee members, will determine the following:
  - 2.9.2.1. Sub-Committees needed for the Standing Committee
  - 2.9.2.2. Recruit and appoint Sub-Committee Chair(s) and/or Vice-chair(s)
  - 2.9.2.3. Tasks, Goals and Action Items for each Sub-Committee
  - 2.9.2.4. Monitor all financial responsibilities of Sub-Committee (e.g., check requests, expenses vs. budget, revenue responsibility)
  - 2.9.2.5. Ensure Bylaws for Chair(s) service is followed.
  - 2.9.2.6. Plan for succession of Chair(s) and Sub-Committee members.
  - 2.9.2.7. Facilitate succession of Sub-Committee members.

## 2.10. Board of Director Succession

- 2.10.1. Seated Board of Directors will support the recruiting, nomination and selection process for open Board of Director seats as requested by the Office of the President. See Office of the President Standing Committee for more details.
- 2.10.2. Seated Vice President (who in most instances will be the immediate past Director) of each Standing Committee will assist incoming Director of that committee in their transition process.

## 3. PARTICIPATION IN CHAPTER ACTIVITIES

### 3.1. Board of Directors

- 3.1.1. Board Meetings as defined by Policies and Bylaws
- 3.1.2. Actively participate in Chapter activities (e.g., monthly education meetings, special events, educational offerings, sub-committee meetings)
- 3.1.3. Support and defend policies and programs adopted by the Board of Directors.

### 3.2. Sub-Committee Chairs and Members

- 3.2.1. Attend meetings relevant to Standing Committee Goals and Sub-Committee

Action Items.

- 3.2.2. Actively participate in Chapter activities (e.g., monthly education meetings, special events, educational offerings, sub-committee meetings)

## **STANDING COMMITTEE: OFFICE OF THE PRESIDENT**

### **1. ROLES**

- 1.1. President-Elect
- 1.2. President
- 1.3. Immediate Past President

### **2. RESPONSIBILITIES**

#### 2.1. General Chapter Business

- 2.1.1. Past Presidents with Immediate Past President shall be a resource and provide counsel to the Chapter and its formal leadership succession plan
- 2.1.2. Promote an environment where leadership skills are encouraged and valued at all levels
- 2.1.3. Immediate Past President will lead the nomination process and chair the nomination committee
- 2.1.4. Proactively encourage all chapter members to identify leadership skills and mentor chapter members to develop said skills
- 2.1.5. Promote and foster opportunities to develop leadership skills within our chapter, within our industry and within our organization
- 2.1.6. Serve as a chapter resource to leadership succession and retention
- 2.1.7. Ensure all committees have succession as part of their strategic goals
- 2.1.8. Educate committee members on how to chart a course toward becoming a board member.

#### 2.2. Standing Committee Support

- 2.2.1. Serve as a Standing Committee liaison by attending (as time permits) committee meetings, offering support and guidance with the intention of improving communication between committees.
- 2.2.2. Be a coach, an advisor and a counselor to board members and committees.
- 2.2.3. Report on committee strategies, successes and challenges to the Board.
- 2.2.4. Serve as resource to Standing Committees in accomplishing their Action Items (e.g., hosting educational meeting, calling new members)
- 2.2.5. Coordinate MPI Chapter Business Summit attendance for designated Board of Director members.

#### 2.3. Manage Chapter Administrator

- 2.3.1. Oversee RFP process for Chapter Administrator (every three years).
- 2.3.2. Oversee performance of the Chapter Administrator, including monthly meetings and a yearly performance review 90 days prior to end of fiscal year. Chapter

must submit a copy of their paid staff evaluations to MPI Global within 30 days of evaluation.

## 2.4. Board of Directors Succession

2.4.1. Ensure compliance with Bylaws in process.

2.4.2. Work with current Board to determine and nominate appropriate candidates.

2.4.3. The nomination chair (i.e. the immediate past president) is responsible for this process. The Chapter Administrator and staff help update the appropriate forms and send out communications to the membership as well as collect the nominations and responses. The Chapter Administrator serves as the liaison between the Minnesota nomination chair and the staff communications coordinator to prepare and publish nomination materials.

2.4.3.1 Nominations open in late September and close in early December. The Chapter Administrator should begin working with the nomination chair and the communications coordinator by no later than mid-August to ensure that all nomination materials are ready for publication by late September.

2.4.3.2 Nomination Forms and Processes: Two webforms are involved in the board of directors' nomination process: Board candidate nomination form and the Board candidate questionnaire. Both forms are activated on this page: <https://www.mpi.org/chapters/minnesota/get-involved/board-of-directors-nomination-process>. When a user completes the board candidate nomination form: A nomination confirmation email is sent to the nominator and a nomination notification email is sent to [pastpresident@mpimn.org](mailto:pastpresident@mpimn.org) and [office@mpimn.org](mailto:office@mpimn.org). When a nominee completes the board candidate questionnaire: A confirmation email is sent to the user and a notification email is sent to [pastpresident@mpimn.org](mailto:pastpresident@mpimn.org) and [office@mpimn.org](mailto:office@mpimn.org).

2.4.3.3 The nomination chair is responsible for verifying write-in nominees' eligibility and notifying those eligible of their nomination. Eligibility of write-in nominees must be verified at the Global level and can be done by accessing the member roster in the Chapter Leader Resources section of the Global site or asking staff for support.

2.4.3.4 The nomination chair is responsible for comparing the nomination form and questionnaire submissions and following up (as appropriate) with nominees who have not completed the questionnaire (some of whom may not have received their nomination notice email due to spam filters, etc.).

2.4.4 The Chapter Administrator is responsible for the following: Make sure the current nomination chair fully understands the online nomination process and his/her roles and responsibilities. Work with the nomination chair and communications coordinator to update and publish the Board Position Description document. Work with the nomination chair and Synergos communications coordinator to update the board candidate nomination form and the board candidate questionnaire. Work with the nomination chair and Synergos communications coordinator to update the board of directors nomination process webpage. Solicit an article by the nomination chair for inclusion in the MPI Minnesota Matters. Assist the nomination chair in including the

general nomination process, required steps, and link to the nomination form.

2.4.5 Contested Slate Policy: Once the nominating committee has developed a slate of nominees for election from all the Candidate Interest Forms submitted, the slate is sent to the membership. Additional nominations from the membership shall be permitted, provided a nomination is submitted in writing to the Nominating Committee Chair by date provided and is supported by a minimum of 10% of the official chapter membership as of date provided. The nominee must identify the specific person he/she is running against in the general elect and must have already submitted a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the ballot submitted by the Nomination Committee will be deemed elected by acclamation and will be installed at the chapter's annual meeting. If additional nominations are received, a mail ballot will be sent to all chapter members for those positions having two or more candidates in contention.

2.4.6 Slate Presentation and Submission: Chapter slate will be presented to membership on templates provided by MPI Global and allow 30 days for membership to contest prior to the bylaw deadline of March 1<sup>st</sup>. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before March 1<sup>st</sup> of each year.

2.4.7 Establish and facilitate a transition program for the incoming Board of Directors.

2.4.7.1 Board Training: Any incoming Board members never serving on a MPI chapter board previously is required to attend the MPI Global Board 101 training on dates specified. Each candidate is required to sign the training acknowledgement form and submit it to the Chapter Administrator prior to June 1<sup>st</sup> of the fiscal term. All chapter leaders are able to and encouraged to attend MPI Global trainings, Chapter Business Summit (CBS) and Chapter Leader Forum (CLF at WEC).

2.4.8 Board Retreats: Chapters are required to hold an annual board planning retreat each year between April and June of the fiscal year. Chapters are also required to hold a mid-year assessment retreat between November and January of each fiscal year. Chapter must engage with an external professional facilitator to oversee the process and flow of the retreat. Facilitators cannot be a current board member from your home chapter or chapter member that has served on the board in the last two years. All retreat facilitators must be approved prior to contracting with your Chapter Operations Manager.

## 2.5. Represent Chapter

2.5.1. Attend MPI Global hosted events (e.g. Chapter Business Summit).

2.5.2. Attend North America MPI Global Education Conferences (e.g., WEC, IMEX).

2.5.3. Advise and consult with other MPI chapters.

2.5.4. Serve as main point of contact for MPI Global (e.g., Chapter Operations Manager, Foundation) Serve as an ex-officio member on all committees except the Nominating Committee.

2.5.5. Provide "Voice of Chapter" via Chapter communication vehicles. E.g., "President's Message" article for the newsletter, MPI GLOBAL

information/updates.

2.5.6. Meet and Greet at Chapter activities.

2.6. Recognition – MPI Global

2.6.1. Identify Chapter activities that qualify for award nomination

2.6.2. Assist in nomination and submission process

2.7. Recognition – MPI Minnesota

2.7.1. Determine and secure gifts for Board of Directors

2.8. Board Retreat Planning

2.8.1. Coordinate all logistics for Annual and Mid-Year Board Retreat including: Date, Location, Agenda, Content and Off-site board event.

2.8.2 BOARD RETREATS: Chapters are required to hold an annual board planning retreat each year between April and June of the fiscal year. Chapters are also required to hold a mid-year assessment retreat between November and January of each fiscal year. Chapters must engage with an external professional facilitator to oversee the process and flow of the retreat. Facilitators cannot be a Current Board member from your home chapter or chapter members that has served on the board in the last two years. All retreat facilitators must be approved prior to contracting with you Chapter Business Manager.

2.9 Board Training

2.9.1 Plan and facilitate, in partnership with the Chapter Administrator, the Get on Board training.

## **STANDING COMMITTEE: MARKETING & COMMUNICATIONS**

### **1. ROLES**

- 1.1. Vice-President
- 1.2. Director
- 1.3. Sub-Committee Chairs
- 1.4. Sub-Committee Members

### **2. RESPONSIBILITIES**

- 2.1. Demonstrate the value of MPI as a resource
- 2.2. Establish a link between the local media and MPI MN to publicize member accomplishments, Chapter activities and the meeting industry's impact on the economy
- 2.3. Collaborate with other committees to communicate their agendas, objectives and activities
- 2.4. Support current Chapter communication vehicles and investigate and implement new communication vehicles as they support Strategic Goals
- 2.5. Work closely with Strategic Alliances to determine advertising opportunities
- 2.6. Liaison with MPI Global
  - 2.6.1. Understand and monitor brand standards. Chapter must adhere to the MPI Logo and Identity Standards document provided. Any specific logos for

event use must not be in conflict with the MPI Chapter Logo and identity Standards and must be approved by MPI Global prior to use. In order to obtain approval please contact [creative@mpiweb.org](mailto:creative@mpiweb.org).

2.6.2. Relay information to/from MPI Global regarding Chapter activities and MPI Global offerings

2.6.3. Communicate MPI Global events and offerings to MPI Minnesota Chapter membership.

2.7. Conduct RFP process to engage vendors for communication vehicles not included under current contracts (e.g. Website redesign).

2.8. Maintain an overall communication schedule with deadlines and deliverables to ensure timely submissions from Standing Committees and Chapter Members

2.8.1. MPI Minnesota Matters (MPI MN Matters) monthly e-newsletter

2.8.2. MPI Minnesota Minute (MPI MN Minute) monthly event reminder e-blast

## **STANDING COMMITTEE: STRATEGIC ALLIANCES**

### **1. ROLES**

1.1. Vice President

1.2. Director, Strategic Alliances

1.3. Director, Sponsorship & Advertising

1.4. Sub-Committee Chairs

1.4.1. Sponsorship

1.4.2. Advertising

1.4.3. Holiday Celebration

1.4.4. Annual Fundraiser

1.4.5. Community Outreach

1.5. Sub-Committee Members

### **2. RESPONSIBILITIES**

2.1. Generate revenue for education engagement and networking

2.2. Annual budget

2.2.1. Determine timeline and communicate to Standing Committee.

2.2.2. Gather all budget information from committees and compile for Board of Director review.

2.2.3. Provide budget to Executive Leadership Committee as requested and confirm approval and acceptance of budget.

2.3. FISCAL YEAR. The Chapter fiscal year is July 1 to June 30 of the following year.

2.4. RESERVE FUND

2.4.1 The term reserves for financial purposes will be defined as funds set aside to be used in emergency cases or in the event of an investment by the Chapter to further its mission.

2.4.2. Chapter will maintain a minimum reserve of 6-8 months operating funds.

Operating funds will be defined as annual fixed expenses plus 20%. This timeframe is

to be a minimum as it is recognized that external events in the industry, significant downturn in the economy or stock market could make a longer commitment necessary.

2.4.3. The access of the reserve shall first be referred to the VP Strategic Alliances for consideration. Final approval by a majority vote of the Board of Directors is required.

Develop and maintain standard operating procedure manual that includes:

2.4.3.1. Policies, procedures and timelines for Chapter Administrator regarding financial process.

2.4.3.2. Process for meeting tax requirements.

2.4.3.3. Manage MPI MN investments.

2.4.3.4. Timeline/task list for all reports and processes to be completed (monthly and annually).

2.4.3.5. Approval process for expenditures, reports and invoice payments

2.4.3.6. Process for collection of revenue and fees. These may include sponsorships, registration fees and in-kind donations.

2.4.3.7. Policies for return of fees (cancellations/no-shows)

2.4.3.8. Check signing process and authorizations

2.4.3.9. Scholarship application process

2.4.3.10. Any pertinent details to Strategic Alliances responsibilities

## 2.5. Chapter Sponsorship and Year Long Sponsorship Packet

2.5.1. Ensure consistent and ongoing recognition for suppliers who provide sponsorships to the Chapter.

2.5.2. Identify and foster Strategic Alliances that benefit MPI MN.

2.5.3. Access to membership mailing lists shall be restricted to MPI Premier members in good standing only. Members must be provided the opportunity to opt out of solicitation emails from both the chapter and MPI Global. Chapters shall not provide access to member email addresses

2.5.3. Identify and secure sponsorships as requested by Standing Committees and Year Long Sponsorship Packet.

2.5.4. Ensure collections of sponsorship revenue and in-kind donations including event photographer.

2.5.5. Generate and distribute Year Long Sponsorship Packet to all potential MPI MN Alliances.

2.5.6. Track all sponsorships and/or in-kind donations.

## 2.6. Scholarship program – MPI MN

2.6.1. Show the value of existing scholarship opportunities at the Global level.

## 2.7. MPI Global Foundation

2.7.1. Identify and promote scholarships available to members

2.7.2. Oversee Chapter grant process in conjunction with Office of the President and Education.

## 2.8. Advertising

- 2.8.1. Work closely with Communication and other Standing Committees to determine opportunities.
- 2.8.2. Promote and secure advertisers.
- 2.8.3. Collect and report advertising revenue.
- 2.9. Community Outreach
  - 2.9.1. Identify community service projects that allow MPI MN to give back to the community and at the same time promote the Chapter and our membership.
  - 2.9.2. Work with Community Outreach chairs to select a charity to receive donation drops at least two times per year.
  - 2.9.3. Annually propose a slate of Community Outreach projects for Board of Directors approval (minimum of two per calendar year).
  - 2.9.4. Execute outreach programs and report back to the Board of Directors on outcome of programs.
  - 2.9.5. Monthly donation collection.
  - 2.9.6. Promote Community Outreach opportunities via MPI MN Matters communication and chapter website.
- 3.0. Holiday Celebration and Silent Auction
  - 3.0.1. Select venue, date and theme for the event.
  - 3.0.2. Secure auction items
  - 3.0.3. Manage the execution of a successful auction
  - 3.0.4. Manage the collection of payments from auction with Synergos.
  - 3.0.5. Work with Synergos to secure bidding tool.
  - 3.0.6. Design event agenda and oversee set-up and execution including catering.
- 3.1. Annual Fundraiser
  - 3.1.1. Select a venue, date and theme for the event.
  - 3.1.2. Design a sponsorship package and coordinate collection of said funds with Synergos.
  - 3.1.3. Secure drawing/door prizes to be given away at event.
  - 3.1.4. Design event agenda and oversee set-up and execution including catering.
- 3.2. Annual Conference Sponsorships
  - 3.2.1. In coordination with the Annual Conference committee, design a sponsorship package and coordinate collection of said funds with Chapter Administrator.

## **STANDING COMMITTEE: EDUCATION**

### **1. ROLES**

- 1.1. Vice President
- 1.2. Director
- 1.3. Sub-Committee Chairs
  - 1.3.1. Year End Celebration Chair and Vice Chair
  - 1.3.2. All Day Education Event Co-Chairs (Chair and Vice Chair)

- 1.3.3. CMP Chair
- 1.3.4. Venue Logistics Volunteers
- 1.3.5. Monthly Meeting Chair
- 1.3.6. Communications Chair
- 1.3.7. DEI Chair
- 1.4. Sub-Committee Members

## **2. RESPONSIBILITIES**

- 2.1. In conjunction with the Office of the President, develop and implement annual calendar of monthly education offerings including All Day Education Conference.
- 2.2. Encourage, mentor and support the certification process in related fields: CMP, CMM.
  - 2.3.1. Oversee CMP study group
  - 2.3.2. Organize biennial CMP/CMM recognition breakfast, occurring in the even-numbered years.
- 2.3. Maintain a procedure manual to assist in planning of monthly educational offerings to include:
  - 2.3.1. Different meeting formats and suggested agendas
  - 2.3.2. Timeline for planning process
  - 2.3.3. Venue checklist
  - 2.3.4. Staffing needs
- 2.4. Work closely with Strategic Alliances on venue sponsorship and recognition and other monthly meeting sponsorship opportunities.
- 2.5. Develop annual educational schedule that considers:
  - 2.5.1. Industry focus
  - 2.5.2. Professional education
  - 2.5.3. Networking opportunities
  - 2.5.4. Different times of day, location and audience needs
- 2.6. Monthly podium script:
  - 2.6.1. Requests from Standing Committee
  - 2.6.2. Chapter announcements (e.g. future events, scholarship deadlines)
  - 2.6.3. Promotion of next monthly offering
  - 2.6.4. Thank you to meeting sponsor(s)
  - 2.6.5. Recognition of venue sponsor

## **STANDING COMMITTEE: MEMBERSHIP**

### **1. ROLES**

- 1.1. Vice President
- 1.2. Director of Member Care and Retention
- 1.3. Director of Member Recruitment
- 1.4. Director of Leadership Development
- 1.5. Sub-Committee Chairs
  - 1.5.1. Recruitment
  - 1.5.2. Recognition

- 1.5.3. Retention
- 1.5.4. Student Leadership
- 1.5.5. Volunteer Committee (Leadership Development)
- 1.5.6. Mentoring Committee (Leadership Development)
- 1.5.7. Leadership Succession Committee (Leadership Development)
- 1.6. Sub-Committee Members

## **2. RESPONSIBILITIES**

- 2.1. General Membership Activities:
  - 2.1.1. Ensure MPI MN follows all membership guidelines and policies as set forth by MPI Global each program and prepare relevant monthly meeting podium announcements.
  - 2.1.2. Update MPI MN Bylaws and Policies as they relate to membership criteria and updates from MPI Global
  - 2.1.3. Work with Chapter Administrator to maintain complete and accurate records for MPI MN chapter members
  - 2.1.4. Provide monthly membership report to Board of Directors including: Retention/New Members/Prospects and Current Membership Statistics
- 2.2. Foster a “Buy MPI” or similar program that promotes doing business first and foremost with fellow MPI suppliers (Marketplace).
  - 2.2.1. Work closely with membership to provide supplier-planner membership ROI
  - 2.2.2. Utilize online marketplace opportunities on MPI MN Website to collaborate and conduct business
  - 2.2.3. Enhance supplier focus in MPI MN events
  - 2.2.4. Enhance supplier-planner networking opportunities at MPI MN Mingles and other events.
- 2.3. Recruitment
  - 2.3.1. Increase membership with an aggressive recruitment program.
  - 2.3.2. Develop marketing materials to promote MPI MN
  - 2.3.3. Foster relationships with other associations and industry groups to participate in their activities (e.g., tradeshow, vendor showcases).
  - 2.3.4. Coordinate with Education Committee to offer meeting(s) per year, offering half price for guests
  - 2.3.5. Conduct two office visits per year.
- 2.4. Retention
  - 2.4.1. Encourage retention by maintaining a full member care program calling on new members, students, active members and non-active members.
  - 2.4.2. Promote MPI Global initiatives for member retention
  - 2.4.3. Conduct two Membership 101 events per year.
  - 2.4.4. Create a campaign to introduce the Member Marketplace
  - 2.4.5. Research other chapters, specifically on initiatives towards building stronger planner and supplier relationships. Review other chapter marketplace directories

for example.

2.4.6. Conduct two (2) Mingles per year to encourage networking and help in recruiting efforts

## 2.5. Recognition

2.5.1. Develop and support recognition programs for MPI MN members

2.5.2. Annual EMPI awards: Manage nomination process, criteria and selection process.

2.5.3. Work with Education Committee on delivering of EMPI's at Year End Celebration

2.5.4. Publicize member commitment (5 yr., 10 yr., + members)

## 2.6 Student Leadership

2.6.1. Encourage student membership by maintaining a full member care program calling on new member students and prospective student members.

2.6.2. Make two visits per year to local college/university.

2.7 Promote and encourage members to volunteer. The committee will help with the transition from "New Member" to "Engaged Member."

2.7.1. Promote an environment where leadership skills are encouraged and valued at all levels

2.7.2. Recognize committee members through monthly recognition programs.

2.8 To connect mentors with mentees for professional and personal growth opportunities.

2.9 Leadership succession will recruit, develop the skills and abilities of chapter members to prepare them for advancement into a more challenging role within the chapter.

2.9.1. Work with Immediate Past President as needed to coordinate leadership succession efforts. The Immediate Past President will chair the Nominations Committee.

2.10 Plan and coordinate two annual All Team Meetings.

## **VOLUNTEER ROLES AND RESPONSIBILITIES**

### 1. Expectations of Committee, Advisory Council and/or Task Force Chairs

1.1 Clearly communicate purpose/charge for the group. If changes in direction occur, communicate to group in a timely manner.

1.2 Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.

1.3 Complete any assignments by pre-determined deadlines.

1.4 Draft and disseminate minutes and summaries promptly.

1.5 Draft and submit progress report to assigned Board of Director as needed.

1.6 Ensure volunteer reimbursement requests are submitted and paid within 30 days of funded meeting.

## 2. Expectations of Volunteer Members

2.1 Focus on assigned purpose/charge for the group.

2.2 Attend meetings and conference calls.

2.3 Complete any assignments by pre-determined deadlines.

2.4 Communicate any challenges/concerns early to volunteer chair.

2.5 Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.

2.6 Maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise

2.7 Represent the Chapter in a positive manner when communicating offering/policy changes.