



## Committee Descriptions

### MEMBERSHIP:

**RECRUITMENT:** Help the chapter recruit new members through personal contacts via phone and email. Identify new ways to target prospective members. Host membership table at educational events to meet, network and engage with non-members. Plan a chapter Nothing but Networking event and collaborate with other industry organizations to create a combined networking event.

**RETENTION:** Help the chapter maintain existing members. Assist with MPI & Me (orientation). Help create and promote ice breakers that encourage members to interact at Professional Education Programs.

**EMERGING PROFESSIONALS:** Engage students and professionals during their first three years in the industry by providing educational opportunities and resources geared towards the needs of this demographic.

### ANNUAL CONFERENCE & EXPO (ACE):

**ANNUAL CONFERENCE & EXPO (ACE):** Develop theme and plan annual Expo, including all logistics, securing event sponsors, food & beverage, décor, and promotion.

**ACE EDUCATION:** Plan educational content for workshops at the Annual Conference & Expo, including program development, topic and speaker selection, workshop logistics, and promotion.

### PARTNERSHIPS:

Identify and secure partnership opportunities with member vendors. Solicit and secure sustaining sponsors and sponsors for all chapter programs and events.

### VOLUNTEER DEVELOPMENT:

**VOLUNTEER DEVELOPMENT:** Manage intake and on-boarding for new volunteers. Help identify, recruit, train and develop chapter leaders. Provide direction for succession planning for the leadership team. Plan recognition event for volunteers.

**AWARDS & RECOGNITION:** Assist in member recognition programs. Define awards and solicit nominees. Chair and co-chair only sit on award decision sub-committee. Coordinate scholarship programs.

### INCLUSION & DIVERSITY:

Be part of the first newly established Inclusion & Diversity Committee. Help sculpt the future!

### SPECIAL EVENTS:

**CORKS & FORKS:** Plan all aspects of a culinary event to include event design and décor, entertainment, logistics, and marketing.

**GALA:** Plan all aspects of annual year-end Gala, including site selection, event design and decor, marketing, entertainment, and all event logistics.

### EDUCATION:

**EDUCATION PROGRAMS:** Plan professional development education programs and workshops, including site selection, program development, topic and speaker selection, and promotion.

**CMP:** (CMP designation required to serve on the CMP committee.) Develop and produce educational and support programs to help prepare individuals for the CMP examination and re-certification.

### COMMUNICATIONS:

**MARKETING:** Develop community visibility and increase public awareness of chapter programs and events within the meetings industry and beyond.

**PERSPECTIVE MAGAZINE:** Help create and manage content and theme for all issues of the chapter's award-winning quarterly magazine. Contribute to production timeline and proofing efforts.