

# Committee Descriptions

## MEMBERSHIP:

**RECRUITMENT:** Help the chapter recruit new members through personal contacts via phone and email. Identify new ways to target prospective members to increase the overall membership for the chapter. Plan chapter Nothing but Networking events to encourage engagement amongst the members and potential members.

**RETENTION:** Assist the chapter with maintaining existing members. Manage the MPI & Me (orientation) and meet and greet efforts at programs to welcome attendees, especially new members and first time attendees. Help create and promote ice breakers that encourage members to interact at Professional Education Programs.

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

## ANNUAL CONFERENCE & EXPO (ACE):

**ACE Logistics & Experiences:** Develop theme and plan annual Expo, including all logistics, securing event sponsors, food & beverage, décor, and promotion.

## COMMUNICATIONS:

**MARKETING:** Focusing on social media channels, this committee will create engaging communities for members and potential members to market chapter programs and initiatives.

**COMMUNICATIONS:** Focusing on chapter emails and newsletters, this committee will establish and grow a single voice for all chapter communications. Additionally, this team will be the point of contact for all press inquiries.

## LEADERSHIP DEVELOPMENT:

**VOLUNTEER DEVELOPMENT:** Manage intake and onboarding 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. Coordinate the awarding of the chapter scholarships.

**DIVERSITY, EQUITY & INCLUSION:** Ensures the chapter is an industry leader in Diversity, Equity & Inclusion through programming, speaker content, and messaging to the membership.

## FINANCE:

**CULINARY EVENT:** 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.

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

## EDUCATION:

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

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

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