

## **MPI Orange County Chapter Committee Chair Positions 2019-2020 / 2020-2021**

MPI relies on volunteers at all levels to support programming, operations, and the MPI Global initiatives. Chairs are highly regarded and may contribute to and attend Board Meetings. Every volunteer at all levels must be an active member. Attendance at Chapter events is strongly encouraged. Additional volunteer positions are available.

### **Committee: Office of the President**

#### **Chair - Leadership Manager**

- Reports to the Office of the President's President-Elect
- Oversees and manages leadership development for volunteers of the chapter through training and recognition.
- Ensures promotion of leadership professional development efforts
- Manages curriculum for leadership development
- Coordinates volunteer training programs
- Liaises with VIP & Volunteer Recognition Reception
- Coordinates the Board & Volunteer Holiday Reception
- Time Commitment: 5 – 10 hours/ month

#### **Chair - Retreat Manager**

- Reports to the Office of the President's President-Elect for Annual Retreat (Spring) and President for Mid-Year Retreat (Fall)
- Works with SPA on venue selection
- Collect all invoices and submit invoices to VP Finance for reimbursement
- Organize all documents and presentations for retreat
- Liaison with retreat venue, coordinating F&B, housing, space, A/V
- Liaison with Facilitator on travel needs, lodging, documents for retreat
- Time Commitment: Varies based on retreat months, estimated 10 hours / retreat

#### **Chair - Industry Calendar Manager**

- Reports to the Office of the President's Immediate Past President to research and track all industry events in master document.
- Manages the Industry Events Calendar from sister MPI chapters, MPI Global, and other relevant organizations that may be relevant to the membership.
- Time Commitment: Estimated 2 hours/ month

#### **Chair - Team Outings**

- Reports to the Office of the President's President to coordinate team outings.
- Refers to Industry Calendar for no conflicts.
- Works with venue to secure sponsored activities for 15-25 people each quarter.
- Time Commitment: Estimated 2 hours/ month

## **Committee: Finance**

### **Chair Positions – Special Events**

(Report to Director of Special Events)

**Chair - Summer Social Event**

**Chair - Summer Social Fundraising**

**Chair – Spring Social Event**

**Chair – Spring Social Fundraising**

**Chair – Awards & Installation**

#### **Role Description of Special Event Committee Chairs:**

The Chair manages the volunteer team based on each event and its specific goals, as reviewed by and with the Director. The Chair identifies the volunteer roles, manages communications and team status calls, and identifies areas of challenge and of opportunity. The Chair liaises with vendor partners, manages on site production and pre-planning among committee members.

Monthly Time commitment: 2 hours per week

Week of event commitment: 5-10 hours (includes onsite at event)

### **Chairs- Supplier Partnerships**

(Report to Director of Supplier Partnerships)

#### **Chair – Partner Care & Fulfillment**

- Manages sponsor care recognition and outreach
- Manage team of Data Management and fulfillment manager
- Ensure Supplier Partner database is up to date
- Communicates progress to VP of finance monthly
- Liaison to the communications department to ensure benefit fulfillment
- Communications with acquisitions regarding sponsor renewal issues and challenges
- Manages the fulfillment and benefits tracking sheets based on submitted contracts/agreements and levels purchased and records file data

#### **Chair - Partner Acquisitions**

- Communicates financial /sponsorship updates to VP of finance Outreach to CVB's and corporations for sponsorship and donations
- Manages committees for in-kind sponsorships and cash donations
- Evaluates Supplier Partner program benefits for relevant partner care initiatives
- Liaises with special events, education to fulfill fundraising revenue, budgets and goal
- Manages partner contact lists and prospects based on vendor type and interests

## **Committee: Membership**

### **Chair Positions – Leadership Development**

(Reports to Director Leadership)

#### **Chair - Mentor Program**

- Oversees Mentoring Program for existing, new and student members
- Coordinates Mentor Meet-up during events
- Time commitment: 2 hours a month

**Chair - Scholarship and Ambassador Program**

- Coordinates the Arlene Sheff Student Scholarship
- Organizes monthly reach out to members (phone/email/social media)
- Time commitment: 2 hours a month

**Chair - Leader Training Workshop**

- Coordinates bi-annual leadership training workshops.
- Works with the Immediate Past President annually on the Board Succession plan.
- Time commitment: 3 hours a month

**Chair Positions – Member Recruitment**

(Reports to Director of Recruitment)

**Assistant Director – Member Recruitment**

- Assist with management of Recruitment committee
- Assist with recruitment goals as specified by Director
- Time commitment: 6 hours a month

**Chair - Event Attendee Recruitment**

- Assist with recruitment and tracking of non-member event attendees
- Conduct monthly phone calls to assigned non-member attendees to encourage membership registration and advise of 2-event non-member attendance policy
- Time commitment: 4 hours a month

**Chair - CVB Recruitment**

- Assist with recruitment of CVB member candidates
  - Research and conduct monthly phone calls to CVB candidates to encourage membership registration and event attendance
- Time commitment: 4 hours a month

**Chair - Hotel Recruitment**

- Assist with recruitment of hotel member candidates
- Research and conduct monthly phone calls to hotel candidates to encourage membership registration and event attendance, including sales and service managers
- Time commitment: 4 hours a month

**Chair - Meeting Planner Recruitment**

## Specific Responsibilities

- Assist with recruitment of meeting planner member candidates
- Research and conduct monthly phone calls to meeting planner candidates to encourage membership registration and event attendance
- Time commitment: 4 hours a month

**Chair - Affiliate Recruitment**

- Assist with recruitment of affiliate member candidates
- Conduct monthly phone calls to affiliate candidates to encourage membership registration and event attendance
- Promote affiliate membership when attending other MPI chapter events

- Time commitment: 4 hours a month

**Chair - Student Recruitment**

Specific Responsibilities

- Assist with recruitment of student member candidates
- Identify contacts at relevant schools and educational programs of hospitality, travel and meeting planning
- Conduct monthly phone calls/emails to contacts to promote membership registration and event attendance
- Time commitment: 4 hours a month

**Chair - Volunteer Recruitment**

- Assist with recruitment and committee placement of volunteer candidates
- Respond to member volunteer requests
- Track committee placement of volunteers
- Promote volunteerism at chapter and industry events
- Time commitment: 4 hours a month

**Chair Positions – Member Retention**  
(Reports to Director of Member Retention)

**Assistant Director - Member Retention**

- Assist with management of Retention committee
- Assist with Retention goals as specified by Director
- Oversee recognition of new members, member anniversaries and other membership milestones
- Time commitment: 6 hours a month

**Chair - New Member Onboarding**

- Assist with new member onboarding
  - Conduct monthly welcome phone calls/emails to assigned new members
- Time commitment: 4 hours a month

**Chair – Member Renewals**

- Conduct monthly reminder phone calls/emails to assigned members up for renewal
- Share MPI Global’s membership initiatives
- Time commitment: 4 hours a month

**Chair – Member Cancellations**

- Conduct monthly phone calls/emails to assigned members to encourage membership renewal and discuss reason for cancellation
- Time commitment: 4 hours a month

**Chair - Volunteer Recognition**

- Assist with management of Volunteer Recognition team
- Attend monthly chapter meeting
- Time commitment: 4 hours a month

**Committee: Communications**

**Chair Positions – Communications**  
(Reports to VP Communications)

**Chair - Video**

- Works with Event Promo Video Coordinator to record one or more *pre-event video(s)* for distribution via MPIOC social media channels, MPIOC.com website and Cvent event listing.
- Works with Live Events Video Coordinator to record one or more *onsite monthly event video(s)* for distribution via MPIOC social media channels.
- Communicates regularly with fellow Communications Team members via phone and email to keep up to date with responsibilities.
- Time Commitment: 15 hours per month

**Chair Positions –Marketing Communications**  
(Reports to Director Marketing Communications)

**Chair - Social Media**

- Develops daily (Monday-Friday) calendar of social media postings for Facebook & Twitter, and weekly postings to LinkedIn and Instagram, prescheduling posts via Hootsuite or appropriate social media scheduling tool.
- Communicates regularly with fellow Communications Team members via phone and email to keep up to date with responsibilities
- Oversees Live Social Media posting
- Time Commitment: 12 hours per month

**Chair - Website**

- Works with MPIOC staff to develop and manage operation and implementation of chapter website to ensure timely updates that keep site fresh and informative.
- Oversees Graphics Coordinator & SPA Liaison.
- Perform annual review of chapter website to ensure its efficiency as a primary chapter communications device.
- Design, update and distribute advertising contracts and rate sheets, reflecting any price changes and contact information, for distribution to members and advertisers.
- Facilitate posting of banner ads in cooperative effort with SPA and Finance committee
- Communicates regularly with fellow Communications Team members via phone and email to keep up to date with responsibilities
- Time Commitment: 12 hours per month

**Chair – E-newsletter**

- Coordinates all details of publishing and distributing Quarterly E-newsletter to membership.
- Solicits submissions for Quarterly E-newsletter; Liaise with Directors to ensure promotion of chapter activities
- Facilitates writing, proofreading and production of Quarterly E-newsletter to ensure professional appearance and consistent “look” of the association brand.
- Provides an open channel of communications with Director, Marketing Communications and MPIOC staff administrator to facilitate production of Quarterly E-newsletter.
- Communicates regularly with fellow Communications Team members via phone and email to keep up to date with responsibilities.
- Time Commitment: 12 hours/ quarter

**Chair - Public Relations & Media**

- Develops partnerships with key publications (*Orange County Business Journal*, *Orange County Register*, meetings industry publications) to ensure promotion of chapter events, activities, and community service projects.
- Works with Graphics Coordinator and VP Communications to produce reciprocal ad program with *Orange County Business Journal* (two ads per year).
- Communicates regularly with fellow Communications Team members via phone and email to keep up to date with responsibilities.
- Time Commitment: 4 hours/ month

### **Committee: Education**

The Education Committee hosts multiple events during a term, including Monthly Education Meetings, SIPS (Social Interactive Planner Sessions) Meetings, CMP Programming, and either a Spring Educational Summit or a collaborative MPIOC/MPISD Educational Conference (alternating every other year). EdCon is scheduled for May 2018; an MPIOC Educational Summit is planned for 2019.

#### **Chair Positions – Monthly Education** (Reports to the Director of Education Events)

- Chair – September Education Kick-off Event**
- Chair – November Education Event**
- Chair – February Education Event (State of the Industry)**
- Chair – March Education Event**

#### **Chair Positions – Supplemental Education** (Reports to the VP Education)

- Chair – SIPS (Social Interactive Professional Sessions)**
- Chair – CMP Program**
- Chair – Education Summit/Joint EdCon**

#### **Role Description of Event Committee Chairs:**

The Chair manages the volunteer team based on each event and its specific goals, as reviewed by and with the Director. The Chair identifies the volunteer roles, manages communications and team status calls, and identifies areas of challenge and of opportunity. The Chair liaises with vendor partners, manages on site production and pre-planning among committee members.

Monthly Time commitment: Varies, approximately 2 hours on average / week depending on program  
Week of event commitment: 5-10 hours (includes onsite at event)

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