MPI | NEW MEXICO CHAPTER

VOLUNTEER POSITIONS
MEMBERSHIP
Chair, Supplier Recruitment: Under the direction of the VP Membership, focus on recruitment of supplier members. Estimated commitment: 4 hours per month *Why do it? Meet new people, schmooze and build contacts.*
Chair, Planner Recruitment: Under the direction of the VP Membership, focus on recruitment of planner members. Estimated commitment: 4 hours per month *Why do it? Meet new people, schmooze and build contacts.*
Chair, Member Retention: Under the direction of the VP Membership, oversee new member onboarding. Estimated commitment: 2 hours per month *Why do it? Access to all of our members!*
Chair, Networking: Under the direction of VP Membership, develop and implement four (4) networking events for the chapter. Estimated commitment: 20 hours *Why do it? Happy hour … need we say more?*
EDUCATION
Chair, Facilities: Under the direction of the VP Education, secure meeting facilities, communicate logistics. *Why do it? You like planning things!*
Chair, Programming: Under direction of the VP Education, identify and secure speakers for six (6) education programs. Estimated commitment: 14 hours *Why do it? You get to pick the speakers and hob nob with national experts in the industry.*
EVENTS
Chair, Special Events: Under the direction of VP Finance &/or Education, plan special events for the chapter, ie. Holiday party and showcase. (Other concepts to be determined or can be suggested). Estimated commitment: 20 hrs. *Why do it? Be a part of MPI-NM flagship events.*
Sponsor Liaison: Under the direction of the VP Finance, ensure sponsors are appropriately recognized, acknowledged and support materials collected: Estimated commitment: 1 hour per month
On Site support: Under the direction of the chapter administrator, 2-3 person committee to provide on-site support at chapter function. Includes any necessary set up (i.e. signage), registration desk and general customer service. Est. commitment: 1 hour prior to each event attending *Why do it? You get to meet and know EVERYONE!*

VOLUNTEER POSITIONS - continued
COMMUNICATION
Newsletter: Under the direction of VP Communications, produce quarterly newsletter utilizing Mail Chimp. Estimated commitment: 4 hrs. per newsletter
Website: Under the direction of the VP Communication, update and administer all changes to the web site. Estimated commitment: 2 hours per month
Public Relations: Under the direction of VP Communication, maintain media contacts, write and distribution press releases and update industry calendars. Estimated commitment: 10 hours
Social Media: Under the direction of VP Communication, utilizing Hootsuite, maintain existing accounts, creating content, posting weekly and tracking engagement. Estimated commitment: 30 minutes per week
GOVERNANCE
Advocacy: Chaired by the President, 4 – 6 person committee to identify potential partnerships and opportunities to collaborate and cross promote as well as to position MPI as a leading industry resource. Estimated commitment: 2 hours per month.
Bylaws and Policies & Procedures Review Committee: Chaired by the Immediate Past President. Two (2) individuals familiar with nonprofit organization bylaws structure to assist executive committee with review of current bylaws. Recommended timeframe is done by June 1 with final approval at June Board meeting. Estimated commitment: 4 hours
Nominations Committee: Chair by the Immediate Past President. Three individuals (3) to identify potential chapter leaders and assist the executive committee in selecting candidates for the 2018 – 2019 slate. While the identification is ongoing the majority of the interviews and final recommendations takes place in January/February. Estimated commitment: 5 hours