<table>
<thead>
<tr>
<th>VOLUNTEER POSITIONS</th>
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<td><strong>MEMBERSHIP</strong></td>
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| **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: total 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.  
*Estimated commitment: total 10 hours*  
*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: total 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, i.e. Holiday party and showcase. (Other concepts to be determined or can be suggested).  
*Estimated commitment: total 20 hours*  
*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*  
*Why do it? You enjoy making our sponsors happy!* |
| **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.  
*Estimated commitment: 1 hour prior to each event attending*  
*Why do it? You get to meet and know EVERYONE!* |
**VOLUNTEER POSITIONS - continued**

### COMMUNICATION

**Website:** Under the direction of the VP Communication, update and administer all changes to the chapter’s website.  
**Estimated commitment:** 2 hours per month  
*Why do it? You like updating things and making sure information is current.*

**Public Relations:** Under the direction of VP Communication, maintain media contacts, write and distribution press releases and update industry calendars.  
**Estimated commitment:** total 10 hours  
*Why do it? You’ve always wanted to be Lois Lane or Clark Kent.*

**Social Media:** Under the direction of VP Communication, utilizing Facebook Business Suite, maintain existing accounts, creating content, posting weekly and tracking engagement.  
**Estimated commitment:** 30 minutes per week  
*Why do it? There’s an influencer inside you, just waiting to share all about MPI-NM with the masses!*

### 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  
*Why do it? Show your passion for MPI-NM.*

**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 May 1 with final approval at May Chapter Leaders Retreat.  
**Estimated commitment:** total 4 hours  
*Why do it? You enjoy rules and structure.*

**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 2022-2023 slate. While the identification is ongoing, the majority of the interviews and final recommendations takes place in January.  
**Estimated commitment:** total 5 hours  
*Why do it? You want to help shape the future of next year’s chapter leadership.*