



**Meeting Planners International Sacramento Sierra Nevada Chapter
RFP Chapter Administrator**

The Meeting Professionals International Sacramento/Sierra Nevada Chapter (MPISSN) is seeking proposals from qualified individuals or association management companies to serve as the Chapter Administrator for the Chapter.

The Chapter Administrator will provide a comprehensive scope of services including general office and administrative support, financial management, membership engagement, creative marketing and communications, meeting and event support.

The Chapter Administrator serves as the primary operational support partner to the Chapter and works closely with the Executive Committee and Board of Directors to support the mission, goals, and strategic direction of MPISSN.

MPISSN is seeking a highly motivated and organized professional to manage the day-to-day operations of a thriving chapter comprised of more than 125 members and governed by a 12-member Board of Directors. MPISSN is recognized as one of the leading MPI chapters in the nation and has received numerous honors from MPI Global.

The initial contract term is anticipated to begin on August 1, 2026, and conclude on December 31, 2028. Following the initial term, the agreement is expected to renew annually on January 1st, subject to mutual agreement and performance evaluation.

Proposals are due no later than June 15, 2026, and should be submitted electronically to:

Christina Bauders, CAE, CMP
MPISSN Chapter President
cbauders@compass.management

Thank you for your interest in partnering with MPISSN. We appreciate your time and consideration and look forward to reviewing your proposal.

Sincerely,

MPISSN Chapter Administrator Search Committee:

Christina Bauders
Marques Davison
Jeff Dougherty
Lauren Goff
Cristi Harris

MPI Sacramento/ Sierra Nevada

RFP-SCOPE OF SERVICES FOR CHAPTER ADMINISTRATOR

HISTORY OF CHAPTER

MPISSN was established in 1985. Since its inception, our chapter has had a paid chapter administrator or Executive Director. All activities of the chapter are developed and implemented by its members.

MISSION, VISION, STRATEGIC/BUSINESS PLAN

To provide MPI members, chapters and the global meeting and event community with innovative and relevant education, networking opportunities and business exchanges, and to act as a prominent voice for the promotion and growth of the industry.

SUMMARY OF CHAPTER STATUS / CONCERNS

One of our biggest challenges over the past several years has been membership growth. New member recruitment has slowed significantly compared to previous years, while retention rates have also declined, resulting in largely stagnant overall membership numbers. In addition, the organization has struggled to consistently deliver thoughtful, timely, and highly relevant educational programming that meets the evolving needs and expectations of our members.

TYPES OF MEMBERS

Our members include meeting planners, students, third parties and suppliers

DESCRIPTION OF LEADERSHIP STRUCTURE

We have a board of 12 members and 19 different chair positions. Our board positions consist of President, President-elect, Immediate Past President, VP of Membership, VP of Finance, VP of Education and Events, VP of Communications, Director of Recruitment and Retention, Director of PR & Communications, Director of Special Events and Director of Education, and Director of Strategic Alliance. Each position is a one-year term. VP's may serve up to two consecutive terms and Directors may serve up to three consecutive terms in the same position. Directors are responsible for committee oversight.

DESCRIPTION OF MEETINGS

- 4 educational luncheons and 2 workshops
 - 60-70 ppl
- CMP Study Group
 - 6-10 ppl
- Boot Camp for new planners or persons who are interested in Meeting Planning
 - 20-30 ppl
- Tradeshow
- Crab Feed and Silent Auction
 - 150 ppl
- Sip & Swirl
 - 60 ppl
- Annual Dinner and Silent Auction (Board installation)
 - 150 ppl
- Coffee, Cocktails and Content
 - 10-30 ppl

SUMMARY OF CONTRACTS

Our current contracts consist of in-kind contracts with Steve Pate-Newberry for photography, and Ca Meetings Magazine for advertising. We are bound to CVENT for registration and QuickBooks Online via Global MPI directives.

SCOPE OF SERVICES

A. Administration & Governance

- Provide general administrative and operational support for all Chapter activities and initiatives.
- Maintain a professional business presence for the Chapter, including a mailing address, phone number, and general correspondence management.
- Maintain and organize Chapter records, files, archives, governance documents, and historical records in both electronic and physical formats, as appropriate.
- Support the Board of Directors and Executive Committee through:
 - Scheduling meetings and conference calls
 - Preparing and distributing agendas, reports, board packets, and supporting materials
 - Recording and distributing meeting minutes and action items
 - Tracking attendance and maintaining Board records
- Assist with leadership transitions, Board onboarding, volunteer orientation, and governance continuity.
- Maintain and update governing documents including the Business Plan, Bylaws, Policies & Procedures, and Board manuals.
- Support strategic planning initiatives, annual goal setting, and operational implementation.
- Serve as a liaison between the Chapter, MPI Headquarters, vendors, sponsors, and external partners.
- Provide monthly operational and activity reports to Chapter leadership.

B. Financial Management

- Manage day-to-day financial operations of the Chapter in coordination with the VP of Finance and Treasurer.
- Process accounts payable, receivable, deposits, reimbursements, invoices, and event-related financial transactions.
- Maintain accurate financial records, including the general ledger, reconciliations, and supporting documentation utilizing approved financial systems.
- Monitor budget performance and prepare monthly financial and dashboard reports for the Board of Directors.
- Support annual budgeting, forecasting, and financial planning processes.
- Coordinate with the Chapter's CPA and assist with annual financial reviews, audits, tax filings, and regulatory compliance requirements.
- Maintain compliance with all applicable state and federal filing requirements, including California Secretary of State and Department of Justice filings.
- Process registrations and payments for meetings and events through approved registration and payment platforms.

C. Membership Services

- Maintain accurate membership, prospect, and engagement records in coordination with MPI Headquarters.
- Support membership recruitment, retention, onboarding, and engagement initiatives.
- Respond to member inquiries and provide timely customer service to members, prospective members, sponsors, and guests.
- Assist in communicating the value and benefits of membership.
- Maintain prospect and attendee databases for recruitment and follow-up efforts.
- Ensure members receive timely communications regarding Chapter meetings, programs, and events.
- Coordinate membership reporting and updates with MPI Headquarters as needed.

D. Marketing & Communications

- Manage and coordinate Chapter communications and marketing initiatives across all platforms.
- Develop, coordinate, and distribute promotional communications for meetings, events, educational programs, sponsorships, and Chapter initiatives.
- Produce and distribute regular Chapter communications including newsletters, e-blasts, announcements, and member updates.
- Maintain and update Chapter website content, event pages, and communication assets in collaboration with Chapter leadership.
- Support brand awareness, member engagement, and sponsor recognition initiatives.

- Create, curate, and repurpose content from Chapter programs and events to support ongoing engagement and visibility.
- Coordinate communication timelines and content calendars as appropriate.

E. Meetings, Events & Programs

- Provide administrative and operational support for Chapter meetings, educational programs, networking events, signature events, and special initiatives.
- Coordinate event logistics including:
 - Registration setup and management
 - Attendee communications
 - Name badges and signage
 - Vendor coordination
 - Speaker support
 - Materials preparation
 - CEU approvals and attendee submissions to EIC
 - Onsite staffing and event execution
- Manage event timelines, task tracking, and communication with venues, vendors, sponsors, and volunteers.
- Coordinate event evaluations, reporting, attendance tracking, and continuing education documentation as required.
- Support sponsorship fulfillment and exhibitor coordination for Chapter programs and events.
- Review event-related contracts and banquet event orders and coordinate execution with Chapter leadership.
- Monitor registration and attendance trends and provide reporting to committees and the Board.

F. Special Projects & Additional Support

- Provide support for additional Chapter initiatives, special events, strategic priorities, and projects as identified by the Board of Directors.
- Assist with fundraising activities, auctions, sponsorship initiatives, and other revenue-generating programs.
- Coordinate project timelines, communications, reporting, and operational logistics as needed.
- Provide additional administrative and operational support necessary to ensure the successful operation of the Chapter.

TIMELINE

As indicated in the online RFP form submitted, the following timeline will apply to this process:

RFP posted	05/15/2026
Date for final receipt of all proposals	06/15/2026
Selection and negotiation of contact specifics	07/15/2026

If the timeline changes, the Search Committee will keep you apprised.