



MEETING PROFESSIONALS INTERNATIONAL
TORONTO CHAPTER POLICY MANUAL

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International (“MPI”) Toronto Chapter a not-for-profit corporation, incorporated under the Canada Not-for-Profit Corporations Act.

ARTICLE II
MPI VISION AND MISSION STATEMENTS

MPI VISION: Lead and empower an inclusive meeting and event community to change the world.

MPI MISSION: Connect the global meeting and event community to learn, innovate, collaborate and advocate.

ARTICLE III
MEMBERSHIP

SECTION 1. MEMBERSHIP

1.1 MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES: Shall be as described in the current MPI Global Bylaws and Policy Manual. Any member in good standing is eligible to affiliate with a Chapter regardless of geographic area or location of business. Essential members are members-at-large.

SECTION 2. CHAPTER TRANSFER AND AFFILIATION

2.1 CHAPTER TRANSFER: Members may transfer their primary Chapter affiliation at any time through MPI. Preferred or Premier Members are also eligible to receive member rates for all MPI events even when the event is not associated with their primary Chapter. An individual may be a member of only one chapter but may pay a fee to be affiliated with more than one chapter. Each chapter sets its own affiliation fee.

ARTICLE IV
BOARD OF DIRECTORS/OFFICERS

SECTION 1. CHAPTER BOARD OF DIRECTORS/OFFICER

1.1 AUTHORITY & RESPONSIBLTIY: The authority and responsibilities of the Board of Directors are stated in Chapter Bylaws Article VIII, Section 1.

1.2 COMPOSITION

1.2.1 The Board of Directors shall consist of a minimum of five (5) elected officers: the President, President-Elect, Immediate Past President, Vice President Finance, and Vice President Membership. Each Chapter must also assign the role of a Vice President Marketing and Communications and a Vice President Education to other officers or elect an additional two officers to cover these positions. The Board of Directors may have up to 20 members. All Board positions are one-year terms.

- 1.2.2 Qualifications of Officers: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
- 1.2.3 Director Eligibility: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
- 1.3 MPI VOLUNTEER LEADER AGREEMENT: Each member of the Board of Directors shall annually review, sign and comply with the MPI Volunteer Leader Agreement, Conflict-of-Interest Policy and Annual Disclosure Statement, Antitrust Compliance Policy and the Principles of Professionalism.
- 1.4 MPI REQUIRED DOCUMENTS: Chapters are required to submit annually to MPI the following documents 30 days prior to the start of the fiscal year: Strategic Business Plan, Budget, 24-month Chapter Calendar of Events, Chapter Operation Form, Chapter Bylaws and Chapter Policy Manual. For Chapters with a paid Chapter Administrator, refer to Article VI, Section 7 for additional requirements. MPI does not require submission of tax returns, however, chapters must comply with local tax laws.

SECTION 2. BOARD ELECTION & SERVICE

- 2.1 NOMINATION: A communication shall be set forth to all Chapter members for members to complete a Board of Director's application. Such form is to be returned to the Governance and Nominating Committee. Once the committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Board of Directors who must approve the action of presentation to the membership for election by acclamation.
- 2.2 SLATE PRESENTATION AND SUBMISSION: The Chapter slate will be presented to membership on templates provided by MPI. The slate will be posted on the Chapter website and an email (including link to the website and process for contesting the slate) will be sent to the membership. The Chapter will allow a minimum of 30 days for the membership to contest prior to the submission deadline as stated by MPI. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the governance and Nominating Committee Chair by the date provided and is supported by a minimum of 10% percent of the official Chapter membership as of the date provided. The nominee must identify the contested candidate and must submit a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the slate of nominees will be deemed elected on the first day of the fiscal year. If additional nominations are received, the Chapter members shall vote in accordance with Article V of the Chapter Bylaws on those positions having two or more candidates in contention,

In reference to Board of Directors vacancies, refer to Article VI, Section 6 of the Chapter Bylaws. The Chapter will submit to MPI the elected slate on the template provided annually.

- 2.3 BOARD TRAINING: Any incoming Chapter Board of Directors who have not previously served is required to take the MPI Board 101 and Managing Sexual Harassment training prior to the Chapter Leadership Summit as outlined on the MPI Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board orientation and attend MPI training, as applicable.
- 2.4 BOARD RETREATS: Chapters are required to hold an annual Board planning retreat between two to three months prior to the fiscal year. Chapters are recommended to hold a mid-year assessment retreat mid-fiscal year. Chapters are required to utilize an MPI-verified Chapter Facilitator during annual retreats to oversee the process and flow of the retreat. The MPI-verified Chapter Facilitator cannot be a current member of the home chapter, have served on the Board in the last two (2) fiscal years or be a Chapter Administrator.
- 2.5 ATTENDANCE. In-person attendance is required at all in-person Board meetings and virtual attendance is required at all virtual Board meetings. If a Board member who is not on an approved leave of absence fails to attend at least seventy-five percent (75%) of Board meetings, the Board may, in consideration of the totality of circumstances and any excused absences, remove the member in accordance with the Chapter Bylaws.

For purposes of this policy, an ‘excused absence’ is one where the absent director promptly notifies the President that they are unable to attend a regularly scheduled Board meeting because of (i) a previous commitment that was identified to the President when the Board meeting was first scheduled, (ii) a health-related emergency to the director or their immediate family (iii) observance of a generally-recognized religious holiday, or (iv) an unforeseen business conflict outside the director’s control.

For purposes of this policy, “approved leave” is the absence from a Board meeting for a reasonable duration approved by the Board on the basis of a medical limitation, military deployment, childbirth or adoption, or other grounds as the Board may determine; provided, however, that the director on approved leave must use their best efforts to virtually attend Board meetings, if available, to ensure they are adequately informed of and responsible for the organization’s affairs.

SECTION 3. BOARD COMPENSATION:

- 3.1 COMPENSATION: Board of Directors shall not be compensated for their services as a Chapter Officer of Director, but they may be reimbursed for reasonable expenses incurred in the performance of their duties to the Chapter in accordance with such Chapter policies approved by the Board of Directors. The term “compensation” means direct or indirect remuneration including gifts and benefits, that are not *de minimis* in value.

ARTICLE V
COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

- 1.1 Standing committees of Chapters shall be the Audit and Finance Committee and the Governance and Nominating Committee. Annually, the President of the Board of Directors shall select members to serve during the President’s term.
 - 1.1.1 Audit and Finance Committee. The Audit and Finance Committee shall assist the Board of Directors in fulfilling its oversight responsibilities related to the quality and integrity of the Chapter’s financial reporting processes and accounting practices. If the Chapter has determined to have an Executive Committee, the Executive Committee can function in place of an Audit and Finance Committee and will have the responsibility as defined.
 - 1.1.2 Governance and Nominating Committee. The Governance and Nominating Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound governance policies as well as a nomination process for directors and officers. The Immediate Past President shall chair it. The President-Elect shall serve as a non-voting member of the committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President, who may not serve as a member of the committee, which will be ratified by the Board of Directors. There shall be at least six (6) members, including the Immediate Past President as chair, having a quorum of 5 for action. A Governance and Nominating Committee member who may consider serving as an officer shall recuse themselves from the Board development process related to the nomination and development of a slate of officers. In the case of a resignation, the President will be authorized to fill a vacancy. The Governance and Nominating Committee shall be in place no later than the date stated by MPI with final slate submission as stated by MPI.
- 1.2 Special Committees. The President-Elect shall appoint committees, task forces, and advisory councils for their term as President.
- 1.3 Standing Committees. Committees perform fundamental governance functions for the chapter, ie Governance and Nominating Committee.
- 1.4 Select Committees. Committees that are formed to accomplish a specific goal on an ongoing basis.
- 1.5 Task Forces. Committee-like groups created for a defined and time-limited purpose to solve a specific problem.

- 1.6 Advisory Councils. An advisory council is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the board of directors to guide the organization and/or represent a specific vertical/segment of our community. The advisory council does not have formal authority to govern the organization, that is, the advisory council cannot issue directives which must be followed. Rather, the advisory council serves to make recommendations and/or provide key information and materials to the board of directors.

ARTICLE VI
FINANCE

SECTION 1. FISCAL YEAR

- 1.1 The Chapter fiscal year for financial and business purposes is the calendar year unless otherwise determined by the International Board of Directors.

SECTION 2. ANNUAL BUDGET

- 2.1 The annual budget is prepared by the Audit and Finance Committee who recommend the budgets to the Board of Directors. The Board of Directors approves the annual budget.

SECTION 3. RESERVE FUND

- 3.1 TERMS: The term Reserves for financial purposes will be defined as funds set aside to be used in emergency cases.
- 3.2 RESERVE TARGET: The reserve target shall be defined as a minimum 25% of annual fixed expenses. This should not include any event-related expenses, only expenses needed to keep the chapter operational (i.e. costs related to chapter administrator, bank fees, telecommunication, rent, etc.). Best practice is to maintain 50-100% of annual fixed expenses.
- 3.3 ACCESS TO RESERVES: Using reserve funds shall first be referred to the Vice President Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 4. REQUEST FOR PROPOSALS

- 4.1 The Chapter will develop a local policy for requests for proposals and expenditures exceeding a certain threshold as defined by the Board of Directors.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Chapters will develop a policy addressing reimbursement of expenses and include in the addendum.

SECTION 6. SPONSORSHIP AND SOLICITATION:

- 6.1 ACCESS TO MEMBER LISTS: All Chapters are bound by the MPI Data Privacy Policy <https://www.mpi.org/about/privacy> and are responsible for protecting all data. As such, all member types have access to the Membership Directory <https://www.mpi.org/membership/member-directory>. There are no additional direct member benefits to access registration lists and/or member lists. Any lists provided via sponsorship opportunities must account for opt-outs and be respective of the MPI Data Privacy Policy.
- 6.2 CHAPTER SPONSORSHIP POLICIES: Chapters may sell Sponsorship opportunities to partners that are members or non-members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must consider opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and Chapter business strategies.

SECTION 7. ADMINISTRATORS:

- 7.1 Administrators must adhere to the standards and qualifications established by MPI. Additional services above the minimum requirements can be added by the Chapter at their discretion with Board of Directors approval.
- 7.2 EVALUATION OF ADMINISTRATOR & CONTRACT RENEWALS: Each Chapter is required to complete an annual review of their administrative services prior to end of the fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI. Additional processes can be deemed necessary at the Chapter's discretion. All Chapters must submit a copy of their paid administrator evaluation and current contract for services (if applicable) to MPI By the stated date.
- 7.3 Contracts for paid Chapter Administrators require the following language and/or scope of services. This includes all existing and future contracts.
 - 7.3.1 Chapter Administrators and their support staff will represent the Chapter and MPI in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI.
 - 7.3.2 Chapter Administrators and their support staff will follow all MPI and Chapter Bylaws, Policy & Procedures, financial budgeting requirements and any other defined requirements set forth by Chapter or MPI.
 - 7.3.3 Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
 - 7.3.4 Chapter Administrators must have a business license where applicable by law and provide proof at commencement of contract term and be insured.
 - 7.3.5 Non-compliance with these requirements will require termination of contract.
 - 7.3.6 Volunteer Chapter Administrators are not required to be licensed or insured.
- 7.4 Chapter Administrators cannot be family or an immediate relative of a member of the Board of Directors. Family or immediate relative is defined as spouse, children, parents, siblings, or grandchildren.
- 7.5 Chapter Administrators will work to hold the Board of Directors accountable to all defined MPI performance standards, policies, and Principles of Professionalism. The Board of Directors will support Chapter Administrators in this process.
- 7.6 All administrative services must be contracted as a vendor for services. In the event a Chapter is without capacity to support a paid staff administrator, consult your MPI representative.

ARTICLE VII
CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 EDUCATIONAL EVENT: Chapters are required to have four (4) educational events annually. Based on market conditions, Chapters should charge a member rate and a non-member rate for events where appropriate. The price difference between member and non-member rates is at the Chapter's discretion based on specific event needs. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines. Partnership events with other industry organizations are excluded from this requirement and may establish rates without regard to membership with MPI.
- 1.2 Chapters should establish chapter educational, networking, and social programs.

ARTICLE VIII
COMMUNICATIONS

SECTION 1. BRAND STANDARDS AND TRADEMARKS

- 1.1 All Chapters must adhere to the MPI Chapter Logo and MPI Brand Guide documents provided. Any theme-specific logos for events must not conflict with the MPI Brand Guide and must be approved by MPI prior to use. Each chapter will be required to sign a Trademark License Agreement that will be maintained by MPI.

SECTION 2. CHAPTER COMMUNICATIONS

- 2.1 Each Chapter should create a policy regarding communications which may include, but are not limited to, MPI Chapter spokespersons, methods of delivery, timelines, and calendars.

**ARTICLE IX
MISCELLANEOUS**

SECTION 1. PHILANTHROPIC ACTIVITY

- 1.1 The MPI Foundation is MPI's charity of choice. Throughout its existence, the MPI Foundation has provided diverse financial support to industry associations, critical industry-relation initiatives, thousands of MPI members, and every chapter.
- 1.2 Because the MPI Foundation supports leader education, professional development, and chapter growth, we encourage annual support from the chapter by creating MPIF events, year-end donations, or registration donations to be included with all chapter events.
- 1.3 At any time, if a chapter leadership team desires feedback or to learn about donation options, they can contact the current MPIF Board of Trustees chair or MPIF's Executive Director, as noted on MPI's website.
- 1.4 Chapters are also encouraged to support local charities that align specifically with the meetings & events, travel, tourism industries along with critical local charities (ie Anti-Human Trafficking etc.)

SECTION 2. MPI CHAPTER AWARDS

- 2.1 **RISE AWARDS:** The RISE Awards are MPI's annual recognition program for its members and chapters. The program has four award categories for chapters (Industry Advocate, Innovative Educational Programming, Marketplace Excellence, & Membership Achievement) and three award categories for members (Young Professional Achievement, Member of the Year, Meeting Industry Leadership). Award recipients are selected based on the criteria of influence, transferability, and innovation.
- 2.2 **CHAPTER PERFORMANCE AWARDS:** Chapter Performance Awards are determined through chapter performance standard assessments and chapter dashboard results. Seven Key metrics are included in the assessment: Member Satisfaction, Member Retention without Students, Net Member Growth, Net Profit, Reserves as a Percentage of Annual Operation Expenses, Educational Content Satisfaction and Clock-Hour Accredited Educational Events. Goals are communicated to Volunteer Chapter Leaders prior to the beginning of the Chapter Fiscal Year. Annual awards are presented to Top Performing Chapters and Chapters of Excellence.

SECTION 3. NON-COMPLIANCE

- 3.1 Chapters may not be eligible for annual chapter performance awards and metrics incentives if they are not compliant with the MPI Chapter Bylaws and the MPI Chapter Policy Manual.

SECTION 4. MPI POLICY MANUAL:

- 5.1 Where there is a conflicting provision in this Chapter Policy Manual with the provisions of the MPI Policy Manual, or where there is a provision in the MPI Policy Manual that applies to a situation where this Chapter Policy Manual is silent, then the MPI Policy Manual shall control.

MPI TORONTO CHAPTER POLICIES
ADDENDUM

ARTICLE I
MEMBERSHIP

SECTION 1. AFFILIATE MEMBERSHIP: To be eligible for Affiliate membership, the person must currently be a member of MPI. Affiliate members will receive the Chapter's emails, eblasts, and mailings. Affiliate membership is \$99+HST.

ARTICLE II
BOARD OF DIRECTORS/OFFICERS

SECTION 1. AUTHORITY & RESPONSIBILITY:

- 1.5 MPI VOLUNTEER LEADER AGREEMENT: All Chapter Board of Directors members are required to review, sign, and adhere to the following:
- Conflict of Interest Policy and Annual Disclosure Statement
 - Antitrust Compliance Policy
 - Principles of Professionalism
- 1.2 MPI REQUIRED DOCUMENTS: Chapters are required to submit annually to MPI the following documents as part of the annual planning process: Strategic Business Plan, Budget, 12–24-month Chapter Calendar of Events, Chapter Operation form, Current & Updated Bylaws and Policy Manual.
- 1.3 BOARD OF DIRECTORS
Responsibilities:
- Govern MPI Toronto by the broad policies developed by the Board
 - Approve and oversee the organization's strategic plan and maintain strategic oversight of operational matters
 - Oversee the financial reporting and audit process, internal controls, and legal compliance
 - Hold management, the Board, and all committees accountable for performance
 - Provide oversight of the organization's financial stability
 - Provide oversight of the protection of the organization's brand
 - Attend Board meetings and meetings of appropriate committees
 - Prepare in advance for Board meetings
 - Obtain information, before voting, to make sound decisions
 - Follow trends in the industry, keep informed and share information with the Board and/or committees
 - Exercise independent judgment
 - Adhere to the Conflict-of-Interest Policy and Annual Disclosure Statement, Antitrust Compliance Policy, and Principles of Professionalism
 - Act in the best interest of MPI, and not use position for furtherance of a personal goal or agenda, be aware and abstain from any conflict of interest
 - Protect the confidentiality and ensure the privacy of privileged information received verbally, in writing or electronically
 - Make recommendations to Leadership Selection Committee on future MPI Toronto Chapter leaders
 - Follow and support the decisions of the Board.
 - Be an ambassador: Represent MPI Toronto Chapter responsibly and diligently in the community by telling our story and presenting accomplishments as well as its needs and current challenges and represent the community to the organization by bringing back concerns, ideas, suggestions, and compliments when you believe they have merit or possibility
 - Act as a mentor to Board members with the development of leadership skills and competencies in mind
 - Perform other duties that may be delegated by the President and/or the Board of Directors

- Regular attendance at Board meetings
- Mandatory attendance at two Leadership Summits
- Attendance at any other Board functions that may be called by the President
- Attendance at official chapter activities

SECTION 2: EXECUTIVE COMMITTEE

- 2.1 Executive Committee are required to attend the following:
- Regular attendance at Board & Executive Committee meetings.
 - Attendance at two Leadership Summits
 - Attendance at any other Board functions that may be called by the President
 - Attendance at official chapter activities and functions
 - Attendance at leadership meetings held in conjunction with WEC if registered
 - Attendance at Chapter Business Summit (Executive Committee excluding the incoming Immediate Past President)

The Executive Committee will also follow the guidelines under Section 1, 1.3.

SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 **CONTESTED SLATE POLICY:** Once the Nominating Committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Chapter Board of Directors who must approve the action of presentation to the Membership for election by acclamation. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Nominating Committee Chair by the date provided and is supported by a minimum of 10% percent of the official chapter membership as of the date provided. The nominee must identify the contested candidate and must submit a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the slate of nominees approved by the Chapter Board of Directors will be deemed elected by acclamation of the membership and will be installed at the Chapter’s Annual Member Meeting. If additional nominations are received, the Chapter Members shall vote in accordance with Article V of the Chapter Bylaws on those positions having two or more candidates in contention. In reference to Chapter Board of Directors vacancies, refer to Article VI, Section 6 of the MPI Chapter Bylaws.
- 3.2 **SLATE PRESENTATION AND SUBMISSION:** The Chapter slate will be presented to membership on templates provided by MPI Global and allow a minimum of 30 days for the membership to contest prior to the Bylaw deadline of March 1. The chapter will submit to MPI Global the elected slate on the template provided by MPI Global on or before March 1 annually.
- 3.3 **BOARD TRAINING:** Any incoming Chapter Board of Directors member who has never served on a MPI Chapter Board of Directors is required to take the MPI Global Board 101 and MPI Managing Sexual Harassment training prior to the Chapter Business Summit (CBS) as outlined on the Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board level orientation and attend MPI Global training, as applicable.
- 3.4 **BOARD RETREATS:** Chapters are required to hold an annual board planning retreat between April and June of the fiscal year. Chapters are also required to hold an annual mid-year assessment retreat between November and January of each fiscal year. The dates are subject to change in accordance with guidance from MPI Global. Chapters are required to utilize an “MPI-verified Chapter Facilitator” during both annual and mid-year retreats to oversee the process and flow of the retreat. MPI-verified Chapter Facilitator cannot be a current Chapter Board of Directors member or have served on the board in the two (2) last years or be a Chapter Administrator from your home Chapter.
- 3.5 **NOMINATION POLICIES**
Any Chapter Member in good standing is eligible to be nominated for a position on the Board. All successful candidates must meet the following eligibility criteria as set out in the Canada Not-for-Profit Corporations Act and the MPI Toronto Chapter Policies.
- Have not been declared incapable by a court in Canada or in another country
 - Does not have bankrupt status

- Commit to participate in the Leadership Selection Candidate interview process
- Acknowledge their fiduciary responsibilities to MPI Toronto Chapter and pledge to avoid conflicts of interest or the appearance of conflicts of interest
- Commit in principle to attending all meetings that are required of the position

Nominations are to be submitted with the following documentation:

- Completed nomination profile
- Resume
- Letter of support from employer (if self-employed, a letter acknowledging commitment to give the time and resources necessary to support a board position.
- Provide contact information for at least one reference

Once the nomination deadline has passed, the Leadership Selection Committee (LSC) will review all nominations and schedule interviews with each candidate. Results of the interview will be posted for the LSC to review and be prepared to discuss at a meeting. The LSC will determine the incoming Board of Directors slate which will be provided to the current Board for their information.

The incoming Board of Directors will have a transition meeting with the outgoing Board of Directors. There will also be an onboarding meeting scheduled for the incoming Board.

SECTION 4. BOARD COMPENSATION:

- 4.1 COMPENSATION: Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director. See Section Article VI, Section 7 for details on reimbursement of expenses or travel.
- 4.2 GIFTS: Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.
- 4.3 VOLUNTEER RATES.
Active Volunteers will be provided with a promo code to discount registration fees to chapter events by 20% for the year in which they are volunteering. Committee members are required to register and pay for any events that they are planning for the chapter. The 20% discount will apply to the galas, GMID and professional development programs.

ARTICLE IV COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

- 1.1 Any member may submit a nomination to serve in a Chair position. A Chair will be appointed for each standing committee annually. The Leadership Selection Committee will review the Chair nominations, conduct interviews, and then appoint the Chairs to a standing committee. The term for a Chair is two years.

Standing Committees of the Chapter include:

Awards Gala

- Designed to recognize excellence in active chapter members for their commitment, service and involvement in the chapter, industry, and community at large.
- Reports to the Director Networking Events

Communications

- Produces various communication products to educate, promote events and activities, and engage/inform members.
- Reports to the Director of Marketing & Communications

Diversity, Equity & Inclusion

- To create inclusive opportunities that span race, ethnicity, age, gender identity, sexual orientation, and physical or mental ability.

- Reports to the Director DE&I & Membership

Global Meetings Industry Day

- Brings together leaders from across the meeting and event industry to showcase the real impact that business meetings, conferences, conventions, incentive travel, trade shows and exhibitions, have on people, business, and communities.
- Reports to the Director of Education and Chair of PD

Fundraising Events

- The chapter's major fundraising event, supporting our Educational Reserve Fund, our charity, as well as chapter operations.
- Reports to the Director Networking Events

Marketing

- Oversees the distribution of marketing content to the chapter through various social media and marketing outlets.
- Reports to the Director of Marketing & Communications

Membership

- Build a membership community that people want to be part of.
- Reports to the Director of DE&I and Membership

Professional Development

- Create innovative education opportunities that support membership and the elevation of the experience.
- Reports to the Director Education

Strategic Partnerships

- Solicit cash and in-kind sponsorship for the chapter to meet or exceed budget requirements.
- Reports to the Director Strategic Partnerships

SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed.

Advisory Councils, Task Forces, and Special Projects of the Chapter are:

Golf

- To provide a fun activity which will generate revenue for the chapter
- Reports to the VP Finance

SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

3.1 Expectations of Committee, Advisory Council and/or Task Force Chairs:

- 1) Clearly communicate purpose/charge for the group. If changes in direction occur, communicate with the group in a timely manner.
- 2) Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
- 3) Complete any assignments by pre-determined deadlines.
- 4) Draft and disseminate minutes and summaries promptly.
- 5) Draft and submit progress report to assigned Chapter Board of Directors as needed.

Expectations of Volunteer Members:

- 1) Focus on assigned purpose/charge for the group.
- 2) Attend meetings and conference calls.
- 3) Complete any assignments by pre-determined deadlines.

- 4) Communicate any challenges/concerns early to volunteer chair.
- 5) Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.
- 6) Comply with Conflict-of-Interest Policy, maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

ARTICLE V
FINANCE

SECTION 1. ANNUAL BUDGET:

- 1.1 The annual budget is prepared by the Audit & Finance Committee for review by the Executive Committee. The Chapter Board of Directors approves the annual operating budget in compliance with MPI Bylaws. Chapter operations will be in alignment with the annual budget.

SECTION 2. RESERVE FUND:

- 2.1 **PURPOSE OF RESERVES:** MPI Toronto will maintain adequate reserves for the following purposes:
- Unpredictable events which could substantially impact MPI’s operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
 - Identification of a valuable investment opportunity for long term growth.

While most such opportunities are managed through budgeted expenditures, the right opportunity with a significant and dependable return on investment can warrant a decision on the part of the board to access the organization’s reserves.

- 2.2 **ACCESS TO RESERVES:** The access of the “reserves” shall first be referred to the VP Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

- 2.3 **PURPOSE OF RESERVES:** MPI Toronto Chapter will maintain adequate reserves for the following purposes:

- 1) Unpredictable events which could substantially impact MPI’s operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
- 2) Identification of a valuable investment opportunity for long term growth.

While most such opportunities are managed through budgeted expenditures, the right opportunity with a significant and dependable return on investment can warrant a decision on the part of the board to access the organization’s reserves.

These investments would require an acceptable ROI back to the organization and would be sustainable long term without the initial deemed reserve support.

SECTION 3. REQUEST FOR PROPOSALS:

- 3.1 Any portfolio that requires a product or service will submit a sponsorship form with their request. The Strategic Partnership Director/Chair/Executive Director will review to ensure that the request is reasonable and then will issue a request for proposal for the product or service. All proposals will be submitted to the Executive Director/Strategic Partnership Director/Chair for review to determine which product or service best fits the needs of the committee. Once the product or service has been confirmed, contact will be provided to the committee Chair to follow up with the details.

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 4.1 For any travel directed or offered by MPI, the Board of Directors will comply with expense and reimbursement guidelines outlined for such an event by MPI’s Policy Manual.

- 4.2 In the case of the Chapter Business Summit, the chapter office will book the necessary travel unless the board member has received approval to book their own travel. Any reimbursement to the board member would require original receipts.
- 4.3 **PRESIDENT’S TRAVEL:** The Toronto Chapter will cover the registration fee, a maximum of four nights’ accommodation and air fare (lowest fare) for the incoming president to attend the World Education Congress.
- 4.4 **BUDGETED CHAPTER EXPENSES:** Each portfolio is provided with \$130 discretionary funds to provide a social get-together for the committee as a thank you for their time. Receipts must be submitted for reimbursement.

Chairs are permitted to move funds within their budget. For example, if they need additional funds for AV than budgeted and they have funds in printing/postage that is not required, they can move the printing/postage expense line to the AV line. Any other changes to the budget must be approved by the Board of Directors.

SECTION 5. SPONSORSHIPS:

- 5.1 **ACCESS TO MEMBER LISTS:** All chapters are bound by the MPI Data Privacy Policy <https://www.mpi.org/about/privacy> and are responsible for protecting all data. As such, all members have access to the Membership Directory <https://www.mpi.org/membership/member-directory>. There are no additional direct member benefits to access registration lists and/or member lists. Any lists provided via Sponsorship opportunities must account for opt-outs and be respective of the MPI Data Privacy Policy.
- 5.2 **CHAPTER SPONSORSHIP POLICIES:** Chapters can sell Sponsorship opportunities to members and non-members. Such sponsorships can include education, events, etc. All sponsor campaigns must consider opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and chapter business strategies.
- 5.3 **CHAPTER STRATEGIC PARTNERSHIP BENEFITS:** The document on Strategic Partnership Opportunities outlines the benefits for sponsors based on their level of sponsorship. Any change in benefits to a sponsor based on customizing the benefits will be determined by the Strategic Partnerships Director/Chair and Executive Director. No benefits are to be promised to a potential sponsor except by the Strategic Partnerships Director/Chair and Executive Director.

SECTION 6. PAID STAFF ADMINISTRATORS:

- 6.1 **DUTIES:** Paid staff administrators must adhere to the standards and qualifications established by MPI. A minimum scope of services as outlined below will be included in administrator RFP and contracts. Additional services above the minimum requirements can be added by the Chapter at their discretion with board approval.
- 6.1.1 Minimum scope of services of paid administrator shall include the following for the provision of professional management and administrative services:
- Provision of office and necessary technology to support all methods of communication with board and members
 - Proven skills in basic administrative functions and support of associations
 - Capable in bookkeeping services
 - Capable in website management
 - Capable in event management and registrations
 - Capable in record keeping and documentation
 - Capable in all facets of Chapter Board of Directors support
- 6.2 **EVALUATION OF PAID STAFF & CONTRACT RENEWALS:** The Chapter is required to complete an annual review of their administrative services prior to the end of the Chapter’s fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI. Additional processes can be deemed necessary at the Chapter’s discretion. All Chapters must submit a copy of their paid staff evaluations and updated contracts for services (if applicable) to MPI at any time upon completion.
- 6.3 Contracts for any Chapter Administrators or paid staff services will require the following language included in contracts and/or scope of services. This includes all existing and future contracts.

- Chapter Administrators and their support staff will represent the Chapter and MPI in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI.
 - Chapter Administrators and their support staff will follow all MPI and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI.
 - Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies.
 - Chapter Administrators or paid support staff must be licensed and insured and provide proof.
- 6.4 Chapter Administrators or paid staff cannot be family or an immediate relative of board members. Family or immediate relative is defined as spouse, children, parents, siblings, or grandchildren.
- 6.5 Chapter Administrators will work to hold Chapter Board of Directors accountable to all defined MPI performance standards, policies, and Principles of Professionalism. Chapter Board of Directors will support Chapter Administrators in this process.
- 6.6 All administrative services must be contracted as a vendor for services, not an employee of the Chapter.
- 6.7 The Executive Director reports to the President. Committees should appoint one person to liaise with the office with respect to their portfolio.

ARTICLE VI
CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

- 1.5 **EVENT ATTENDANCE:** Pending market conditions, Chapters should charge a member rate and a non-member rate for events where appropriate. The price difference between member and non-member rates is at the Chapter's discretion based on specific event needs. Partnership events with other industry organizations are excluded from this requirement.
- 1.6 **EDUCATIONAL PROGRAMS:** Educational programs for the chapter include:
- Professional Development Workshops
 - Global Meetings Industry Day
- Required services for events will be sourced through the Strategic Partnerships Committee through an RFP process.
- Speakers will be sent an agreement outlining the benefits and costs (if any) for signature.
- 1.3 **NETWORKING/SOCIAL PROGRAMS:** Required services for events will be sourced through the Strategic Partnerships Committee through an RFP process.
- 1.4 **POLICY ON ALCOHOL:** To ensure the safety of guests and members attending a chapter function, MPI Toronto Chapter supports the responsible service of alcohol at their events.
- 1.5 **POLICY ON FOOD & BEVERAGE:** The chapter will include as part of the registration process the opportunity for a registrant to provide details on their dietary restrictions.
- 1.6 **RISK MANAGEMENT:** MPI Toronto will use a structured risk management program to minimize reasonably foreseeable harm to people, disruption to operations and damage to the environment and property. MPI Toronto Chapter will identify and take advantage of opportunities as well as minimizing adverse effects.

ARTICLE VII
COMMUNICATIONS

SECTION 1. BRAND STANDARDS:

- 1.1 All Chapters must adhere to the MPI Chapter Logo and MPI Brand Guide documents provided. Any theme-specific logos for events must not conflict with the MPI Brand Guide and must be approved by MPI prior to use.

SECTION 2. CHAPTER COMMUNICATIONS:

- 2.1 EXTERNAL COMMUNICATIONS POLICY: MPI Toronto Chapter wishes to cultivate and maintain an ongoing and supportive relationship with the media and the public to raise the profile and promote the purpose and initiatives of MPI Toronto Chapter.

MPI Toronto Chapter shall advocate on behalf of its members based on board approved initiatives.

When it is in the interest of the chapter to strengthen its position, it may work in partnership with others. All communications regarding official positions of the organization shall be approved by the Board, or in a crisis, the Executive Committee, and shall be delivered by the official spokesperson. The President is the official spokesperson for the organization. In the absence of the President, the President-Elect shall assume the responsibilities as spokesperson. By July 1 of each new fiscal year, the Board will define who the designate will be if the President or President-Elect are not available. All spokesperson statements must conform to the adopted MPI Toronto Chapter policy.

In dealing with a media request for an official position or action of the organization, directors should refer such requests to the applicable spokesperson. This in no way prohibits a member from voicing a personal position or preference, if the member makes it clear that the member is not representing the organization's official position.

SECTION 3. ADVERTISEMENTS:

- 3.1 Advertisements in the Chapter communication vehicles are sold by Naylor Publications Canada and a percentage of the sales are provided to the chapter.

**ARTICLE VII
MISCELLANEOUS**

SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 MPI Toronto Chapter will identify a charity of choice to support through the annual fundraising initiative. From time to time, other charities may be approved for one-time donations related to speaker requests for charitable donations in lieu of speaking fees. In this circumstance, the relevant event committee must also already have funding in its budget allocated to speaking fees that a charitable donation could be allocated to. Any recommended charity must be evaluated based on the charity framework and be approved by the Board of Directors. The framework applies to both the charity of choice selection, and to the allocation of funds as a charitable donation in lieu of speaking fees.
- 1.2 A percentage or amount of the proceeds from the fundraising portion of the Fundraising Event will be donated to the Chapter's charity of choice, subject to the budget meeting's target goals.

SECTION 2. CHAPTER AWARDS:

- 2.1 The Chapter has the following awards:
- President's Award
 - Planner Member of the Year
 - Supplier Member of the Year
 - Future Leader of the Year
 - Mentor of the Year
 - Outstanding Volunteer of the Year

- New Member of the Year
- Norm Neill Student of the Year

The Board of Directors is not eligible for the Outstanding Volunteer of the Year award.

SECTION 3. CHAPTER SCHOLARSHIPS:

3.1 The scholarship criteria are:

1. Be a **member in good standing** of MPI Toronto Chapter for the past 12 months.
2. Be a participating member of at least one MPI Toronto Chapter committee in the past **12 months**.
3. Have attended a **minimum of six (6)** MPI Toronto Chapter events within the past year (i.e. Professional Development Events, committee meetings, etc.).
4. Submit an application.
5. Submit a professional resume with the application.
6. Include a short essay describing the following (with each applicable):
 - The benefits of an MPI membership
 - What your objectives are in applying for one of these scholarships
 - How the scholarship will benefit achieving future professional goals.

Scholarship Recipient Responsibilities:

1. Attend all sessions and activities related to the scholarship.
2. Submit an article within 30 days after completion of the scholarship.
3. The application and other documentation are required for submission ***no later than the posted date.***

Toronto Chapter
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