MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

# POLICIES

# &

# PROCEDURES

**REVISED: April 2007**

***MPINCC adheres to the MPI International Bylaws, MPINCC Chapter Bylaws and the MPI Principles of Professionalism***

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# Meeting Professionals International Northern California Chapter
# Policies and Procedures Manual
# Updated April 2007

## NAME AND LOCATION

- The name of this organization is Meeting Professionals International Northern California Chapter (MPINCC)
- The geographical area covered by this chapter shall include those areas defined by MPI.
- The official address of the Northern California Chapter shall be that of the current administrative offices.
- This chapter was incorporated in 1992 and is a 501(c)(3) nonprofit corporation. The tax ID # is 31-1033129.

## VISION STATEMENT

MPINCC will be the pivotal force in positioning meetings and events as a key strategic component of an organization's success.

## MISSION STATEMENT

MPINCC is the leading membership community that is committed to shaping and defining the meeting and event industry.

## INTERNATIONAL DUES

Members pay dues directly to MPI in Dallas on an annual basis.

## ADMINISTRATION

- The Board of Directors will participate in the annual certificate of bonding offered by MPI.
- The chapter will carry liability insurance for all special events.
- Before the MPINCC name or logo is lent to any activity there shall be careful screening of the activity and approval by the Board of Directors. All requests shall be directed to the Director, Marketing for approval through proper channels.
- All deadlines will be strictly enforced. Exceptions will be made on a case-by-case basis.
- Print directories are distributed in October. Additional editions may be printed at the discretion of the Board of Directors. The online directory is accessible to all members and is updated monthly.
- Mailing labels of the chapter members will be available for a one-time use rental basis at $125 for members and $395 for nonmembers. Labels may be purchased for either suppliers, planners or both. If only half a set is purchased, the cost is $75 for members and $225 for nonmembers. The mailing list will be shared in printed label format only. The Executive Director will approve such sale, after reviewing the materials to be mailed. The entity renting the list must agree to the terms listed in the *Mailing List Rental Contract*. The membership list may be exchanged with another nonprofit organization at no charge with a letter of intention to reciprocate.

## ANNUAL BUSINESS MEETING

- The Annual Business Meeting shall be held during the first quarter of the chapter year at an event determined by the Board of Directors.

- An Annual Report is prepared by the Management Firm to include a chapter overview and financial information. A summary of this Annual Report will be delivered at the Annual Business Meeting.

- The President and/or President-Elect shall give a "state of the chapter" address. A printed financial report will be provided to all members present at the meeting.

- A copy of the program and financial report must be maintained by the Management Firm for the chapter's official records.

## AWARDS & RECOGNITION CRITERIA

- Requests for award nominees shall be posted on the website and distributed to membership via the Newsflash.

- After the due date, all nominations shall be reviewed by the Awards and Recognition Chair and Co-chair who will determine qualification and tally points for each respective category. A summary of all qualified nominees shall be submitted to the Board Director, VP Membership and President for confirmation, review and final selection.

- Current President, President-Elect, VP Membership, Director, Member Care, Awards & Recognition Chair, Awards & Recognition Co-Chair and Paid Chapter Vendors are not eligible for consideration of any chapter awards.

- Current Board of Directors and Executive Committee are not eligible for consideration of Power Players and Quarterly Awards.

- Scholarships are available to all chapter members, including Committee Chairs, Co-Chairs, Board of Directors and Executive Committee.

**<u>Power Players (Appendix A)</u>**

- Recognized for exceptional contributions relating to committee projects
- Must contribute to and help achieve committee goals and objectives.
- Recipients of this award are automatically considered for Meeting Professional of the Quarter and Meeting Professional of the Year
- Nominated by committee chairs and co-chairs

    - Power Players will be listed on each committee chair report.
    - A&R Chair and/or Co-Chair will request names from all chapter Chairs and Co-Chairs for inclusion into the Power Players listing.

- A&R Chair and/or Co-Chair will liaise with ED to ensure names are accurate for display and recognition during all Professional Education Programs.
- ED will ensure Power Players receive ribbons on their name badges during all Professional Education Programs.

**Quarterly Awards (Appendix B)**

- Meeting Professional of the Quarter – not an annual award
- Power Players are automatically considered for this Quarterly Award
- Recipients of this award are automatically considered for Meeting Professional of the Year
- Nominated by members

  - Meeting Professionals of the Quarter (MPQs) receive complimentary registration to the Professional Education Luncheon in which they are being honored, MPQ special badge ribbon, a certificate signed by the President and ED, fresh flower bouquet, and an Award.

  - The quarterly awards are presented at Chapter Programs as follows:
    - Q4 – August
    - Q1 – November
    - Q2 – March
    - Q3 – May (not at Gala)

  - The Awards & Recognition (A&R) Chair will write an article for *Perspective* congratulating the winner and send to ED and President to proofread. After final edits, A&R Chair will send article to marketing chair for review prior to posting on website and submission to *Perspective* Managing Editor for inclusion in the next issue of the magazine.

  - The A&R Chair will prepare the ordering of each award, send to Director, VP and ED for proofreading and the ED will place the final order for the award. Chair will also prepare the award certificate, send to Co-Chair, Director, VP and ED for proofreading and President and ED will sign the certificate.

  - The President will contact the award winner and invite him/her to sit at the President's Table during the monthly luncheon, welcome and congratulate the winner to the luncheon, announce the winner on stage, present the winner with the gifts and take a photograph with the winner.

  - The ED will arrange for photographer, prepare a large sign with award winner's photo for registration table at the luncheon, have 'Meeting Professional of the Quarter' ribbon on the winners name badge and include winner's information in President's script for the luncheon.

- The A&R Chair will obtain a photo of the winner in advance, order flowers for the luncheon presentation, write script and send to ED to include in the President's Script for the luncheon. At the luncheon, the Chair will prepare the presentation of the gifts on stage and communicate with President during the luncheon, welcome and congratulate the winner and provide them with the award boxes following the presentation.

**Annual Awards (Appendix C)** - The Annual Awards are presented at the Gala and consist of the following:

- Meeting Professional of the Year
  - Recipients of Quarterly awards and Power Players are automatically considered for this Annual Award. This individual will have served MPINCC and/or MPI on committees, the Board of Directors and may also be active in other community or industry service organizations.
  - Exemplary chapter performance.
  - Nominated by any member
  - Must complete application

- Supplier of the Year - Large Company Donor
  - The Supplier of the Year-Large Company Donor is an individual or an organization that has made exceptional contributions—in-kind or cash above $10,000 to the Chapter. The award-winner will have contributed to the awareness, professionalism and growth of the meeting planning industry.
  - Nominated by VP Finance, Director, Fundraising & Sponsorship, ED
  - *Note: VP Finance, Director, Fundraising & Sponsorship, Sponsorship Chair, Sponsorship Co-Chair are not eligible for consideration.*

- Supplier of the Year - Small Company Donor
  - The Supplier of the Year-Small Company Donor is an individual or an organization that is singled out by the chapter president for exceptional contributions—in-kind or cash not to exceed $10,000 to the Chapter. The award-winner will have contributed to the awareness, professionalism and growth of the meeting planning industry.
  - Nominated by VP Finance, Director, Fundraising & Sponsorship, ED
  - *Note: VP Finance, Director, Fundraising & Sponsorship, Sponsorship Chair, Sponsorship Co-Chair are not eligible for consideration.*

- Tomorrow's Leader
  - Must be a member of MPINCC for 3 years or less.
  - Must have meaningful contributions within the current fiscal year
  - Nominated by any member
  - Must complete an application

- Committee Chair of the Year
  - Exemplifies all of the qualities necessary to effectively manage a committee while skillfully interfacing with chapter leaders and volunteers throughout the organization.
  - Must have achieved committee goals and objectives.
  - Committee Chairs and Co-Chairs are eligible
  - Nominated by Leadership Team (Board of Directors, Committee Chairs, Co-Chairs or Committee Members)
  - Must complete an application

- Board Member of the Year
  - Exemplifies professionalism and commitment to the meetings industry through her/his contributions to the chapter.
  - Nominated by current board members.

- President's Award
  - Exemplary performance as a member.
  - President has sole discretion
  - Not necessarily an annual award

- Hall of Fame Awards
  - Ability of the recipient to motivate others, stimulate volunteer functions, give a sense of direction and act as a catalyst to cause exceptional results that benefit the chapter.
  - Past Board or Officer History
  - History of Involvement
  - MPI International Involvement
  - Must be a member of MPINCC for minimum of 5 years
  - Nominated by any member

- Award winners will receive a certificate signed by both the President and Executive Director, bouquet of flowers and an Award.

- The Chair will write an article for *Perspective* congratulating the winners of all categories and send to ED and President to proofread. After final edits, Chair will send article to Marketing Committee Chair for review prior to posting on website and submission to *Perspective* Managing Editor for inclusion in the next issue of the magazine.

- The Chair will prepare the ordering of each award, send to Co-Chair, Director, VP and ED for proofreading and the ED will place the final order for the award. Chair will also prepare award certificates, send to Co-Chair, Director, VP and ED for proofreading. President and ED will sign the certificate.

- The President will contact the award recipients in advance. The President and VP Membership will welcome and congratulate all award recipients during the reception, announce winners on stage, present gifts and take a photograph with each award recipient.

- The ED will arrange for photographer, prepare large signs with photos of award recipients for registration area and have badge ribbons on winners name badges.

- The Chair will obtain a photo of award recipients in advance, order flowers for the presentation, write script and send to ED to include in the President's Script for the awards ceremony. During the reception, the Chair will prepare the presentation of the gifts on stage and liaise with Gala Committee Chair, ED and President to ensure order of awards presentation is accurate. The Chair will provide all award recipients with the award boxes following the presentation.

- The Chair and Co-Chair will make certain that award recipients will be queued to stage in a timely manner during the Awards Gala.

**MPI International Awards (Appendix D)**

Meeting Professional Awards are presented annually to a member of MPI in recognition of outstanding contributions to MPI's Strategic Plan, association/industry/community contributions, leadership and professionalism. The awards are based on both international and chapter participation, presentations relating to the industry in general, articles written in the hospitality industry press, community service and industry recognition previously received. The awards recognize a career of involvement, commitment and achievement (i.e., cumulative service rather than a single year), and recipients will represent models of professional excellence. These awards are presented in the following categories:

- Marion N. Kershner Memorial Chapter Leader Category
- Tomorrow's Leaders of MPI Category
- International Supplier Category
- International Planner Category

- The Board of Directors will identify chapter candidates during Mid-Year Board Retreat normally held in January.

- The President will conduct personal phone calls to each nominee, congratulate them on their nomination and explain the process for submission, which is posted on MPI website. This should be completed the day of or the day after Board of Directors determines chapter nominees.

- The VP Membership will complete nomination forms on behalf of each candidate. Candidates are required to submit two letters of reference from current Board Members. VP Membership will ensure these two reference letters are received from designated Board Members and will send to the candidate to include with his/her completed submission.

- The President will write personal letter of recommendation on official chapter letterhead to accompany nominations form.

- The VP Membership will send letters and nomination forms to MPI by published due date.

**Scholarships (Appendix E)**

Annual scholarships will be offered to qualified members and are listed as follows:

  - MPI World Education Congress. Two (2) scholarships are awarded annually and consist of Registration Fees, Airfare and Hotel sleeping room expenses.
  - MPI Professional Education Conference. Two (2) scholarships are awarded annually and consist of Registration Fees, Airfare and Hotel sleeping room expenses.
  - CMP Fall Study Weekend. One (1) scholarship is awarded annually and consists of Registration Fees and Hotel sleeping room.
  - CMP Spring Study Weekend. One (1) scholarship is awarded annually and consists of Registration Fees and Hotel sleeping room.

- Scholarship offerings will be sent to membership through the The Newsflash, posted on the website, announced in *Perspective* and distributed at appropriate monthly meetings. Scholarship offerings will be published no later than 3 months in advance.

- Applicant requirements are: must be an active member of MPINCC; must hold a planner or supplier position for at least one year; must describe why they wish to attend and how their attendance at the event will benefit their future professional goals; must describe their contributions to MPI and MPINCC; and must submit a post conference review to the President for publication in *Perspective*.

- The President shall notify the winning scholarship recipients and the recipients will be reimbursed for expenses. Only early bird registration fees will be reimbursed.

**POINTS**

| Award Qualifiers | Points | Maximum Points |
|---|---|---|
| Prior Awards | 1 per award | 3 |
| Years in MPI | 1 per year | 5 |
| Years in Meetings Industry | 1 per year | 10 |
| Attendance at Chapter Meetings and Events in current fiscal year | 1 per meeting/event | 12 |
| Attendance at MPI International Conferences in current fiscal year | 5 per program | 10 |
| Instructor at Meetings and Conferences in last 2 fiscal years (within the Meetings Industry) | 5 per topic at program | 20 |
| Accredited CEU in Meetings Industry in current fiscal year | 3 per session | 60 |
| Original published articles in past five fiscal years | 2 per article | 10 |
| Chapter Committee Chair (during last 5 fiscal years) | 5 per chair position | 15 |
| Chapter Committee Co-Chair during last 5 fiscal years | 4 per co-chair position | 12 |
| Chapter Committee Member (active) during last 5 fiscal years | 3 per committee | 18 |
| MPI International Committee during last 5 fiscal years | 3 per committee per year | 18 |
| Chapter Board Member | 8 per year | 32 |

## BOARD OF DIRECTORS MEETINGS

- The Board of Directors shall meet at least five times a year in conjunction with scheduled chapter events. A special meeting may be called at the discretion of the Executive Committee should the need arise.

- The Board of Director's meetings shall be conducted using an abridged version of Robert's Rules of Order. A motion must be made and seconded for discussions to take place.

- Motions are recorded and voted on at the board meetings. Motions are documented in the meeting minutes for review and acceptance at the next board meeting.

- The President, as the presiding body at board meetings, shall not be eligible to make a motion or to vote unless there is a tie. In that case, the President shall cast the deciding vote.

- Every board meeting must have an agenda sent in advance of the meeting. The Executive Director shall prepare BOD agendas and distribute after receiving approval from the President.

- The proceedings for each board meeting shall be recorded by preparing minutes. Those minutes shall be distributed to the board, committee leaders, MPI Headquarters, and a master copy shall be kept for the file.

- Committee chairs shall send a Monthly Board report to their Board Director and VP by the 15th of each month.

- Board Directors shall submit current committee reports to Management Firm, as directed, to be included in the BOD Meeting Packet. These packets will be distributed to the Board of Directors for review prior to each board meeting.

**BUDGET/FINANCE**

- The fiscal year is July 1 through June 30.

- The President, VP Finance and Executive Director will prepare an annual chapter budget based on committee budgets and administration needs.

- Committee budgets will be prepared by the Board of Directors in April and presented to VP Finance for approval.

- The incoming VP Finance, who has actual budget responsibility, shall have the opportunity to review and revise the budget with the current VP Finance. The current VP Finance has the primary responsibility for developing the new budget, ensuring there is a clear understanding of all components which make up the budget. The incoming Executive Committee shall have input in the discussion, serving as the Finance Committee. The Finance Committee will approve by May 15.

- The final budget shall be voted on by the Board of Directors no later than the June board meeting. It is the Management Firm's responsibility to ensure that a copy of the final, approved chapter budget is sent to MPI Headquarters by MPI deadline

- A monthly financial statement will be provided to the Board of Directors by the VP Finance through the Management firm, including an overall chapter finance statement and individual finance statements for all committees.

- There shall be an annual audit or review of all financial data provided by a finance professional independent of the current VP Finance or someone within the Management Firm.

- Expenses should not exceed income.

- The VP Finance shall inform the committee chairs of the importance and role of sponsorships in their budgets.

- Expenses are neither budgeted for nor reimbursed by the chapter for committee meetings, celebrations, or site inspections. Committees under the responsibility of the IPP are exempt from these policies.

- All unbudgeted expenses must be approved by the Board of Directors.

- All changes to the chapter budget and/or committee budgets must be approved by the Board of Directors.

- No payment will be made without an invoice or Check Request (Appendix F).

- All purchases must be made in MPINCC's name, not the committee chair or member's name. Vendors shall be asked to send two copies of the invoices – one to the committee or member and one to the Management Firm.

- Each incurred expense must be documented on the "Check Request" form (Appendix F). The completed form with copy of invoice is then submitted by the committee chair to their Board Director for signature. Invoice should indicate MPINCC as the purchaser using the Chapter name and address. The Board Director will approve and send the form to the Management Firm. If necessary, the Management Firm will discuss the request with the VP Finance and/or the President before approving.

- A completed "Check Request" form (Appendix F) is required for payment of MPINCC expenses. The form must be signed and submitted with all supporting documents attached. Only approved expenses are reimbursable by the chapter. Appendix G provides detailed instructions for completing and submitting Check Request forms.

- All bills must be closed out in one month.

- There must be two signatures on all checks. The Executive Director and the VP Finance shall sign all checks. The President, President-Elect, and Immediate Past President are authorized to sign checks in the absence of the VP of Finance.

- Board Director's are responsible for monitoring their committees' expenditures.

- Each committee shall designate one person to be the financial liaison with the VP Finance. If no one is appointed, the chair of the committee shall serve in this role.

- No chapter member has authorization to sign a check request form or a for-deposit-only check on behalf of the chapter when the payee is the chapter member or the company or organization they represent.

- Fees for all events will be approved by the Board of Directors with recommendations from the Board Director responsible for the event. Non-members

shall be charged higher fees for all events. Exceptions must be approved by the Board of Directors.

- The President may attend all chapter events on a complimentary basis. The President is provided with two (2) tickets to the annual Gala on a complimentary basis. These privileges are non-transferable.

- The chapter will pay all travel related and registration expenses for the President and President-Elect to attend both the MPI World Education Congress and the MPI Professional Education Conference.

- Contracts are signed by the President and Executive Director only. The President and Executive Director must approve the signing of contracts. The President and Executive Director may delegate the signing of certain contracts and other legal documents to other members of the Executive Committee.

- No document is to be signed by an Executive Team member without use of his/her chapter title.

- Direct billing will be requested from hotels and venues where programs are held.

- The Board of Directors approves all investments.

- The Executive Director shall advise VP Finance when movement of cash between checking and money market account is necessary according to cash flow projections.

- Donations to other nonprofit organizations by the chapter will be determined by the Board of Directors.

- Uncollectible accounts, or delinquent accounts, will be handled in the following manner:

    1. A telephone call will be placed by the VP Finance or the Management Firm to the delinquent account to inform them of their delinquency and to explain the chapter's policy and procedures regarding delinquent accounts.
    2. After a reasonable amount of time if payment is not received, the delinquent account will be notified by a certified letter from the VP Finance or the Management Firm.
    3. The Board of Directors shall prohibit the delinquent account from future chapter functions until the account has been settled.
    4. If a third party is involved in payment (for example, an advertising agency) full payment may be required prior to placement of the order.

- Tax reports and payments are to be submitted prior to Government and MPI deadlines.

- Copies of Federal tax returns and financial statements shall be sent to MPI Headquarters in a timely manner. The VP Finance shall work with the Management Firm to ensure all taxes are filed in a timely and proper manner.

- The Chapter's California State Tax Return will be filed each year by the Management Firm as required by state law.

- The chapter carries indemnity insurance through MPI International for all members of the Board of Directors.

## CALENDAR

- The chapter shall hold a minimum of nine educational programs per year, or as in accordance with MPI Headquarters. Luncheons are to be held, if possible, on the last Wednesday of the month and breakfasts are to be held, if possible, on the second Tuesday of the month. At least one program must be an MPI Platinum Series Program.

- Programs should alternate among San Francisco, East Bay, North Bay and South Bay locations. Every effort should be made to prevent programs from conflicting with other industry events (local and national).

- A master calendar is to be maintained by the Management Firm and updated monthly, or more frequently as needed.

## COLLABORATIVE EVENT POLICY

- In an effort to further enhance the programs available to the membership, it is appropriate at times for the Board of Directors to approve the co-sponsorship of one of our existing events or the addition of a new event to our schedule with another professional organization.

- When an opportunity to work with organizations becomes a reality, the committee chair responsible for that event should work with their Board Director to develop a written agreement (Appendix H) that must be approved by the Board of Directors.

- This agreement should be developed in partnership with the other organizations, but not considered final until the Board of Directors has voted in favor of the agreement. All parties should then sign this agreement before a formal collaboration takes effect.

- This agreement specifically needs to address the financial arrangements that are being made (including information about who is to handle registration, how profits/losses are to be divided and how revenues/expenses/sponsorships are handled). It should also specifically address delegation/division of tasks, outline the expectations as to use of logos, describe the approval process of all collateral and specify the financial commitments that are being made on behalf of the united

organizations. A Board of Directors vote is required to alter the committee's budget and/or Policy Manual for that particular event.

- When MPINCC enters into a co-sponsorship of an event, the MPI Logo Identity Program must not be compromised. This is especially important with all pre-event mailings, programs and with on-site nametags. Before the MPINCC name or logo is lent to any activity there shall be careful screening of the activity and approval by the Board of Directors. All requests shall be directed to the Director, Marketing for approval through proper channels.

## COMMITTEE & TASK FORCE PROCEDURES

- A list of approved chapter committees can be found in Appendix I. Committee descriptions can be found in Appendix N.

- Committees shall meet as needed.

- Committee meeting agendas shall be prepared and distributed to all committee members prior to the meeting. The committee chair shall prepare the agenda.

- The proceedings for each committee meeting shall be recorded by preparing minutes. Those minutes shall be distributed to the committee members (including the Director and VP) following each meeting.

- Committee chairs shall send a Monthly committee report to their Board Director and VP by the 15th of each month. The chapter approved format must be used.

- Committee Chairs and Co-Chairs are appointed by April 1 for the upcoming fiscal year.

- Committee Chairs will come from the general membership and will report to the Board Director or Executive Committee Member, according to chapter leadership structure.

- At the discretion of the President and President-Elect, a committee chair may be appointed to begin their term at any time during the chapter year.

- The Chapter of the Year committee leadership will be appointed by July 1 of each year for a sixteen month term.

- No committee chair or co-chair shall serve more than two consecutive terms in the same position on any given committee, unless approved by the Board of Directors.

- Goals are set by MPI. Committee objectives and budgets are set by the Board of Directors.

- Committee chairs shall act as coach, advisor and counselor to committee members and maintain open dialogue with other committee chairs. Committee chairs shall build their committees through the committee interest forms and their own solicitation. The exception to this is the Nominating Committee in which case the members of the Nominating Committee shall be appointed by the chair (Immediate Past President) with the approval of the Board of Directors.

- Co-Chairs shall be appointed for all committees. The Co-Chair will transition to the Chair position in the following fiscal year, when appropriate. Co-chairs will be in charge in the absence of the chair.

- All committee chairs shall report to a designated Board Director as defined in the Chapter Organization Chart.

- The Board Director shall be present at committee meetings as possible.

- Committee chairs and Co-Chairs are required to have working knowledge of this document and the chapter's bylaws.

- Committee Transition Reports (See Appendix J) and Binders are developed by the current committee chair for the next year's committee. These must be passed along to the following year's committee chair by June 1, preferably in a face-to-face meeting.

- Directors shall keep committee chairs aware of the committee's budget status. Any budget adjustment must be submitted for approval by the Board of Directors.

- Phone expenses incurred by volunteers will not be reimbursed.

- All vendors shall be advised that no deposits or payments will be made prior to the Chapter's events unless approved by the Executive Director.

- The committee chair shall retain copies of all "Check Request" forms and invoices in case there are questions in the future regarding the bills. This documentation shall be retained in the official committee binder.

- The Management Firm shall ensure vendors are paid.

- Committee-to-committee purchases, such as educational event coupons for giveaways, raffle prizes, etc., are to be purchased at the member attendee fee for that specific event and charged back to the appropriate committee.

- Any organization that agrees to help defray the cost of a function does so with the understanding that the Chapter's high quality standards must not be compromised. Audio/Visual equipment, if needed, is to be in excellent working condition. The value of food and beverage provided is to be equal to or greater than the price that

has been budgeted for each event. Decorations, printed materials and any other donated services related to a function must also meet these same standards.

- Committees shall obtain three bids for any event items that will be purchased with chapter monies.

- All committees must notify the Sponsorship Committee and Management Firm of any sponsorship or in-kind support received for their events by completing the Sponsorship Control Sheet (Appendix K).

- Thank you notes to sponsors are the responsibility of the committee chair and shall be standard procedure. These should be hand written and mailed within two weeks following the program**.**
- All chapter events are to be held at facilities that meet ADA standards.

- Evaluation forms provided by Management Firm must be available for each event. The completed forms are to be tabulated by the Management Firm and kept on file for future needs.

- In every contract the Chapter enters into for an event at which liquor is served, the chapter should include an alcoholic beverages indemnification provision (Appendix L), which makes the liquor license holder (hotel or caterer) responsible to indemnify the Chapter in the event they over-serve someone and an accident results.

- In the event of an accident at a Chapter function, the Executive Director shall assist the witness to the accident in completing the Incident Report (Appendix M).

- The Executive Director shall manage event budget & guarantees.

- Cancellation of any program or event must have the approval of the Board of Directors before any action is taken.

- Task Forces may be appointed by the President, with the approval of the Board of Directors, only when the Executive Committee is not able to resolve the issue. The President shall appoint a position on the Board to act as the liaison with a task force.

- A Task Force shall operate in the same manner and under the same guidelines as any other chapter committee, except that it shall have a specified term life.

- A Task Force shall be given specific objectives for its term. Upon completion of those objectives, it shall be the responsibility of the Task Force to make recommendations to the Board of Directors for further action.

- Committees that wish to present any information to the general membership at a meeting must first send that information to the President and Executive Director for approval.

- All collateral for projects, flyers, announcements and nominations must be submitted to the Director, Marketing. The Director, Marketing will confirm adherence to policy and submit to the President and Executive Director for approval prior to printing and distribution.

- If a controversial letter is to be mailed, it must first be reviewed by the Board Director, Executive Director and President.

- Request for help from Management Firm must come from the Board Member, not Committee Chairs or Co-Chairs.

- The President and President-elect may appoint replacement chairs and co-chairs as necessary.

## DIRECTORY

- A membership directory shall be produced annually and distributed to members, without cost to them.

- Additional directories may be sold to members and non-members at the prevailing price.

- The production of the directory shall be self-supporting through the efforts of a contracted vendor. Postage costs shall be raised through sponsorship opportunities.

## EVENT REGISTRATION & CANCELLATION

Registration Fees/Policy

- Total expense to the Chapter for programs is as follows. Sponsorships are encouraged. Fees may only be changed by request through the Board of Directors and/or the President. Non-member attendee fees will be at least $10.00 higher than member fees. A $10.00 late fee will be added in each rate category if registration is received after the 72 hour prior to event deadline.

- All registration fees reflect a minimum of $2.00 for all categories to offset the cost of the registration service.

| | Maximum Chapter Expense | Suggested Attendee Fee |
|---|---|---|
| Breakfast | $15 | Refer to budget |
| Lunch/Reception | $30 | Refer to budget |
| Leadership Institute | $50 | Refer to budget |

Registration Fee – Early

The early registration fee cutoff for chapter events is 72 hours prior to the event to coincide with guarantee to venue.

Registration Fee - Late

- There should be a consistent fee increase of $10.00 for late/on-site registrants for all Chapter events (professional education programs, holiday party, awards, and other special events) priced under $100.00.

- For events that cost $100.00 or more, the late/on-site registration fee increase should be proportional to the cost of the event to insure an incentive to register early.

Registration Fee - Student

Registration fees for students shall be offered at a discounted rate whenever possible at events. The rate will be determined by the committee planning the event and the rate must cover at least the per person expense of the event.

Registration – Complimentary

- Complimentary registrations are extended for all Chapter events to keynote speakers (and one guest, if requested), Chapter President and MPQ award recipients.
- MPI (International) Current and Elect Chairpersons will receive complimentary registration to Chapter programs

- Registration for media/press/photographers covering Chapter events is complimentary.
- The hosting facility shall be allowed one complimentary registration. Additional attendees (maximum of 5) may be allowed complimentary access, with permission of a Board Member, as long as the Chapter is not charged for the meal(s) consumed. Additional guests from a host facility shall be extended the Chapter member registration fee.

- Committee members are not exempt from paying registration fees at any chapter event, except by Board approval. The hospitality and membership committee chairs, or their designees, will receive complimentary registration in order to manage the registration and/or welcome functions excluding any social functions or the Holiday Party. They would not be permitted to attend; they would remain posted throughout the event at their assigned tables.

- Complimentary registrations other than those listed above shall require the approval of the President in advance of the meeting day.

- The names of all those receiving complimentary admittance (including the host property staff) must be submitted to the Management Firm no later than three (3) business days prior to the function to allow time for preparing badges.

**Cancellation Fees/Policy**

Educational Programs and Networking Events: Cancellation notices received at least one week prior to the event will receive a credit toward another program. Cancellation notices received less than 72-hours prior to event deadline and no-shows are non-refundable and no credits will be given.

CMP Study Weekend, Trade Show and Gala: Cancellation notices received at least one week prior to the event will receive a credit toward another program. This credit is valid for one year. Cancellation notices received less than one week prior of the Conference and no-shows are non-refundable and no credits will be given.

## INSTALLATION OF OFFICERS

At the annual gala the Nominations Committee Chair will install the new Board of Directors with term commencing on July 1.

## LOGO IDENTITY PROGRAM

- MPI has instituted a one-logo identity program to be used by all chapters. The Northern California Chapter uses "Northern California Chapter" in conjunction with the International Logo as directed by International. The MPI logo is printed in a 4-color process or as a single spot color, in most cases black. This logo is used on plaques and as a design element on all printed material.

- All official correspondence related to Chapter activities shall be on the Chapter letterhead. Specifically, all external correspondence (*i.e.*, letter to the mayor or a vendor) should be on Board of Directors letterhead. Supplies (including letterhead, logo graphics, logo slicks and envelopes) are available from the Management Firm.

- Any change in the newsletter logo design or letterhead design must be approved by the Board of Directors and MPI.

- Before the MPINCC name or logo is lent to any activity there shall be careful screening of the activity and approval by the Board of Directors. All requests shall be directed to the Director of Marketing for approval through proper channels.

## MAILING LIST/MEMBERSHIP DATABASE

- The Management Firm shall maintain the Chapter mailing list/membership database, based on the Chapter roster from MPI Headquarters. The Chapter obtains the current Chapter member roster from MPI as needed.

- It is the member's responsibility to update her/his profile with both MPI Headquarters (www.mpiweb.org) and with the Chapter (www.mpincc.org). Email addresses changes must be sent to MPINCC at info@mpincc.org.

- The Chapter shall sell its mailing list on labels for one-time use at a price of $125.00. Non-members shall be charged $395.00 for the list or as determined by the Board of Directors.

- A complete description of the mailing must be submitted to the Management Firm for approval along with payment.

- The Chapter encourages the use of trade-outs of its list with other organizations rather than incurring the additional cost. Trade-outs must be approved by the Executive Director.

**MANAGEMENT FIRM**

- Due to its size and scope of responsibilities, MPINCC may retain the paid services of a Management Firm. The contract must carry a minimum of two year commitment, with possibility to renew every two years.

- All records, supplies, membership lists, printed materials and property owned by the Chapter shall remain the property of the Chapter and be returned to same should the services of the Management Firm be terminated. The Management Firm shall store all such property at their office.

- Immediate Past-President, President, and President-Elect shall conduct a bi-annual annual review and assess the services of the Management Firm (approximately July and January). This group shall present a complete report to the Board of Directors following that meeting.

- Six months prior to Management Firm contract review (January), the Immediate Past-President, President, and President-Elect shall recommend whether to renew Management Firm contract for another two-year term or not. The Board shall vote to approve or deny this recommendation.

- The President-Elect and President shall retain the current Management Firm contract agreement.
- Requests for assistance from members and/or chapter leadership not included in the management scope of work require the advance approval of the Board of Directors.

- Management Firm will prepare financial statements for the Board of Directors.

- It is the management firm's responsibility to ensure that all financial documents (including final approved budget, audit and tax returns) are sent to MPI Headquarters by specified deadlines.

## MEMBERSHIP
## DEFINITIONS OF CATEGORIES & TRANSFERS

Meeting Professionals International (MPI) has implemented new membership categories effective September 15, 2006. These new categories are reflective of the growth and development of the industry and will allow MPI to offer more personalized services, education and products to its members. The new categories of membership are as follows:

**Corporate Meeting Professional** – a person who is primarily employed by a corporation to plan and/or oversee the strategic and financial management and/or logistics of that corporation's meetings.

**Association/Non-Profit Meeting Professional** – a person who is primarily employed by an association or not-for-profit organization to plan and/or oversee the strategic and financial management and/or logistics of that organization's meetings. This category also includes private universities.

**Government Meeting Professional** – a person who is employed by a government agency or public university to plan and/or oversee the strategic and financial management and/or logistics of that government's meetings. Individuals serving as faculty in a university should join as an Academic Professional.

**Supplier Meeting Professional** – a person who provides and/or sells products and services to the meetings industry, such as a destination management, hotelier, audio-visual, florist, transportation, production or convention and visitors bureau company. This classification of membership is not limited to the groups listed.

**Meeting Management Professional** – a person who is a sole proprietor of, or is employed or engaged by, a meeting management company. They provide meeting services including strategic and financial management and/or professional meetings management services to multiple clients. The applicant **must** specify whether their job responsibilities are primarily planning or supplying based on where they spend 51% or more of their time.

MPI will continue to have the Student, Faculty, Retired, Life and Honorary Member categories. MPI remains committed to maintaining our philosophy of a 50/50 balance between our planner and supplier members.

**NOTE:** MPI membership belongs to the individual supplier or planner who originally joins the association, even if the employer paid for it. If the employer pays for the membership and the member leaves their organization, the employer is eligible to receive a trial six-

month "limited membership." After the six-month trial, the member is expected to pay full annual dues and find a planner match (if a supplier) to continue the membership. Please call Member Services at 972-702-3053 for details.

Member dues are non-refundable and are due annually on the anniversary date of acceptance. Dues quoted are subject to change. Annual membership includes a $99 USD annual subscription to*The Meeting Professional* magazine. Approximately 18% dues are rebated to local chapters for membership support and education.

Principles of Professional Conduct & Ethics

- MPI's Principles of Professionalism provide guidelines recommended for the business behavior of its members that impacts their perceived character and thus the overall image of MPI. Commitment to these principles is implicit to membership and is essential to instilling public confidence, engaging in fair and equitable practices and building professional relationships with meeting industry colleagues. As members of Meeting Professionals International, we are responsible for ensuring that the meeting industry is held in the highest public* regard throughout the world. Our conduct directly impacts this result.

- Adherence to these Principles of Professionalism signifies professionalism, competence, fair dealing and high integrity. Failure to abide by these principles may subject a member to disciplinary action, as set forth in the Bylaws of MPI.

Maintaining Professional Integrity

- Honestly REPRESENT AND ACT within one's areas of professional competency and authority without exaggeration, misrepresentation or concealment.

- AVOID actions which are or could be perceived as a conflict of interest or for individual gain.

- OFFER OR ACCEPT only appropriate incentives, goods and services in business transactions.

Utilizing Professional Business Practices

- HONOR written and oral contracts, striving for clarity and mutual understanding through complete, accurate and timely communications, while respecting legal and contractual rights of others.

- ENSURE rights to privacy and protect confidentiality of privileged information received verbally, in writing or electronically.

- REFRAIN from misusing solicited information, proposals or concepts.

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**Encompasses oneself, the association, fellow members, meeting attendees, clients and customers, suppliers and planners, employers and the general public*.

- COMMIT to the protection of the environment by responsible use of resources in the production of meetings.

- ACTIVELY PURSUE educational growth through training, sharing of knowledge, expertise and skills, to advance the meeting industry.

Respecting Diversity

EMBRACE AND FOSTER an inclusive business climate of respect for all peoples regardless of national origin, race, religion, sex, marital status, age, sexual orientation, physical or mental impairment.

Conflict of Interest

- There are many aspects of the Chapter's operations in which it's critical to identify potential conflicts of interest and to avoid such conflicts including the following areas:
  - Representation on Board of Directors
  - Membership equality for all paid events
  - Vendor relationships
  - Fiduciary/financial
  - Nominations
  - Privacy

- It is the responsibility of each Board Member to immediately disclose in writing to the President of the Board of Directors the existence of any conflict of interest. A "conflict of interest" is any situation where your personal interests, or those of a close friend, family member, business associate, corporation or partnership in which you hold a significant interest, or a person to whom you owe an obligation, could influence your decisions and impair your ability to act in MPINCC's best interests, or represent the society fairly, impartially and without bias.

- If you are a Board Member you must immediately disclose a conflict of interest with respect to any transaction in writing to the other Board Members. It is important to make the disclosure when the conflict first becomes known. If you do not become aware of the conflict until after a transaction is concluded, you must still make the disclosure in writing immediately.

- Directors must withdraw from participating in any way in decisions in which they have a financial or material interest. This could mean resigning from the Board of Directors, abstaining from voting, etc.

- Board Members who are in a conflict of interest shall absent themselves without comment prior to any discussion or voting with respect to an application or other issue. However, if such persons must remain in meetings in order to fulfill their administrative responsibilities, they shall not participate in any discussion regarding the application or other issue that has given rise to the conflict of interest.

- Any proposal for funding submitted by directors in whom they, their relatives or their friends have a financial interest must be forwarded to a minimum of two external reviewers for independent evaluation.

- Adherence to these policies signifies proficiency, fair dealing and high integrity. Failure to abide by these policies may subject a member to disciplinary action, removal of office and/or removal of leadership responsibility as determined by the chapter's bylaws.

## NOMINATIONS AND ELECTIONS

- The chair of the Nominations Committee shall be the current Immediate Past-President. The chair of the Nominations Committee shall appoint committee members, with the approval of the Board of Directors, for the purpose of nominating a slate of chapter officers and directors. There shall be no less than four members, including the committee chair and the President-Elect, none of whom may currently hold an office (except for the Past-President and President-Elect) or serve as a director. The current President-Elect and Executive Director are in attendance in order to give feedback on candidates, however these two attendees do not have an actual vote on the committee. No person on the nominations committee shall be considered for a board position, except the current President and President-Elect.

- The nominations committee shall not appear on the committee sign up sheet as it is an appointed body.

- The current Board of Directors and Committee Chairs may suggest members to serve on the Nominations Committee. The actual members are chosen by the Nominations Committee Chair who then presents the Committee Members to the Board for final comments and approval.

- A candidate interest form with board position descriptions shall be distributed to the membership in mid-November. At the same time leadership evaluations shall be sent to board members, committee chairs, and committee members for their completion. Completed forms are due to the nominating committee in early January.

- The committee shall meet in mid-January to develop a slate. Following the meeting, an e-communication will be sent to the membership announcing the slate. The announcement shall also outline the method for contesting the slate.

- Refer to Nominations Committee Description for contested slate guidelines**.**

- Assuming no position is contested the submitted slate shall officially be elected by March 31 in accordance with Chapter by-laws and sent to MPI by the appropriate date.

- The nominated slate shall be presented to the membership and installed at the Annual Gala by the nominations committee chair.

## SUCCESSION PLANNING

1. General. Succession planning is the process of identifying and coordinating future leaders in the chapter.

2. Chapter Organization. MPINCC is organized as indicated on the Chapter organization chart. Following the hierarchy noted in the chart, from the top down, leadership is responsible for initiating dialogue with members to determine interest in and identification of MPINCC leadership.

3. Roles and Responsibilities.

    a. Immediate Past President (IPP). The IPP is responsible for the creation and management of the Nominations Committee. This includes managing the BOD application process. This committee is responsible for creating the BOD slate for presentation to MPINCC membership.

    b. President (P). The P is responsible for providing recommendations and guidance.

    c. President-Elect (PE). The PE is responsible for oversight of chapter succession planning for the following fiscal year. This requires regular communication between the PE and the Board of Directors (BOD) members. The PE approves all committee chairs and co-chairs prior to an official offer being made.

    The PE is specifically responsible for securing chairs and co-chairs for the Leadership Development and the Leadership Institute committees. This requires talking to the current committee chairs and co-chairs to learn their leadership aspirations. This also requires the committee chairs and co-chairs to recommend their replacements from other chapter members.

    The PE should acquaint all current leadership members to the incoming leadership to aid in the transition process.

    d. Vice-Presidents (VPs). VPs are responsible for oversight of succession planning in their area of responsibility as laid out on the attached organization chart. VPs should work closely with the Directors to help them identify potential BOD members from the chairs and co-chairs in their areas of responsibility. VPs should work with the Directors to identify in what leadership capacity each Director has an interest for the following fiscal year. VPs should encourage potential BOD members to complete the Candidate Interest Form.

    e. Directors. Directors are responsible for working with current committee chairs and co-chairs to learn their leadership interest for the following fiscal year.

Guidance is provided to chairs who are interested in BOD positions. Directors should work with current chairs and co-chairs to determine committee leadership for the next fiscal year.

f. Chairs. Ideally, a committee co-chair should move into the chair position, and the chair should move to another committee or onto the BOD in a Director position. The committee chair and co-chair work together to identify a co-chair for the following fiscal year and make these recommendations to the appropriate director. It is recommended that new co-chairs be selected from current members of the committee. The PE must approve all committee chairs and co-chairs prior to offers being made. The appropriate Director and VP should approve the recommendations prior to submission to the PE.

   Chairs are responsible for completing a committee chair transition report (Appendix E) documenting the committee's activities as well as a chair job description. This year-end report should include what direction the committee took in the current fiscal year, where the chair thinks the committee should go the following fiscal year, ideas/activities that worked and did not work.

   Chairs are responsible for maintaining a binder throughout the fiscal year. This binder should result in a history of the work of the committee during the entire year.

g. Co-Chairs. A co-chair should, if he/she desires, move into the chair position. If a co-chair does not want to move into the chair position, the chair and co-chair should work together to find a new chair and/or co-chair.

   The co-chair is responsible for writing a co-chair job description. Co-chairs should work with chairs to write the year-end report.

h. Nominations Committee. The Nominations Committee is responsible for reviewing all Candidate Interest Forms, checking references, and interviewing applicants as necessary. The Committee will develop a slate, talk to the candidates to confirm that they wish to hold the position the Committee has assigned to them. Once this process is complete the slate will be presented to membership.

4. Timeline. The Leadership Development Committee Chair and the President-Elect shall work together to develop the Leadership Development Plan which includes the timeline.

5. Supporting Documentation. Policies & Procedures, Bylaws, Leadership Development Plan from prior year.

6. Communications. Once the slate has been ratified and the committee chairs named by the PE, each chair should make arrangements to talk to the incumbent.

a. Chairs. A Committee Transition Report (Appendix E) should be completed by each committee chair prior to passing along the chair position. A conversation should be arranged between the incumbent and the incoming chair, and the following issues should be addressed:
    - Committee Handover Document
    - Job Descriptions
    - Year-End Report
    - Suggestions for Success with the Committee
    - Guidance
    - Exchange committee binder

    If the two cannot meet in person, the binder should be mailed (or delivered in another manner) to the in-coming chair. The two should then schedule a phone call to have the above conversation.

b. BOD Members. In-coming BOD members should arrange to meet with the incumbents to exchange history and guidance for the upcoming fiscal year. This should be done no later than April.

c. Executive Committee Members. Executive Committee members should stay in touch with the past years' Executive Committee members. They can offer advice and guidance. It is recommended that a meeting between the incumbent and the incoming VP take place by April.

d. Group Meetings. Transition meetings will be arranged, to which current members of leadership and incoming members will be invited. The timing and quantity of these will vary depending on need. There will be at least two; one in the Spring and the other in early Summer.

*Appendix A*

MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## POWER PLAYERS

Power players are determined by committee chairs and are acknowledged at each chapter meeting.

**PROCESS STEPS**

| | | |
|---|---|---|
| Communication | Determine Date Power Player Names are Due | Chair |
| | Prepare Email to Committee Chairs to announce due date | Chair |
| | Send email to Committee Chairs | Chair |
| Power Players Winners | Receive Power Player Names from Committee Chairs | Chair |
| | Prepare List of Power Players | Chair |
| | Proofread List of Power Players | Co-Chair |
| | Send List of Power Players for to ED | Chair |
| Meeting Preparation | Prepare Power Player Signs for Tables | ED |
| | Order Meeting Professional of the Quarter Badge Ribbons | ED |
| At Meeting | Set out Signs on Tables | ED |
| | Provide Badge to Power Players with appropriate ribbon | ED |
| | Request Power Players stand and be Acknowledged | President |

*Appendix B*

MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## QUARTERLY AWARDS

Quarterly Awards are to be presented at chapter meetings in the following months:

. August . March

. November . May

**PROCESS STEPS**

| | | |
|---|---|---|
| Nominations | Determine Date Nominations are Due | Chair |
| | Determine Date Applications are Due | Chair |
| | Develop Timeline in July | Chair |
| | Prepare data to be Announce/Distributed | Chair |
| | Post Nomination Form on Website and The The Newsflash to members | ED |
| | Nominations are sent to Chair | Members |
| Applications | Determine which nominees are eligible and qualified to complete an application | Chair |
| | Send Qualified Nominees Application Form | Chair |
| | Receive Applications | Chair |
| | Tally Scores of Applications | Chair & Co-Chair |
| | QC Scores | Director |
| | Exception and Tie Decisions | President and VP |
| | Prepare Summary of Applicants and Scores | Chair & Co-Chair |
| | Submit Summary to President & Executive Director | Chair |
| | Approve Quarterly Winner(s) | President, VP, Director, ED |
| | Communicate Winner(s) to Chair | ED |
| Award | Prepare Award Order | Chair |
| | Proofread Award Order | Co-Chair, Director, VP, ED |
| | Order Award | ED |
| | Prepare Award Certificate | Chair |
| | Proofread Award Certificate | Co-Chair, Director, VP, ED |
| | Sign Award Certificate | President and ED |
| Communication | Notify Winner(s) and Invite to sit at President's Table | President |
| | Obtain Photo of Award Winner(s) | Chair |
| | Write Announcement for Perspective | Chair |
| | Proofread Perspective Announcement | Co-Chair, ED, & President |

| | | |
|---|---|---|
| | Send Announcement to be posted on Website to Marketing Chair for Review and Posting | Chair |
| | Send Perspective Announcement to Marketing Chair for Review | Chair |
| | Send Announcement to Perspective Managing Editor | Marketing Chair |
| Meeting Preparation | Prepare/order Sign with winner Photo (re-usable sign) | ED |
| | Arrange for Photographer | ED |
| | Order Meeting Professional of the Quarter Badge Ribbons | ED |
| | Order flowers | Chair |
| ` | Write Script | Chair |
| | Proofread Script | Co-Chair, ED |
| | Send Approved Script to President | Chair |
| At Meeting | Set out Sign with Winner(s) Photograph | ED |
| | Show President where unwrapped award, certificate, and flowers are located | Chair |
| | Provide Badge to Winner(s) with appropriate ribbons | ED |
| | Greet/congratulate Winner(s) and explain table assignment | President |
| | Announce Winner(s) and present Award and Flowers | President |
| | Give Winner(s) award boxes | Chair |

*Appendix C*

MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## ANNUAL AWARDS

| | | |
|---|---|---|
| **Annual Awards** | Meeting Professional of the Year | . MPQ automatic consideration<br>. Exemplary Chapter Performance<br>. Complete Application |
| | Supplier of the Year - Large Company Donor | . An individual or an organization that has made exceptional contributions, in-kind or cash, above $10,000 to the Chapter.<br>. The award-winner will have contributed to the awareness, professionalism and growth of the meeting planning industry.<br>. Nominated by VP Finance, Director, Fundraising & Sponsorship, ED<br>. VP Finance, Director, Fundraising & Sponsorship, Sponsorship Chair, Sponsorship Co-Chair are not eligible for consideration. |
| | Supplier of the Year - Large to Medium | . An individual or an organization that is singled out by the chapter president for exceptional contributions, in-kind or cash, not to exceed $10,000 to the Chapter.<br>. The award-winner will have contributed to the awareness, professionalism and growth of the meeting planning industry.<br>. Nominated by VP Finance, Director, Fundraising & Sponsorship, ED<br>. VP Finance, Director, Fundraising & Sponsorship, Sponsorship Chair, Sponsorship Co-Chair are not eligible for consideration. |
| | Tomorrow's Leader | . Member for three year or less<br>. Meaningful contributions in the current fiscal year<br>. Nominated by any member<br>. Complete Application |

| | | |
|---|---|---|
| | Hall of Fame | . Past Board/Officer history<br>. History of involvement<br>. MPI International Involvement<br>. Member of Chapter for minimum of five years<br>. Nominated by any member |
| | Committee Chair of the Year | . Nominated by Leadership Team (BOD member, committee chair and committee co-chair)<br>. Selected by President<br>. Complete Application |
| | Board Member of the Year | . Contribution Achievements as a Board Member<br>. Nominated by BOD members<br>. Selected by President |
| | President's Award | . Exemplary Performance as Member<br>. President has sole discretion<br>. Not necessarily an annual award |

**PROCESS STEPS**

| | | |
|---|---|---|
| Nominations | Determine when Nominations are Due | Chair |
| | Determine Date Applications are Due | Chair |
| | Develop Timeline July | Chair |
| | Prepare nominations data to be Announce/Distributed | Chair |
| | Post Nomination Form on email and send via Email | ED |
| | To whom are Nomination Forms Sent? | Chair |
| Applications | Determine which nominees are eligible & qualified to complete an application | Chair |
| | Send Qualified Nominees Application Form | Chair |
| | Receive Applications | Chair |
| | Tally Scores of Applications | Chair & Co-Chair |
| | Prepare Summary of Applicants and Scores | Chair & Co-Chair |
| | Submit Summary to President & Executive Director | Chair |
| | Approve and Identify Annual Winner(s) | President, VP, Director, ED |
| | Communicate Winner(s) to Chair | ED |
| Awards | Prepare Awards Order | Chair |
| | Proofread Awards Order | Co-Chair, ED, VP, Director |
| | Order Awards | ED |
| | Prepare Award Certificates | Chair |
| | Proofread Award Certificates | Co-Chair, ED, VP, Director |
| | Sign Award Certificates | President and ED |
| Communication | Contact and congratulate award winners | President |
| | Obtain Photo of Award Winner(s) | Chair |

| | | |
|---|---|---|
| | Write Announcements for Perspective | Chair |
| | Proofread Perspective Announcements | Co-Chair |
| | Proofread Perspective Announcement | President and ED |
| | Send Perspective Announcement to Marketing Chair for Review | Chair |
| | Send Perspective Announcement to Perspective Managing Editor | Marketing Chair |
| | Write Announcement for Website | Chair |
| | Proofread Announcement for Website | Co-Chair & ED |
| | Send Website Announcement to Marketing Chair for Review and Posting | Chair |
| | Liaise with Gala Committee Chair on program details | Chair & ED |
| Gala Preparation | Prepare/order Sign with winner Photo (re-usable sign) | ED |
| | Arrange for Photographer | ED |
| | Order Badge Ribbons | ED |
| | Order flowers | Chair |
| | Write Awards Script | Chair |
| | Proofread Script | Co-Chair, ED, VP |
| | Send Script to President | VP |
| At Gala | Set out Sign with Winner(s) Photograph | ED |
| | Display awards, certificates and flowers on stage and show to President | Chair |
| | Queue winners to Stage in advance | Chair & Co-Chair |
| | Announce Winner(s) and present Awards and Flowers | President & VP |
| | Give Winner(s) award boxes | Chair & Co-Chair |

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*Appendix D*

MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## INTERNATIONAL AWARDS

**Awards** International Meeting Planner of the Year
International Supplier of the Year
Marion N. Kershner Memorial Chapter Award
Tomorrow's Leader Award

**PROCESS STEPS**

| | | |
|---|---|---|
| Nominations | Determine date final applications are due to MPI in Dallas | BOD |
| | Board identifies international award candidates at Mid-Year Board Retreat normally held in January | BOD |
| | Complete Nomination Forms | VP |
| | Write letter of recommendation from the Nominations Form | President |
| | Send letters and nomination forms to Dallas | VP |
| Communication | Contact, via phone, Nominees to congratulate and explain process (read MPI guidelines). This should be done the day after the BOD determines who these nominees are | President |
| | Write letters two letters of reference | BOD members |
| | Signed letters are sent to Nominee to submit with application to Dallas | BOD members |

*Appendix E*

MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## SCHOLARSHIPS

Six scholarships may be awarded each year. Any member of the chapter may apply for scholarships.

| | |
|---|---|
| 2 WEC | Registration Fees, Air Travel, and Hotel Room |
| 2 PEC | Registration Fees, Air Travel, and Hotel Room |
| CMP Study W/E | Registration Fees and Hotel Room |
| CMP Study W/E | Registration Fees and Hotel Room |

**PROCESS STEPS**

| | | |
|---|---|---|
| Applications | Determine date applications are due | Chair |
| | Prepare Timeline | |
| | Prepare posting for website | Chair |
| | Send posting to Chair of Marketing Committee (to be posted on website and included in The Newsflash) | Chair |
| | Receive Applications | Chair |
| | Tally Scores of Applications | Chair & Co-Chair |
| | QC Scores | Director |
| | Exception Decisions | President and VP |
| | Approve Scholarship Winner(s) | President, VP, Director, ED |
| | Communicate Winner(s) to Chair | ED |
| Communication | Prepare written communication to winner(s) (this shall include all rules, guidelines, and expectations) and send to them via email. Copy ED on emails. | Chair |
| | Call winners and congratulate | President |
| | Obtain Photo of Award Winner(s) | Chair |
| | Write Announcement for Perspective | Chair |
| | Proofread and Approve Perspective Announcement | Co-Chair, ED, & President |
| | Send Perspective Announcement to Marketing Committee Chair for Review | ED |
| | Send Announcement to Perspective Program Chair for inclusion as space allows | Marketing Committee Chair |
| | Write Announcement for Website | Chair |
| | Proofread and Approve Website Announcement | Co-Chair, ED, & President |
| | Send Website Announcement to Marketing committee Chair for Approval and Posting | ED |

MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

# CHECK REQUEST FORM

This form may be faxed to the MPINCC headquarters office at (925) 355-1296 when the appropriate signatures have been obtained. This form must be on file at MPINCC Headquarters in order for payment to be made.

Name of Payee: _____

Work Phone: _____

Committee: _____

Budget Line Item: _____

Check One: ☐ Expenditure has been included in the current budget.
☐ Newly proposed expenditure (Note: Request will need executive committee approval.)

Explanation of Expenditure (Please be specific): _____

_____

Check One: ☐ Invoice attached (Note: MPINCC must be listed as client on invoice).
☐ Invoice forthcoming within 30 days of event.

Requested Amount: _____

Make Check Payable to: _____

Mail Check to: _____

_____

APPROVED BY:

_____

MPINCC Cmte Chair Date MPINCC Board Director Date

_____

MPINCC Executive Director Date

MPINCC ~ 2440 Camino Ramon, Suite 273 ~ San Ramon, CA 94583
Phone (925) 355-1912; Fax (925) 355-1296

MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

# CHECK REQUEST PROCEDURE

1. Complete and sign the check request form. (**NOTE: please include a check request even if the invoice is complete and self-explanatory.** This assists with future tracking and follow-up.)

2. Retain one copy and deduct the amount from your budget. Fax or mail a copy to your Board Director for signature.

3. Your Board Liaison will approve the request and fax it to the MPINCC office: MPINCC, 2440 Camino Ramon, Suite 273, San Ramon, CA 94583, phone (925) 355-1912, fax (925) 355-1296. If necessary, MPINCC staff will discuss the request with the Vice President of Finance and/or the President before approving.
   - Include an invoice and/or copy of the purchase order with your check request.
   - **ALL INVOICES MUST BE MADE OUT TO MPINCC OR MPI NORTHERN CALIFORNIA CHAPTER. INVOICES MADE OUT OTHERWISE CANNOT BE PROCESSED FOR PAYMENT.**
   - Unbudgeted expenditures require executive committee approval. On the form clearly explain the reason and indicate it is a "newly proposed expenditure."

4. Retain the check request, the purchase order and/or the invoice in your committee file in case there are any future questions regarding the bill.

5. MPINCC's executive director or other staff designee will cut a check and send it to the Vice President of Finance for signature. The Vice President of Finance will return all checks to the Management Firm for mailing.

6. Checks are written approximately once a month or in conjunction with board meetings. Approved invoices are due approximately two days before checks are cut. <u>If you anticipate needing a check by a certain date, please plan accordingly</u>.

7. Payment will be reflected in the monthly MPINCC financial report under the line item indicated by the committee chair on the check request form.

***Thank you in advance for following these procedures.***
***With your help, our chapter will continue to be fiscally responsible and financially healthy.***

MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

**Official 2006-07 Agreement –** COMPANY NAME

**LETTER OF AGREEMENT** (SAMPLE)

Under this Letter of Agreement ("Agreement"), Meeting Professionals International Northern California Chapter (MPINCC) has agreed to exchange services with **COMPANY NAME (COMPANY NAME)** for the 2006-07 chapter fiscal year from July 1, 2006 to June 30, 2007. Both parties agree to act in accordance with the Terms and Conditions listed below.

***TERMS AND CONDITIONS***

a) **COMPANY NAME** will provide _____ for each of the following chapter events:
   - _____
   - _____
   - _____
   - _____

b) **COMPANY NAME** will provide _____ taken at these events, either _____ or _____. _____ are to be sent to the chapter headquarters at the address below. **COMPANY NAME** will be given written credit for _____ used in any chapter communications.

c) **COMPANY NAME** may display promotional literature at the chapter events where services are rendered.

d) MPINCC acknowledges that **COMPANY NAME** is providing these services on a complimentary basis. The retail value of these services is $_____ per event. Therefore, **COMPANY NAME** is providing an in-kind sponsorship with a retail value of $_____.

The terms and conditions are satisfactory and are hereby accepted. We hereby covenant and warrant for ourselves and the entities we represent that we have the full right, power and authority to enter into this agreement. In the event that either party is an entity other than an individual, the individual accepting this agreement for said entity agrees to be personally responsible for the obligations created hereunder. If either party signs as a corporation, each of the persons executing this agreement on behalf of their corporations, do hereby covenant and warrant that their entity is a duly authorized and existing Corporation, qualified to do business, that has full right and authority to enter into this agreement, and that each of the persons signing on behalf of both parties were authorized to do so.

**MPINCC** **COMPANY NAME**

SIGNED BY:_____ACCEPTED BY:_____

TITLE:_____TITLE:_____

DATE:_____DATE:_____

ADDRESS: _____CITY/STATE/ZIP: _____

PHONE: _____WEBSITE: _____

***Appendix I***

MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## CHAPTER COMMITTEES

1. Auctions
2. Awards & Recognition
3. Chapter of the Year/Archives
4. CMP
5. Corporate Circle of Excellence
6. Foundation Chapter Liaison
7. Gala
8. Holiday Reception
9. Hospitality
10. Leadership Development
11. Leadership Institute
12. Marketing
13. Membership Administration
14. Networking
15. Nominations
16. Past President's Council
17. *Perspective*
18. Programs
19. Sponsorship/Partnerships
20. Trade Show

***Appendix J***

MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

Committee Chair Transition Report

Committee Name: _____

Previous Chair: _____

Previous Chair Phone: _____ Email: _____

Previous Co-Chair: _____

Previous Co-Chair Phone: _____ Email: _____

What were the objectives of the committee?

Challenges Faced by the Committee: *Obstacles to success should be included here.*

Action Items Defined to Reach Objectives:

Action Items Completed:

Action Items Pending:

Attached to this document please include the following:

- Committee List with all volunteer contact information
- Description of all programs/initiatives that were planned by the committee including any vendors/sponsors that were used
- Copies of all meeting notices or marketing materials
- Any other materials that you feel would be helpful to the new chair of the committee

Below provide suggestions and directives for new committee chair:

MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

# SPONSORSHIP REPORT – CONTROL SHEET

Please record all cash and in-kind* sponsorships on this form and send to the MPINCC office:

Diane Schneiderman, CMP, Executive Director
MPINCC
2440 Camino Ramon, Suite 273
San Ramon, CA 94583

Phone: (925) 355-1912
Fax: (925) 355-1296
E-mail: dianes@mpincc.org

Report Date: _____

Committee: _____ Submitted by: _____

Event/Activity: _____ Date of Event/Activity: _____

| Item/Description | Company/Name | Cash -- Amount OR | In-kind* -- Value |
|---|---|---|---|
| (EXAMPLES) | | | |
| Signage | ACME Signs Co. | | In-kind $450 |
| Speaker Expense | Utopian Hotel Corp. | Cash $1,000 | |

SPONSOR COMPANY NAME: _____

SPONSOR CONTACT NAME: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

COMPANY WEBSITE: _____

DESCRIPTION OF SPONSORSHIP: _____

_____

TOTAL CASH: $_____TOTAL IN-KIND VALUE (50% of retail cost) : $_____

*An in-kind sponsorship is an item or a service provided that has a specific value. For example, if a hotel provides meeting room space or beverages for a committee meeting; if a florist provides centerpieces for an event; if an A/V company provides A/V equipment at a reduced rate; if an airline provides tickets for out-of-town speakers; if a company donates notepads or pens or bags; all these are in-kind sponsorships, and their dollar value must be recorded. If the A/V company provides $2,000 worth of equipment but only charges the chapter $500, then the amount of their in-kind sponsorship is $1,500. In-kind sponsorship is valued at 50% of the retail cost.

If a sponsor is invoiced for their cash sponsorship, payment will be required within 30 days of invoice.

MPINCC ~ 2440 Camino Ramon, Suite 273 ~ San Ramon, CA 94583
Phone (925) 355-1912; Fax (925) 355-1296

MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## ALCOHOLIC BEVERAGES INDEMNIFICATION PROVISION

If alcoholic beverages are to be sold or served on the Facility/Venue/Caterer's premises (or elsewhere under the Facility/Venue/Caterer's alcoholic beverage license), such beverages shall be dispensed only by the Facility/Venue/Caterer's employees and bartenders.

The Facility/Venue/Caterer shall: (a) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced, and (b) refuse alcoholic beverage service to any person who, in the Facility/Venue/Caterer's judgment, appears intoxicated.

The Facility/Venue/Caterer represents and warrants that all Facility/Venue/Caterer personnel who dispense or serve alcohol have undergone adequate training to prevent any incidents, which could result in claims of liquor liability.

Notwithstanding any other provision of this Agreement, the Facility/Venue/Caterer shall defend, indemnify and hold harmless Meeting Professionals International Northern California Chapter, Meeting Professionals International, their respective directors, officers, employees and agents, and each of them, from and against any and all losses, damages, claims, expenses and liabilities of any kind, including costs of defense thereof, caused by or arising from the facility/venue/caterer's sale or service of alcoholic beverages. The terms of this provision shall survive the termination or expiration of this Agreement.

MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

# INCIDENT REPORT

This form has been developed for use in the event of an accident at a chapter function. It is important that this form be completed as soon as possible and reported to the Chapter President and the MPI Headquarters. Please copy this form and distribute to all committee chairs for placement in their chapter notebooks.

MPINCC
2440 Camino Ramon, Suite 273
San Ramon, CA 93940
Fax: (925) 355-1296

International: c/o Chapter Relations
3030 LBJ Freeway, Suite 1700
Dallas, TX 75234-2759
Fax: (972) 702-3070

Date of Report: _____

Date of Accident: _____ Time of Accident: _____

Location (include address):

_____

_____

Describe accident:

_____

_____

_____

List witnesses (include phone numbers and addresses):

_____

_____

_____

Also, have witnesses quickly write out on a piece of paper what they saw and attach to this report.

Were paramedics called? _____ Jurisdiction: _____

List names of paramedics and ambulance company:

_____

_____

_____

_____

_____

# COMMITTEE DESCRIPTIONS

**AUCTIONS**
**For Profit**

PURPOSE:

Increase revenue opportunities by supporting all Auctions within the Chapter.

OVERALL GOALS:

- Raise $22,000 by producing the Auction and Prize Drawing for the annual Gala. Produce Silent and/or Live Auctions for the Annual Holiday Reception or as needed throughout the Chapter.

- Maximize strategic partner relationships through ROI for donors

POLICIES:

- Create the Silent Auction solicitation list by using history of past 3 year's donations.

- Develop a script for volunteers that is a useful tool and also addresses questions donors may have.

- Establish a "Call with Care" list for sponsors that have already donated to the chapter throughout the year to acknowledge and thank them for their donations, but to ensure they have the opportunity to donate to the auction as well.

- Strategically package auction items to maximize value to bidders and donors.

PROCEDURES:

- Solicit silent auction items for the annual silent auction using developed script.

- Reconcile donated items list with physical items. Ensure packages meet donor expectations.

- Compile final donor list for Gala, Holiday Reception and/or other areas where needed. Maintain a master listing of Auction items collected including donor name, item and approximate value.

**AWARDS AND RECOGNITION**
**Not For Profit**

PURPOSE

To recognize and reward outstanding members who have made significant contributions towards the success of the Chapter, Strategic Plan and three supporting objectives throughout the year. Create educational opportunities to prepare meeting professionals for the future.

OVERALL GOALS

- Define awards and recognition process and clearly outline nomination and selection of recipients.
- Use website and email communication as vital tools to streamline the process.
- Stimulate engagement of members who are not yet actively involved in leadership.
- Help to increase brand awareness of MPINCC.

POLICIES AND PROCEDURES

- The committee will develop an expense only budget and is not expected to generate income. The committee is responsible for allocating budgeted funds for all awards and scholarships.
- Requests for award nominees shall be posted on the website and distributed to membership via the The Newsflash.
- After the due date, all nominations shall be reviewed by the Awards and Recognition Chair and Co-chair who will determine qualification and tally points for each respective category. A summary of all qualified nominees shall be submitted to the Board Director, VP Membership and President for confirmation, review and final selection.
- Current President, President-Elect, VP Membership, Director, Member Care, Awards & Recognition Chair, Awards & Recognition Co-Chair and Paid Chapter Vendors are not eligible for consideration of any chapter awards.
- Current Board of Directors and Officers are not eligible for consideration of Power Players and Quarterly Awards.
- Scholarships are available to all chapter members, including Committee Chairs, Co-Chairs, Board of Directors and Executive Committee.

**Power Players**

- Recognized for exceptional contributions relating to committee projects
- Must contribute to and help achieve committee goals and objectives.
- Recipients of this award are automatically considered for Meeting Professional of the Year

- Nominated by committee chairs and co-chairs

  - Power Players will be listed on each committee chair report.
  - A&R Chair and/or Co-Chair will request names from all chapter Chairs and Co-Chairs for inclusion into the Power Players listing.
  - A&R Chair and/or Co-Chair will liaise with ED to ensure names are accurate for display and recognition during all Professional Education Programs.
  - ED will ensure Power Players receive ribbons on their name badges during all Professional Education Programs.

**Quarterly Awards**

- Meeting Professional of the Quarter – not an annual award
- Power Players are automatically considered for this Quarterly Award
- Recipients of this award are automatically considered for Meeting Professional of the Year
- Nominated by members

  - Meeting Professionals of the Quarter (MPQs) receive complimentary registration to the Professional Education Luncheon in which they are being honored, MPQ special badge ribbon, a certificate signed by the President and ED, fresh flower bouquet, and an Award.

  - The quarterly awards are presented as follows:
    - Q4 – August
    - Q1 – November
    - Q2 – March
    - Q3 – May (not at Gala)

  - The Awards & Recognition (A&R) Chair will write an article for *Perspective* congratulating the winner and send to ED and President to proofread. After final edits, A&R Chair will send article to marketing chair for posting on website and submission to *Perspective* Managing Editor for inclusion in the next issue of the magazine.

  - The A&R Chair will prepare the ordering of each award, send to Director, VP and ED for proofreading and the ED will place the final order for the award. Chair will also prepare the award certificate, send to Co-Chair, Director, VP and ED for proofreading and President and ED will sign the certificate.

  - The President will contact the award winner and invite him/her to sit at the President's Table during the monthly luncheon, welcome and congratulate the winner to the luncheon, announce the winner on stage, present the winner with the gifts and take a photograph with the winner.

  - The ED will arrange for photographer, prepare a large sign with award winner's photo for registration table at the luncheon, have 'Meeting Professional of the Quarter' ribbon on the winners name badge and include winner's information in President's script for the luncheon.

  - The A&R Chair will obtain a photo of the winner in advance, order flowers for the luncheon presentation, write script and send to ED to include in the President's

Script for the luncheon. At the luncheon, the Chair will prepare the presentation of the gifts on stage and communicate with President during the luncheon, welcome and congratulate the winner and provide them with the award boxes following the presentation.

**Annual Awards**

The Annual Awards are presented at the Gala and consist of the following:

- Meeting Professional of the Year
  - Recipients of Quarterly awards are automatically considered for this Annual Award. This individual will have served MPINCC and/or MPI on committees, the Board of Directors and may also be active in other community or industry service organizations.
  - Exemplary chapter performance.
  - Nominated by any member
  - Must complete application

- Supplier of the Year - Large Company Donor
  - The Supplier of the Year is an individual or an organization that has made exceptional contributions—in-kind or cash above $10,000 to the Chapter. The award-winner will have contributed to the awareness, professionalism and growth of the meeting planning industry.
  - Nominated by VP Finance, Director, Fundraising & Sponsorship, ED
  - *Note: VP Finance, Director, Fundraising & Sponsorship, Sponsorship Chair, Sponsorship Co-Chair are not eligible for consideration.*

- Supplier of the Year - Small Company Donor
  - The Supplier of the Year is an individual or an organization that is singled out by the chapter president for exceptional contributions—in-kind or cash not to exceed $10,000 to the Chapter. The award-winner will have contributed to the awareness, professionalism and growth of the meeting planning industry.
  - Nominated by VP Finance, Director, Fundraising & Sponsorship, ED

- Tomorrow's Leader
  - Must be a member of MPINCC for 3 years or less.
  - Must have meaningful contributions within the current fiscal year
  - Nominated by any member
  - Must complete an application

- Committee Chair of the Year
  - Exemplifies all of the qualities necessary to effectively manage a committee while skillfully interfacing with chapter leaders and volunteers throughout the organization.
  - Must have achieved committee goals and objectives.
  - Committee Chairs and Co-Chairs are eligible
  - Nominated by Leadership Team (Board of Directors, Committee Chairs, Co-Chairs or Committee Members)
  - Must complete an application

- Board Member of the Year

    - Exemplifies professionalism and commitment to the meetings industry through her/his contributions to the chapter.
    - Nominated by current board members.

  - <u>President's Award</u>
    - Exemplary performance as a member.
    - President has sole discretion
    - Not necessarily an annual award

  - <u>Hall of Fame Awards</u>
    - Ability of the recipient to motivate others, stimulate volunteer functions, give a sense of direction and act as a catalyst to cause exceptional results that benefit the chapter.
    - Past Board or Officer History
    - History of Involvement
    - MPI International Involvement
    - Must be a member of MPINCC for minimum of 5 years
    - Nominated by any member

- Award winners will receive a certificate signed by both the President and Executive Director, bouquet of flowers and an Award.

- The Chair will write an article for *Perspective* congratulating the winners of all categories and send to ED and President to proofread. After final edits, Chair will send article to Marketing Committee Chair for posting on website and submission to *Perspective* Managing Editor for inclusion in the next issue of the magazine.

- The Chair will prepare the ordering of each award, send to Co-Chair, Director, VP and ED for proofreading and the ED will place the final order for the award. Chair will also prepare award certificates, send to Co-Chair, Director, VP and ED for proofreading.
  President and ED will sign the certificate.

- The President will contact the award recipients in advance. The President and VP Membership will welcome and congratulate all award recipients during the reception, announce winners on stage, present gifts and take a photograph with each award recipient.

- The ED will arrange for photographer, prepare large signs with photos of award recipients for registration area and have badge ribbons on winners name badges.

- The Chair will obtain a photo of award recipients in advance, order flowers for the presentation, write script and send to ED to include in the President's Script for the awards ceremony. During the reception, the Chair will prepare the presentation of the gifts on stage and liaise with Gala Committee Chair, ED and President to ensure order of awards presentation is accurate. The Chair will provide all award recipients with the award boxes following the presentation.

- The Chair and Co-Chair will make certain that award recipients will be queued to

stage in a timely manner during the Awards Gala.

**MPI International Awards**

Meeting Professional Awards are presented annually to a member of MPI in recognition of outstanding contributions to MPI's Strategic Plan, association/industry/community contributions, leadership and professionalism. The awards are based on both international and chapter participation, presentations relating to the industry in general, articles written in the hospitality industry press, community service and industry recognition previously received. The awards recognize a career of involvement, commitment and achievement (i.e., cumulative service rather than a single year), and recipients will represent models of professional excellence. These awards are presented in the following categories:

- Marion N. Kershner Memorial Chapter Leader Category
- Tomorrow's Leaders of MPI Category
- International Supplier Category
- International Planner Category

- The Board of Directors will identify chapter candidates during Mid-Year Board Retreat normally held in January.

- The President will conduct personal phone calls to each member, congratulate them on their nomination and explain the process for submission, which is posted on MPI website. This should be completed the day of or the day after Board of Directors determines chapter nominees.

- The VP Membership will complete nomination forms on behalf of each candidate. Candidates are required to submit two letters of reference from current Board Members, VP Membership will ensure these two reference letters are received from designated Board Members and will send to the candidate to include with his/her completed submission.

- The President will write personal letter of recommendation on official chapter letterhead to accompany nominations form.

- The VP Membership will send letters and nomination forms to MPI by published due date.

**Scholarships**

Annual scholarships will be offered to qualified members and are listed as follows:

- MPI World Education Congress. Two (2) scholarships are awarded annually and consist of Registration Fees, Airfare and Hotel sleeping room expenses.
- MPI Professional Education Conference. Two (2) scholarships are awarded annually and consist of Registration Fees, Airfare and Hotel sleeping room expenses.
- CMP Fall Study Weekend. One (1) scholarship is awarded annually and consists of Registration Fees and Hotel sleeping room.
- CMP Spring Study Weekend. One (1) scholarship is awarded annually and consists of Registration Fees and Hotel sleeping room.

- Scholarship offerings will be sent to membership through the The Newsflash, posted on the website, announced in *Perspective* and distributed at appropriate monthly meetings. Scholarship offerings will be published no later than 3 months in advance.

- Applicant requirements are: must be an active member of MPINCC; must hold a planner or supplier position for at least one year; must describe why they wish to attend and how their attendance at the event will benefit their future professional goals; must describe their contributions to MPI and MPINCC; and must submit a post conference review to the President for publication in *Perspective*.

- The President shall notify the winning scholarship recipients and the recipients will be reimbursed for expenses. Only early bird registration fees will be reimbursed.

**POINTS**

| **Award Qualifiers** | **Points** | **Maximum Points** |
|---|---|---|
| Prior Awards | 1 per award | 3 |
| Years in MPI | 1 per year | 5 |
| Years in Meetings Industry | 1 per year | 10 |
| Attendance at Chapter Meetings and Events in current fiscal year | 1 per meeting/event | 12 |
| Attendance at MPI International Conferences in current fiscal year | 5 per program | 10 |
| Instructor at Meetings and Conferences in last 2 fiscal years (within the Meetings Industry) | 5 per topic at program | 20 |
| Accredited CEU in Meetings Industry in current fiscal year | 3 per session | 60 |
| Original published articles in past five fiscal years | 2 per article | 10 |
| Chapter Committee Chair (during last 5 fiscal years) | 5 per chair position | 15 |
| Chapter Committee Co-Chair during last 5 fiscal years | 4 per co-chair position | 12 |
| Chapter Committee Member (active) during last 5 fiscal years | 3 per committee | 18 |
| MPI International Committee during last 5 fiscal years | 3 per committee per year | 18 |
| Chapter Board Member | 8 per year | 32 |

**CHAPTER OF THE YEAR / ARCHIVES**
**Not For Profit**

PURPOSE:

To provide documentation of the activities that have taken place in the chapter the preceding year.

OVERALL GOALS:

- Review the feedback on previous chapter COTY submission.
- Obtain and collect monthly board reports containing information describing activities related to COTY submission.
- Ensure events/activities are written up no later than 1 month after the event/activity has occurred.
- Ensure all efforts support chapter Strategic Plan and 3 stated objectives.
- Review past COTY submissions on MPI website, including winning submissions from the previous year.
- If appropriate, submit application for MPI International Chapter Awards including Chapter of the Year, Award of Excellence in all categories including Education, Communications/Marketing/Public Relations, Membership Growth and Retention and Special Projects.

POLICIES:

- The Committee will develop an expense budget only and is not expected to generate income.
- The chapter will apply for COTY and all International Awards of Excellence, if appropriate.
- The chapter will follow the guidelines established by International.

PROCEDURES:

Before the Committee proceeds, the MPINCC Board will review the previous year's statistics to see if the chapter qualifies for an award. The chapter will then make a decision on whether to submit its records for an MPI International Award.

The awards bestowed by International are: Chapter of the Year and Awards of Excellence in specific areas: Communications/Marketing/Public Relations, Education, Membership Growth and Retention and Special Projects. This decision will assist the Committee in determining the format for keeping an accurate record of archives each year.

- Review criteria and submission requirements for MPI Awards. Requirements may change from year to year.

- Records are to cover the period July 1 through June 30. The submission for awards is due to International in October.

- Review previous year's records with the Past Board Liaison and Chair of the COTY Committee.

- Committee to decide on forms to be used: continue use of past forms, redesign or create new forms.

- Provide Board Members a copy of International's requirements for the categories that are appropriate for their Committees. Give examples of the type of material needed and in what format the material is to be submitted. Provide instructions to the Executive Director.

- Arrange with ED for official chapter photographer and to send the Committee photographs of MPINCC functions.

- Request additional copies of *Perspective* magazine from Editor to include in binder.

- Decide on how the responsibility for the collection of material and the collating of the material will be handled within the Committee.

- Periodically give each Board Member a list of items not yet received.

- During the mid-year Board Retreat, request an update from each committee on its goals and achievements to date. Material received will be reviewed from their Committees and the deadline for materials needed to complete the award submission/historical record.

- Binders are made and embossed by Sunset Leather, 2044 Sunset Drive, Pacific Grove, CA 93950 (408) 373-7143.

- The material collection is an on-going process and needs to be processed by the Committee on a month-to-month basis.

**CMP**
**Not for Profit**

PURPOSE:

To promote and support the CMP Program administered by the Convention Industry Council.

OVERALL GOALS:

- Increase CMP certification within MPINCC
- Increase and encourage awareness of the CMP certification process within MPINCC
- To send a committee representative from MPINCC to the annual CIC/CMP Conclave.

OBJECTIVES:

- To provide CMP candidates with two weekend study programs that will offer all topics on the CMP exam and on the final review day a mock exam.
- To encourage MPI members who are sitting for the CMP exam to attend the study programs by offering discounted registration fees.
- Recruit CMP certified speakers to teach the sessions.
- Provide presenters with highlights of the material that should be covered, including sample test questions, in an effort to improve the content level. Ensure that the material covered focuses on CMP-related information.
- To maintain and continually enhance the format for the weekend programs to ensure that participants get maximum coverage on major subject areas.
- To expand publicity about the weekends and e-mail study groups. Coordinate with the Marketing Committee in sending press releases to trade publications, including Meeting Manager, Meeting News, Meetings & Conventions, Successful Meetings and Meetings California.
- To acknowledge new CMPs in *Perspective* following the announcement of test results.
- To establish confirmed schedule of topics for the review sessions by September.
- To increase revenue by: a) improving attendance at the Fall and Spring Weekend; b) maintaining awareness of the program's basic educational value; c) marketing to non-MPI participants who will be sitting for the CMP exam.

POLICIES:

- The Committee will develop an annual breakeven budget.

- Fees for the CMP training sessions are to be determined during the annual Board of Directors budget process.

- There will be two categories of registration:
  - Member
  - Non-member

- A cancellation notice received at least one week prior to the event will receive a credit toward another program. A cancellation notice received less than one week prior to the program and no-shows are non-refundable and no credit will be given. Exceptions must be approved by the Board Director. Credits shall be valid for one year.

PROCEDURES:

- Contact the CIC office for the schedule of exams and other deadlines pertinent to the CMP examination.

- Provide information relative to the CMP program to members and non-members who inquire about the program throughout the year.

- Select dates and locations for fall and spring CMP study weekends.

- Negotiate room rates and fees for food and beverage with sites at rates not to exceed budget.

- Prepare and submit annual budget.

- Select and provide guidelines to CMP certified session presenters, based on the CIC notification letter and latest information from the CMP Conclave.

- Conduct morning workshop at the MPINCC annual trade show on “Ready to Become a CMP?”

- Reserve and arrange staff for a joint CMP booth at the MPINCC trade show.

- Determine promotional needs/registration materials for study weekends and schedule their mailing dates accordingly.

- Facilitate and monitor registration and program.

- Provide materials at the sessions including book lists, articles related to the CMP process and areas of study as well as printed program of the weekend course and roster of attendees.

- At the study weekend provide information regarding other study group options such as the Northern California and Sacramento/SierraNevada Chapters’ email

study group and the formation of casual study groups among the weekend participants.

- Conduct weekend study course including mock CMP examination as part of the weekend program.

- Coordinate chapter recognition for newly named CMP's at MPINCC Professional Education Program following the receipt of test results (March for fall exam, October for previous spring exam).

- Advise other MPI chapters and meeting professional groups of the program (MPISCC, SCMA, BACOM).

- Provide flyer and/or announcement of study weekend at all MPINCC events.

**CORPORATE CIRCLE OF EXCELLENCE**
**Not For Profit**

PURPOSE:

Provide a unique platform exclusively for corporate planners to engage in discussions and communicate best practices with their peers in the industry. Empower meeting professionals to succeed through proven best practices in a dynamic exclusive environment.

OVERALL GOALS:

- Increase awareness and influence about the value of meetings with senior decision making executives at corporations and associations throughout the Bay Area.

- Develop and create specific tools for corporate planners to establish their own benchmarking groups and exchange best practices in a non-competitive, non-disclosing peer group. This may include a how-to paper on setting up a benchmarking group and specific on-line tools.

- Create professional development pathways and resources to support evolution towards positions of strategic understanding and importance.

POLICIES:

- Chair of CCOE will have at least one meeting or conference call with chair of MPI Global Corporate Circle of Excellence to discuss related topics/objectives.

- Attract a minimum of 5 corporate planners to attend each CCOE meeting.

- All corporate planner members are invited to attend. Some meetings may be open to non-member corporate planners in an effort to assist with corporate planner recruitment.

- Non-corporate planner members may not attend meetings.

PROCEDURES:

- 6-8 CCOE meetings will be held throughout the chapter program year. 1-2 of these meetings could be via conference call.

- Meetings will be held in conjunction with scheduled chapter Professional Education Meetings.

- Space for meetings will be secured by chair at host venue.

- Annual survey will be distributed to all corporate planner members before the first meeting to identify member needs.

- Annual corporate planner directory will be updated and distributed to corporate planner members to promote CCOE.

**MPI FOUNDATION CHAPTER LIAISON**
**Not For Profit**

**Title:** MPI Foundation Chapter Liaison

**Qualifications:** Immediate Past Chapter President or Past Chapter President

**Term:** July 1 – June 30

**Program Purpose:**

To reinforce the value and to strengthen the relationship of the MPI Foundation with the individual member through the chapters by establishing a knowledgeable MPI Chapter Leader within each chapter to serve as a liaison with the MPI Foundation Board and Staff.

**Liaison Responsibilities:**

As an active member of the MPI Foundation Chapter Network, the liaison's responsibilities will include, but are not be limited to, the following:

- Act as the local and volunteer representative of the MPI Foundation to the chapter.
- Promote the significance of member, chapter and company contributions.
- Become the two-way communication link between the MPI Foundation staff and the chapter by talking with chapter members about the value of the excellent programs that the Foundation makes available to chapters and individual members.
- Learn about and understand the programs and deliverables of the MPI Foundation so that they may become a trusted resource for the chapter and their individual members.
- Assist with the identification and development of new project ideas that will benefit the chapters and the membership. (For example: the development of a MPI Foundation Chapter Grant Program).
- Distribute MPI Foundation information via many channels: email, newsletter articles, presentations at chapter meetings, regional tradeshows
- Network with other MPI Foundation chapter liaisons via MPIMIX, WEC/PEC meetings, conference calls or other methods.
- Promote the importance of chapter members becoming participants in an annual giving program.

**Benefits to the Liaison:**

This is an excellent opportunity for the Immediate Past President to stay involved with their chapter in a meaningful way that requires minimal time commitment.
This also provides the Liaison with an opportunity to volunteer on the International level and to learn more about how the MPI Foundation supports MPI members and the meetings industry.
The Liaison will also receive public recognition for their work and the support provided by their chapter to the Foundation.

**Goal:** One Foundation Liaison per chapter

**Method of Appointment/Operation:**

1. Acceptances may be submitted via email with correct contact information provided.
2. Liaisons will be asked to participate in quarterly calls with an MPI Foundation Trustee Vice-Chairman, Marketing and staff to stay abreast of Foundation programs and events.
3. Chapter Boards may approve the appointment, but it is not required.
4. Chapter Boards are encouraged to give the Foundation Liaison speaking time on chapter programs and at Board meetings. Chapters have no other obligation to the Liaison, such as financial support.
5. The Liaison will be asked to provide a quarterly report to the Foundation Board about the activities in their chapter.
6. The MPI Foundation will absorb all “pre-approved” expenditures relative to the liaison’s responsibilities.

**GALA**
**Not for Profit**

PURPOSE: To provide a networking opportunity that is conducive to a successful silent auction, fun, entertaining and incorporates: dinner, the distribution of the annual chapter awards and installation of the new board of directors.

OVERALL GOALS:

- Provide a cohesive and entertaining evening which celebrates the accomplishments and goals of the past year
- Install new board of directors
- Develop a break-even budget
- Attract 350-400 participants

POLICIES:

- The event is held in conjunction with the annual Silent Auction.
- The Director of Special Events oversees the Chair of the committee.
- The Director will develop a break-even budget.
- A member of the Gala committee will participate on both the Auction committee and Gala committee for continuity.
- The host facility will receive $50 inclusive per person to cover hors d'oeuvres during the silent auction and a 3-course dinner. The facility should also include complimentary changing room for the committee members.
- The host facility or caterer shall also provide complimentary food & beverage for the President's Reception.
- Complimentary A/V, decor, entertainment and corkage should be secured whenever possible.
- Space for Past President's Council Meeting (15 pax) and President's Reception (50 pax) should be requested from venue and secured. Liaise with Immediate Past President and President-Elect for confirmation and details.
- Current registration fees are $85 for members and $95 for nonmembers. A corporate table (seating 10 people) costs $850.
- First priority for event site will be given to MPINCC/MPI member venues. The VP Finance, President-Elect, President and ED will provide final approval of site

selection.

- MPINCC/MPI supplier members are given the first opportunity to provide services when appropriate.

PROCEDURES:

- President-Elect will name chair to serve two-year commitment, first year as co-chair and second year as chair.

- Chair will recommend and President-Elect will name co-chair of committee, who will transition to Chair the following year.

- Select a large committee and break into sub-committees to plan event effectively. Each sub-committee should have a chair.

- Establish a timeline by August.

- Select and secure a site by September, if possible.

- Begin Gala promotion in *Perspective* as soon as location and theme are selected. Include all sponsors in marketing collateral and *Perspective* article.

- Work with Marketing Committee to ensure consistent messaging to chapter.

- Enter into a contract with selected site and make sure that all details are in writing (MPINCC office signs all contracts).

- Secure sponsors early; make sure they know what their commitments and benefits are.

- A theme should be selected by November. Current President to approve theme of gala. The theme should be highlighted in all event-marketing materials and used creatively throughout the entire event.

- Entertainment should be finalized no later than three months prior to the date of the event.

- Invitations should go out to the membership no later than six weeks prior to the event and preferably two months prior to the event.

- Have all wine donated at least two months prior to the event.

- It is helpful to have entertainment, sound, lighting and audio-visual experts on the committee.

- The ED will provide final guarantees for event.

- The evening of the gala, have at least 2 committee members running the show (entertainment, lighting, sound, cues for board members) and 1 committee member

working exclusively with the venue.

- Have committee members that don’t have specific duties the night of the gala commit to helping as needed.
- Highlight all sponsors in the gala program.
- Committee sends thank you notes to all sponsors no later than 2 weeks after the event.
- Have a wrap-up committee meeting no later than one month after the event (recommend within one week).
- Begin site selection for following Gala no later than three months after current event.

**HOLIDAY RECEPTION**
**For Profit**

PURPOSE: To provide a festive atmosphere that promotes member interaction including food, beverage, and entertainment

OVERALL GOALS:

- Provide an entertaining evening to foster professional business development
- Serve as a fundraiser for the chapter, netting $3,000
- Attract 300+ participants
- Provide space for annual holiday toy drive

POLICIES:

- The event is held in conjunction with a Toy Drive. Committee chair (or appointed member) will collaborate with appropriate committees.
- The evening event will take place mid-week during the first two weeks of December.
- The Director of Special Events oversees the Chair of the committee.
- The Director will develop a budget, generating a profit.
- The caterer will receive $25 inclusive to cover hors d'oeuvres and beverages (if not donated).
- Complimentary A/V, decor, entertainment and corkage should be secured whenever possible.
- Current registration fees are $40 for members and $45 for non-members.
- First choice for all supplier/vendor needs (A/V, caterers, etc.) shall go to MPINCC members when appropriate.

PROCEDURES:

- Board of Directors and current committee chair will name co-chair to serve two-year commitment.
- Select a committee and assign responsibilities to plan event effectively.
- Establish a timeline by August.

- Select and secure a site by August.
- Begin Holiday Reception promotion in *Perspective* as soon as location and theme are selected. Include all sponsors in marketing collateral and *Perspective* article.
- Enter into a contract with selected site and make sure all details are in writing. (MPINCC office signs all contracts).
- Secure sponsors early; make sure they know what their commitments and benefits are.
- A theme should be selected by August. Theme should be highlighted in all event-marketing materials and used creatively throughout the entire event.
- Work with Marketing Committee to ensure consistent messaging to chapter.
- Entertainment and wine donation should be finalized by September.
- The MPINCC Executive Director will give the guarantees for the event.
- Committee members should volunteer to help out the night of the reception as needed.
- Committee sends thank you notes to all sponsors no later than 2 weeks after the event.
- Have a wrap-up committee meeting no later than one month after the event (recommend within one week).
- Begin site selection for following Holiday Reception no later than three months after current event.
- Selection process for new co-chair begins immediately following event.

**HOSPITALITY**
**Not For Profit**

PURPOSE:

To welcome, educate and involve new and returning members to the Chapter and to engage existing members.

POLICIES / PROCEDURES:

- MPINCC staff will follow up each MPI International welcome letter with a welcome letter from MPINCC Executive Director welcoming to local chapter.

- Chapter Orientation- The Chapter Orientation Meeting purpose is to teach new members, and potential members, as well as refresh senior members, about the structure and goals of MPI and the structure and goals of the local chapter. The Chapter Orientation Meeting takes place at each regular meeting during the first half hour of the networking reception. It lasts for half an hour and follows a script used by the meeting facilitator. The meeting facilitator is someone who is been active with the chapter for a few years, and it may, but does not have to be the same person each month. The script gives the meeting continuity. Ensure that one BOD member is in attendance at each Orientation Session.

- Recruit and encourage member volunteer involvement by distributing Committee Volunteer Forms and highlighting opportunities of each. Collect and forward them to each Board Director to give to Committee Chairperson to contact them immediately.

- Assign Hospitality Committee Ambassadors to greet and welcome attendees, particularly new members and first time attendees. This requires positioning in the registration area.

- Ensure name badge ribbons for, “Board of Directors,” “Committee Chair,” “First Time Attendee,” “New Member” and “Prospective Member.”

- Interaction with Program Committee - Be sure that Program Committee blocks a meeting room for orientation at each meeting. Should be able to seat 20 people, and be available for one half hour. The Program Committee should include, on the monthly registration form, the following questions:
    - FIRST MEETING, NEW MEMBER
    - I WOULD LIKE TO ATTEND THE CHAPTER ORIENTATION MEETING TO BECOME AWARE OF MPI BENEFITS.

- List of New Members - Encouraging Participation: New MPI Members lists are provided to MPINCC by International Headquarters and then forwarded to the Hospitality Committee. The Hospitality Committee calls new members to welcome them and get a bit of feedback regarding their first impressions of MPINCC, and to find out who they want to meet or what committee areas they might want to focus on.

**LEADERSHIP DEVELOPMENT**
**Not For Profit**

PURPOSE:

Responsible for developing materials and meetings to support the development of chapter leaders and the succession planning process. Guide Board of Directors in identifying future leaders. Promote chapter leadership opportunities to membership.

OVERALL GOALS:

- Increase awareness within membership of the chapter's leadership opportunities and the benefits of chapter leadership.
- Plan and implement leadership meetings (All Team Meetings) to promote communication among all committees and leaders. Plan these meetings with the President-Elect.
- Assist committee chairs in recruiting volunteers to combat volunteer attrition.

POLICIES:

- Annually revise activities to reach objectives determined by the Board of Directors.
- Maintain regular communication with all committees and the Board of Directors, particularly the President-Elect.
- Work in conjunction with Leadership Institute Committee and assist committee if needed.

PROCEDURES:

- Direct contact (in-person, phone, e-mail) to solicit interest from chapter regarding leadership opportunities.
- Develop internal marketing campaign to educate and to attract chapter members to leadership roles. Work closely with the Marketing Committee.
- Create marketing campaign to include communication with other MPI Chapters and members through *Perspective* articles (publish testimonials from previous chapter leaders), personalized letters from Director of Leadership Development and increased outreach to members encouraging them to apply to the Board or take on other leadership positions. Work with the Marketing Committee.
- Be visible in the chapter to provide members the opportunity to seek help in being placed on a committee.
- Coordinate leadership meeting agendas and logistics, working with President and/or President-Elect.
- Assist with leadership meetings by training or developing training for incoming committee chairs.

**LEADERSHIP INSTITUTE**
**For Profit**

PURPOSE:

Responsible for producing a one-day event to give members the opportunity to increase leadership skills with the goal of becoming leaders within the chapter or in their own organizations.

OVERALL GOALS:

- Increase education for members related to skills and development as leaders in our association or in business organizations.
- Plan and implement a one-day leadership institute meeting to provide high level education to the attendees to strengthen their leadership skills.

POLICIES:

- Develop an annual for profit budget.
- Annually revise activities to reach objectives set by the Board of Directors.
- Maintain regular communication with leadership development and other applicable committees.

PROCEDURES:

- Develop high level educational content and agenda for the day.
- Solicit and secure high level (*i.e.*, Platinum Series) presenters to accomplish educational goals.
- Solicit and secure a venue suitable for the event.
- Create marketing campaign to include communication with other MPI Chapters and members and other industry associations through *Perspective* articles (publish testimonials from previous attendees), personalized letters from Director of Leadership Development, email blasts, shared mailing lists, *etc.,* and increased outreach to members encouraging them to attend.
- Work with Sponsorship Committee to secure program sponsors.
- Work with Marketing Committee in developing the marketing campaign.

**MARKETING**
**Not For Profit**

PURPOSE:

To position MPINCC and MPI as the leaders in the Meeting Industry by validating and elevating meeting planning as a profession through our communications to our membership.

OVERALL GOALS:

- To create and maintain effective communication channels to distribute membership information in a powerful and meaningful way.

POLICIES:

- Committee will write chapter press releases and assure that chapter message is consistent and communicated effectively.
- Committee will be the liaison for the BOD and all other committees to ensure that one voice and one vision are communicated.
- Committee will conduct annual toy drive at Holiday Reception.
- Committee will be openly available to all committees and the BOD to assist with any marketing campaigns or related activities to help insure that the focus and message of the chapter is communicated properly.
- Committee will act as the liaison with all committees and the MPINCC office to insure that all programs are cross-marketed to appropriate outside organizations and non-traditional markets.
- Reports to the Director of Marketing.

PROCEDURES:

- Committee will ensure an appropriate media contact list, press releases distribution is done in a timely manner to create exposure for media worthy events and activities of the chapter, and conduct relationship building activities with the appropriate media contacts.
- Committee will ensure that press clippings are reported to the BOD at each meeting as prescribed by the committee reporting structure.
- Select appropriate community project to benefit from Holiday Reception toy drive through researching background of several Bay Area charities.
- Committee will ensure that all marketing related materials adhere to MPI guidelines.

**MEMBER RECRUITMENT/RETENTION**
**Not For Profit**

PURPOSE: To grow and retain members in the MPI Northern California Chapter.

OVERALL OBJECTIVES:

- Growth of membership on an annual basis in support of the chapter business plan
- Retain existing members at ratios of planner to supplier that support the chapter business plan
- Liaison with other committees as necessary to grow and retain membership

POLICIES:

- Submit a monthly committee report, in a format to be provided by the Board of Directors, providing updates on committee activities, committee objectives, and action steps in support of the chapter business plan
- Acquire monthly membership reports from MPINCC office liaison
- Develop an expense budget and ensure that committee actions stay within budget

PROCEDURES:

- Conduct timely, planned, and ongoing telephone and email campaigns as follows:
  - In support of membership growth objectives
  - To dropped members to encourage renewal of membership
  - To members whose membership is scheduled to expire to encourage renewal
- Staff a recruitment table or booth at all appropriate MPI events, and other related industry events such as trade-shows and networking events to provide a forum to educate and recruit new members
- Any other activities that support committee objectives and action steps consistent with the chapter business plan

## NETWORKING
## Not For Profit

PURPOSE:

The Networking Committee supports the MPINCC President, Membership, Sponsorship and Programs Committees in creating and promoting interactive programs which will provide opportunities for members to interface at Professional Education Programs.

GOAL

- Develop one interactive networking game for each of the five professional education programs.

POLICIES / PROCEDURES:

- Create a networking game to be incorporated into each networking reception at the Professional Education Programs. Work with Programs and Sponsorship committees to ensure that game content is aligned with sponsor and/or educational program goals.
- Develop committee budget.
- Create all necessary materials required for the networking games.
- Solicit prizes for game winners, and announce winners at the program.
- Write thank you notes to prize donors.
- Coordinate a “Buddy Program” to accompany new members at Professional Education Programs and Breakfast Programs. Publicize the program at registration, and enlist active members to be hosts.
- Assign a Networking Committee member to be at the registration desk for all Professional Education Programs.

**NOMINATIONS**
**Not For Profit**

PURPOSE:

To effectively evaluate and select candidates to serve on the Board of Directors for the coming fiscal year.

OVERALL GOALS

- To create a Board of Directors Slate that is made up of members who have effectively served the chapter and have displayed the leadership skills necessary to help manage and direct the chapter.

- To present the new slate to membership by March 15.

POLICIES:

- The Immediate Past President is the Chair of the Nominations Committee. The remaining members of the Nominations Committee are appointed by the Chair with the approval of the Executive Committee. The President and President Elect are automatic members. There shall be no less than four (4) including the Chair, one of whom is not a board member or past president. All members have a vote except the President-Elect and Executive Director. No member of the Nominations Committee may simultaneously run for the Board.

- The Nominations Committee solicits candidates through the Candidate Interest Form (C.I.F.). The C.I.F. will ask applicants to list preferences for positions. All applicants will be required to submit a brief professional biography. The Nominations Chair posts the C.I.F. to the entire membership by mid November. The deadline for submission shall be on or before January 15. The BOD and especially the President-Elect, who serves as the Board Director of Leadership Development, are responsible for encouraging qualified members to submit their forms.

- All members are eligible to complete the C.I.F. The basic qualifications for each board level are:

  - Director: Those members who have been ACTIVE on an MPINCC Committee will be given the highest consideration.

  - Officer: Must have served one year as a director.

  - President: Must have served two years as a member of the board, one of which was that of President-Elect.

- The deadline for submission of the C.I.F. will be strictly enforced, in the event there are not a combination of planners and suppliers as specified in the bylaws, the Nominations Committee will convene to oversee the solicitation process for additional applications.
- Nominations Chair sends a personal letter to all applicants thanking them for their interest.

- The Nominations Committee meets at least 30 days after the C.I.F. forms have been distributed to membership. A pre-meeting conference call will be held to preliminarily review applications and discuss the procedures for the nominations committee meeting. The committee meets to review completed candidate submissions and to select a slate of Officers and Directors.

The Committee evaluates each C.I.F. and ranks them (on a scale of 1-5 points) based on the following criteria:

  - # of years active in MPI (1 point per year)
  - # of Committees on which they served (1 point per committee/major event)
  - Quality of the C.I.F. submission
  - Proven leadership qualities/management skills
  - Availability/support from employer
  - Candidate standing in the membership community.

- The Committee then looks at each Officer and Director position and suggests candidates who meet the qualifications, are highly ranked in the initial evaluation and have the necessary skills as outlined for each position.

- The Committee must keep in mind the Bylaws, regarding the make up of the Board of Directors. Per Bylaws, at no time may two members of the same organization serve concurrently as either an Officer or a member of the Board of Directors, except where approved by a 2/3rd majority vote of the Board of Directors. And the majority of the Board of Directors or the Executive Committee shall not be composed of suppliers, unless circumstances are impossible to meet such quota, and the designation is approved by a 2/3rd majority vote of the Board of Directors.

- By February 10, the Executive Director posts a slate of one candidate for each vacancy on the MPINCC Board of Directors to the membership. If there are no petitions after 30 days, the slate is considered official on March 15 and the slate is presented at the annual Gala in June. The slate is then sent to MPI in Dallas by March 31.

- If a member chooses to challenge the slate for a particular position, he or she must submit a petition with signatures from 7% of the current MPINCC membership prior to March 1. Petitions must state the petitioner's desire to be considered in writing, and must be for a specific seat of office, naming the individual against whom the petitioner wishes to run. A member must have submitted a C.I.F. to be eligible to petition. Original petitions should be submitted to the Nominations Committee Chair.

- During the entire petition and election process, neither the petitioner nor the challenged candidate will be allowed to address the membership at any official MPINCC event or advertise in official MPINCC publications unless it is regarding official MPINCC business.

- In the event a position has been challenged and an official, completed MPINCC Petition has been submitted, the Nominations Chair shall submit a ballot for election to the membership before March 15.

- According to MPINCC Bylaws, a minimum of 15% of the membership shall cast a ballot to constitute a valid action and a simple majority of those voting shall determine the action. In order to be counted, ballots must be mailed to headquarters in the official ballot envelope and received by 5:00 pm on April 15. No photocopies or faxes will be permitted.

- When a position has been challenged, the slate shall be sent to MPI in Dallas by March 31, but will include an explanation regarding the challenged position.

- On April 15, ballots shall be opened and counted by two members appointed by the President Elect and Executive Director in the MPINCC offices. In the event 15% of the membership has not voted, a second election will be held. In the event of a tie, a second election will be held.

- If 15% have voted and a simple majority is reached, the candidates will be called by one representative of the Nominations Committee, the President-Elect or Nominations Chair, within 24 hours.

- After a valid election, the final slate of Officers and Directors are posted on the chapter website and are installed at the annual gala.

- If contested, the final slate of Officers and Directors will be sent to MPI by April 15th.

- All incoming Board of Directors will assume office July 1st.

- All candidates who submitted a C.I.F. will be contacted by the Nominations Chair thanking them for their interest and advising them of the status of their application. Those selected will be congratulated. Those not selected will be encouraged to continue their leadership involvement. The President-Elect should consider these people for committee leadership positions.

- The Committee will develop an expense budget only and is not expected to generate income.

**PAST PRESIDENT'S COUNCIL**
**Not For Profit**

PURPOSE:

Continue Past President engagement within Chapter and offer resource for current Leadership Team to assist with achieving Strategic Plan and Business Plan results.

OVERALL GOALS:

- Act as chapter resource for President, Executive Committee, Board of Directors and Committee Chairs and provide assistance on a variety of chapter-related subject matters as needed.

POLICIES:

- Chair of Past President's Council must be Chapter Past President and will be listed under Immediate Past President on organization chart.
- All Chapter Past President's will be invited to participate.
- All Chapter Past President's and their guests will be invited to attend President's Reception prior to annual Gala.

PROCEDURES:

- Council will meet twice annually, in conjunction with Holiday Reception and annual Gala. Chair or IPP will provide chapter updates and solicit appropriate feedback and suggestions as needed.
- Space for meetings will be secured at host venue for both events.
- A reserved table(s) will be held at the annual Gala for Chapter Past President's.

## ***PERSPECTIVE***
## **Not For Profit**

PURPOSE:

The *Perspective* Committee works to produce a high-quality publication that provides useful, timely information about our Chapter and MPI. A member benefit, the *Perspective* magazine also offers information about the meetings and hospitality industry.

OVERALL GOALS:

- Expand the educational value of the newsmagazine by including new columns that address a variety of industry issues. The focus of the columns is determined at the start of each program year by the President, VP Communications, *Perspective* Managing Editor and *Perspective* Chair.

- Develop and distribute a production schedule to all committees and board. Continue to encourage committees to submit articles, save-the-dates, and other information about upcoming events by sending out a reminder email two weeks before copy is due for each issue.

- Work with individuals in specialized areas of the meetings industry to produce feature columns.

- Provide an equal opportunity for all members to be highlighted.

- Promote Buy MPI by providing sponsors of chapter programs and events with maximum visibility through *Perspective*.

- Ensure the publication is fully funded by advertising dollars by supporting Naylor Publication's advertising sales by regularly providing lists and leads.

POLICIES:

- *Perspective* Managing Editor and *Perspective* Chair will report directly to the VP Communications and the President.

- *Perspective* Managing Editor and *Perspective* Chair will solicit content from the committees, chapter members, and industry members as needed to maintain appropriate communications to the members.

- *Perspective* Managing Editor and *Perspective* Chair will be responsible for the proper and timely distribution of the contracted number of issues for the given year.

- Committee will ensure that all marketing-related materials adhere to MPI guidelines.

- Committees will submit articles, save-the-dates, and other related information about their upcoming events at least two weeks before the assigned due date for an issue.

- One person from each committee should be designated to submit program/event

information and any necessary revisions.

- When a program has a sponsor or multiple sponsors, it is the responsibility of the committee to obtain logos and/or photographs to forward to the Chair. If photographs require credits, this information must sent at the time the photograph is submitted.

- Descriptions about the program and keynote speaker should be reviewed and edited by the committee before submitting the information to the Chair. All information submitted is subject to review and editing, based on the space available for that particular issue.

- Lists of sponsors or donors must be sent in alphabetical order and confirmed that company name is spelled correctly.

PROCEDURES:

- The *Perspective* Managing Editor (under contract to MPINCC) and Chair collect content for each issue and edit as necessary before submitting to the Naylor Editor (provided by Naylor Publications).

- The Naylor Editor produces a proof of each issue that is reviewed by the *Perspective* Committee (committee is comprised of the Chapter President, VP Communications, Executive Director, *Perspective* Managing Editor, Chair and key committee members).

- The *Perspective* Committee submits all recommended editorial changes to the *Perspective* Managing Editor and Chair. The Editor makes certain that all edits are implemented and reviews the final copy before it is sent to print.

- Editorial content: each issue will contain President's column; *Perspective* Managing Editor or Chair's column, calendar of upcoming events; list of Officers and Board of Directors, including their company affiliation and phone numbers; list of new members; featured columns, and articles about upcoming chapter events and MPI member information.

- Requests by International for either editorial or advertising space will be received by the Executive Director.

- Each issue may include registration forms for upcoming chapter events in the form of an outsert.

- Chair will email Board members and Committee Chairs two weeks before the copy deadline to remind them about submitting articles and other information for the upcoming issue. It is the responsibility of the Committee Chairs to submit this information on time.

- Insertion and space order deadlines will be strictly adhered to in order to make the "one" publication effort most beneficial for all Committees.

- If MPINCC does not have an official photographer, other photographer's images can be used if prior arrangements are made with the Chair, Executive Director, or Chapter President.  All photographs of this nature will receive the appropriate credit in the issue.

**PROGRAMS**
**Not For Profit**

PURPOSE:

The Program Committee plans and executes nine educational programs for MPINCC each year between August and May of the fiscal year. The Committee is dedicated to providing high quality, diverse programs at a variety of locations that will showcase meeting industry suppliers and create a networking environment. In addition the Committee, in conjunction with the Sponsorship Committee, selects the sites and speakers for August and September for the coming year.

OVERALL GOALS:

- To plan and produce nine monthly programs which provide a quality educational experience for the members, have an emphasis on meeting management and utilize a variety of delivery systems. To communicate clearly and work closely with networking and sponsorship committees.

- To plan and produce programs that accommodate the diverse geographic area and time-sensitive schedules of the members.

- To develop tiered programs/workshops based on the attendees' level of experience.

- To consistently market all programs through stand-alone promotional mailers, online and via email, as well as *Perspective*.

- To have all venues in place at least 3 months prior to program date.

- To research and recommend venues and topics for the August and September programs for the following program year.

POLICIES:

- Committee will develop an annual break even budget.

- Current registration fees for Professional Education Programs are $45.00 for members and $60.00 for non-members. Registration fees for Professional Breakfast Programs are $28 for members and $38 for non-members.

- The host facility is to receive $15 inclusive for breakfasts, $30 inclusive for lunches and $50 inclusive for dinners.

- Contracts with sites must be reviewed and signed by the Executive Director.

- Discounted airfare/travel and complimentary lodging for speakers should be secured whenever possible.

- Complimentary A/V, décor, centerpieces and other service should be secured

whenever possible.

- Complimentary registrations include the MPINCC President, Meeting Professional of the Quarter winner (if presented at the program), speaker(s), entertainment, and MPINCC staff. Additional complimentary registrations to be approved by the Committee Chair.

- There are no refunds for registration. Prior to the guarantee, the registration fee may be applied to the next program, unless it is end of the fiscal year.

- A minimum of one committee member will serve on the Site Selection Subcommittee to manage the site solicitation and selection process.

- First priority for program sites will be given to member sites. Notification will be sent in May for the coming year via RFP.

- Locations for meetings to be held in San Francisco, mid-Peninsula, South Bay and East Bay during the year is recommended.

- Space Requirements:
  - Breakfast programs- 75 to 100 comfortable in rounds of 8 – 10 ppl.
  - Dinner/Luncheon programs- 150 to 250 comfortable in rounds of 8 -10 ppl.
  - One early morning meeting room for 30 for Chapter Corporate Circle of Excellence (crescent rounds).
  - Two AM meeting rooms for 50 in each room (classroom style or half rounds)
  - Chapter Orientation for 20 – 30 ( crescent rounds)
  - Foyer tables for registration, sponsors and networking reception
  - Committee Tables August meeting only-18 tables; 1 per committee
  - Board meeting with complimentary PM break
  - Complimentary guest room accommodations for speaker(s).

- Executive Director reviews and signs BEOs and gives final headcounts.

- Education is the primary focus of the meetings with topics chosen based on feedback from the annual survey and evaluations from previous year's programs.

- Program for the luncheon/dinner meetings will not exceed an hour and will end promptly at 1:30 PM for luncheon; the format for dinner TBD.

- First choice for speakers and suppliers of services are MPINCC/MPI members when appropriate.

- Requests for announcements must be made through the Board reports submitted two weeks prior to the meetings. They are short and to the point (2-3 minutes).

PROCEDURES:

- Sites should be selected and secured for the year at least 3 months prior to program.

- Monthly program content should be determined by September 1. The VP of

Education will manage the plan development and will submit the final plan to the BOD at the September meeting. The final plan must be submitted to MPI as stated by Dallas. Using speakers booked by other California Chapter meetings might save money if the timing is right.

- Program and workshop speakers/entertainers should be finalized no later than two months before the date of the monthly meeting.

- Utilize MPI Platinum Speakers whenever and as often as possible – must note to comply with all partnership agreements (logos etc of MPI Sponsorships required).

- There must be a signed speaker contract.

- Assign speaker liaison (list of duties and guideline at MPINCC office)

- Assign MC/room monitor for breakouts & breakfast meetings (list of duties and guideline at MPINCC office)

- The Committee must send thank you letters after the program to all speakers/entertainers and suppliers.

- Assign committee members to handle committee reports and *Perspective* articles at the beginning of the fiscal year.

- CEU Management

**SPONSORSHIP/PARTNERSHIPS**
**For Profit**

PURPOSE:

To increase income and revenue to support the ongoing efforts of chapter strategic plan.

OVERALL GOALS:

- Raise $39,000 in sponsorships and fundraising.
- Secure five (5) Professional Educational Program sponsors at $3,500 each.
- To coordinate the fundraising efforts of other committees and still focus efforts toward MPI Day sponsorships and donations for the annual silent auction.

POLICIES:

- Any new fundraising program is to be submitted to the Board of Directors for approval.
- All printed materials must be approved by the Director, Marketing and ED before printing.
- All written materials that represent the chapter must be approved by the Director, Marketing and ED prior to publication.
- Check requests with appropriate backup must be submitted to the respective Board Liaison and VP of Finance for signature.
- Any contracts between MPINCC and other organizations must be approved by the President or Executive Director.

PROCEDURES:

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- Use sound judgement when securing valid sponsors for events.
- Obtain cash sponsorships for programs.
- Funds raised are for chapter education and charity.
- Develop a follow up timeline for each of the proposed activities.
- Confirm sponsors and transition sponsor to appropriate committee (i.e. transportation sponsor to programs committee).
- Confirm sponsors and transition accordingly to MPINCC Executive Director and staff.
- Assign a committee member to site selection sub-committee to work in tandem with a selected member from programs committee. This sub-committee will report back to Programs

- Retain and keep a running report of all sponsors and monies.
- Ensure that all committees soliciting funds/sponsorships on their own (including but not limited to CMP, Silent Auction, Gala) are reporting back to Sponsorship.

**TRADE SHOW**
**For Profit**

PURPOSE:

Provide a major source of income and offer quality educational opportunities for members, consistent with current industry trends.

OVERALL GOALS:

- Secure a multi-year contract with venue to maintain consistency and MPINCC Brand Recognition.
- Increase/improve marketing efforts to attract quality planner attendance and past/new exhibitors.
- Meet or exceed MPINCC Trade Show budget.
- Consider joint marketing efforts with other industry organizations to maximize marketing dollars and attract new planners/suppliers.

POLICIES:

- The Director of Special Events oversees the Chair of the committee.
- The Director will develop a budget, generating a profit.
- Final approval of establishment of budget and fees for exhibitors and attendees is by the Board of Directors.
- Booth location is assigned on a first-come, first-served basis upon receipt of payment.
- First choice for all supplier/vendor needs (A/V, caterers, signage, etc.) is MPINCC members when appropriate.

PROCEDURES:

- The Executive Director serves as the Show Manager.
- The Show Manager, VP Finance and President have final say on the site and date. The Show Manager signs the contract.
- Review the evaluation and comments from prior year's Trade Show to ensure the needs of the exhibitors and attendees are being met.
- Establish goals, timeline, budget and responsibilities among Chair, Co- Chair and Show Manager.
- Enlist MPINCC members to get involved with the Trade Show committee and assign responsibilities (meeting/conference call once a month, starting in September).

- Select a theme by September, present to committee for approval and prepare invitations with the Show Manager. Committee will assist with compiling list for planner and exhibitor invitations.

- Work with Marketing Committee to ensure consistent messaging to chapter.

- Work with the Education Committee on an educational program that meets the needs of members.

- Develop an agenda for the day (review the Speakers Showcase and Educational Sessions from last year's Show; this may change, depending on space allocation).

- Prepare marketing plan and press release timelines with Show Manager and Marketing Committee.

- Prepare list of necessary Show vendors (refer to last years Trade Show) and have Show Manager obtain bids.

- Develop Show floor plan and review booth assignment.

- Show Manager is responsible for show prizes & overall sponsors. Committee will assist in this area including scheduling prize drawings.

- Continue practice of encouraging suppliers (past and new) from areas outside of Northern California to participate.

- Show Manager and Chair to keep a complete record of their activities. All lists, files, and records are the property of MPINCC.

- Chairs, committee members and Show manager to have dry run of the event, at least a day before the event.

- During and after the Trade Show, evaluate (one-on-ones, focus groups and surveys) attendees, exhibitors, committee members and vendors. Committee and Show Manager to report on evaluations outcomes to the Board of Directors.

- Committee and Show Manager to prepare suggestions for next year's Trade Show.

- Committee Chair sends thank you notes to all sponsors no later than 2 weeks after the event.

- Schedule wrap-up committee meeting no later than one month after the event (recommend within one week).