MPI NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

Committee Handover Document

Committee Name: _____

Previous Chair: _____

Previous 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 please give any pointers or suggestions for the new chair of the committee.