



# NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## MPINCC 2009-2010 COMMITTEE VOLUNTEER FORM

Get the most out of your MPINCC membership in 2009-2010 by getting involved!

Review the committee descriptions below and mark your preferences.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

**AWARDS & RECOGNITION**

Assist in member recognition programs. Define awards, solicit nominees and select award winners. Coordinate the scholarship programs. Plan recognition event.

**AUCTION**

Develop and coordinate fundraising programs to support chapter education, including the Annual Silent Auction.

**CMP UNIVERSITY**

Develop and produce educational and support programs that will help prepare individuals for the CMP examination and for recertification.

**COMMUNITY INVOLVEMENT**

Assist chapter in reaching out to charitable community organizations by helping to organize special projects and events.

**GALA**

Plan all aspects of annual year-end gathering, including marketing, decor, entertainment and logistics.

**GOLF**

Help plan and execute the annual golf tournament. Create an event filled with networking and sponsorship opportunities that will be engaging.

**HOLIDAY RECEPTION**

Plan and produce chapter's annual Holiday Reception in December. Includes logistics and promotion.

**MEMBERCARE**

Assist with new member orientation and meet and greet at monthly programs. Help welcome new members and first time attendees. Help create and promote interactive programs for members to interface at Professional Educational Programs.

**LEADERSHIP DEVELOPMENT**

Help identify, recruit and train chapter leaders.

**MARKETING/PUBLIC RELATIONS**

Develop community visibility and increase public awareness of chapter and meetings industry.

**MEMBERSHIP RECRUITMENT/RETENTION**

Help the chapter recruit new members and maintain existing members through personal contacts via phone and email. Identify new areas to target prospective members and determine areas where the chapter could improve programs and services to fit member needs.

**PERSPECTIVE MAGAZINE**

Write articles for award-winning chapter magazine.

**PROGRAMS/EDUCATION**

Plan educational programs and workshops, including all logistics, program development and promotion.

**SPONSORSHIP/PARTNERSHIPS**

Identify partnership opportunities with member vendors.

**STUDENT AFFAIRS**

Help chapter recruit new student members and build student relevant workshops and events. Develop internship program.

**TRADE SHOW**

Develop theme and plan annual Trade Show, including all logistics, program development, food & beverage, decor and promotion.

**VOLUNTEER BANK**

Match committee needs with members who have limited time to volunteer, but who are looking to contribute where needed.

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RETURN TO: MPINCC  
2440 Camino Ramon, Suite 273  
San Ramon, CA 94583, Fax (925) 355-1296  
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