



NORTHERN CALIFORNIA CHAPTER

M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

Volunteer on an MPINCC Committee for 2009-2010!

Below is a complete listing and description of each of the chapter committees integral to our chapter's operation and success each year. Please carefully consider what your interests are and the benefits you will gain by participation on a committee. For additional information or to sign up for a committee, please contact:

COMMITTEE	RESPONSIBILITIES	TIME COMMITMENT	BENEFITS
AUCTIONS	Develop and coordinate fundraising programs to support chapter education, including the Annual Silent Auction, Holiday Reception & Golf Tournament	January – June, 2 Hours per week	Build relationships with your fellow members.
AWARDS AND RECOGNITION	Assist in member recognition programs. Define awards, solicit nominees and select award winners. Coordinate the scholarship program. Plan recognition event	Year-round/ Varies for each award	Develop your own professional image by helping to honor your peers. Both new and old members can use their chapter awareness in professionally recognizing our chapter's "leaders."
CMP	Develop and produce educational and support programs that will help prepare individuals for the CMP exam and for CMP recertification.	Varies 1-8 hours a month	Gain knowledge of the CMP certification and recertification process and the advanced educational topics which encompass this industry certification.
COMMUNITY INVOLVEMENT	Join the team that will be creating opportunities to volunteer in communities throughout Northern California.	Year-round/ 3-4 hours per month	Help our chapter expand our CSR efforts.
GALA	Plan all aspects of annual year-end gathering, including marketing décor, entertainment and logistic.	Year round, planning begins in Sept. Sub-committee formed for different areas of interest.	Gain excellent "hands on" experience in planning this special event.
GOLF	Plan and produce chapter's newly re-instituted Golf Tournament in November. Includes logistics and promotion.	July – November. 1-2 hours per week	Gain "hands on" experience in planning this special event.
HOLIDAY RECEPTION	Plan and produce chapter's annual Holiday Reception in December. Includes logistics and promotion.	September – December 1-2 hours per week	Gain "hands on" experience in planning this special event.
LEADERSHIP DEVELOPMENT	Help identify, recruit and train chapter leaders.	Varies	Leadership Development
MARKETING	Develop community visibility and increase public awareness of chapter and meetings industry.	Year-round	Learn all aspects of marketing communication to external and internal clients.

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MEMBER CARE	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 Education Programs.	Year-round/ 3-4 hours per month	Be among the first to meet people new to MPI and establish important contacts.
MEMBERSHIP – RECRUITMENT/RETENTION	Help 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.	Year-round/ 4-6 hours per month	Gain a high profile in the chapter with one-on-one contact with both planners and suppliers--a great networking opportunity.
PERSPECTIVE MAGAZINE	Write articles for award-winning chapter magazine.	Year-round	Increase your exposure with other members of MPI by sharing your knowledge in print.
SPONSORSHIP/ PARTNERSHIPS	Identify partnership opportunities with member vendors.	Year-round / 1-3 hours a week	Learn how fundraising/sponsorship contributes to a successful event. Network with a wide range of businesses, both MPI members and non-members.
STUDENT AFFAIRS	Help chapter recruit new student members and build student relevant workshops and events. Develop internship program.	Year-round/ 3-4 hours a month	Develop leadership and mentoring skills.
TRADE SHOW	Develop theme and plan annual Trade Show, including program development, food & beverage, décor and promotion.	Aug-Feb, planning begins in Aug. Sub- committees formed to identify your area of interest.	Gain experience in planning a trade show from start to finish.
VOLUNTEER BANK	Help members become engaged with “bite sized” projects. Connect with other committees to create an ongoing list of projects where they need extra help.	Year-round/ 4-6 hours per month	Learn delegation and team management.