

Meeting Professionals International
Rocky Mountain Chapter
Policies and Procedures Manual
Updated August 2011

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Introduction and General Use

This Policies and Procedures Manual is designed to communicate general rules and expectations to the Meeting Professionals International Rocky Mountain Chapter Board Of Directors. It is a general outline of the policies and procedures applicable to this organization and does not create a contract of any kind. MPI Rocky Mountain Chapter BOD reserves the right to change and update any of these policies and procedures at any time with a majority vote of the MPI Rocky Mountain Chapter BOD,

Official Designation and Location

The MPI Rocky Mountain Chapter is a registered non profit 501©3 corporation of the State of Colorado, whose Chapter office is located at 8155 Briar Cliff Drive, Castle Rock, CO 80108.

MPI Rocky Mountain Chapter Vision Statement

Meeting Professionals International Rocky Mountain Chapter (MPIRMC) will build a rich regional meeting industry community.

MPI Rocky Mountain Chapter Mission Statement

Meeting Professionals International Rocky Mountain Chapter will make our members successful by building human connections to:

- **Knowledge and Ideas – Create professional development pathways and resources that enable members to evolve their careers toward positions of strategic understanding and influence.**
- **Relationships – Increase awareness and influence about the value of meetings with senior decision-making executives at corporations, associations and organizations.**
- **Marketplaces – Identify trends and deliver innovative solutions to ensure MPIRMC is the premier regional marketplace for both suppliers and planners.**

MPI Rocky Mountain Chapter Value Statement

MPIRMC is the premier authority for education and connections to advance our members and community.

General Policies

The Chapter will host at minimum eight (8) membership meetings per fiscal year.

The Chapter Board of Directors (hereafter called the Board or BOD) consists of nine elected officers (President, Immediate Past President, President Elect, VP of Education, VP Finance, VP Membership, VP Communications) and nine Directors (Director of Leadership Development, Director of Monthly Programs (Logistics), Director of Education (Program Content), Director of Special Events, Director of Strategic Alliances, Director of Recruitment, Director of Member Care, Director of Marketing, Director of Publications, Director of Fundraising) elected by the membership as prescribed by the Chapter Bylaws. The Chapter Administrator will serve as a non-voting BOD member, per International By-Laws.

All Board meetings are open to the Membership and will be posted in the Chapter newsletter, and on the Chapter website. The incoming Board may attend Board meetings as a non-voting observer. All records shall be turned over to the incoming Board by the outgoing Board at the summer Board of Directors Retreat. Transition meetings of the Board will occur according to the timeline set by the President Elect.

- All proposed and seated Board Members shall maintain their membership in good standing. Failure to do so will result in removal from the Board in accordance with Chapter Bylaws.
- No Board member may receive any remuneration that can be perceived as compensation and no Board Member may participate in any activity that may be perceived as a conflict of interest. A signed Conflict of Interest policy acknowledgement form is required of all Board Members.
- Regular attendance at the Board meetings is essential for the operation of the Chapter. The Board will on an annual basis create "norms" for the operation of the meetings, format for reports, etc.
- All Chapter records, photos, financial records, original contracts and other archives are the property of the Chapter and shall be kept in a secure location as determined by the Board.

Chapter Alcohol Policy

MPI Rocky Mountain Chapter organizes and supports the many legitimate uses of alcoholic beverages in the process of conducting our business and social activities. As a chapter, we also recognize that the use and consumption of alcohol at our functions carries with it the requirements to consume those beverages responsibly and in keeping with our professional code of ethics and conduct. We strongly oppose the abuse and misuse of alcohol. We further

support those efforts that seek to inform our members of the issues concerning alcohol use and in offering assistance to any members seeking further information and/or assistance either personally or professionally.

Blast E-Mail Policies

- All email text going out to MPI Rocky Mountain Chapter members, i.e. monthly meeting announcements, educational program announcements, etc., must be approved through the VP of Communications and/or Director of Publications, who will submit it for blast email production. Copy sent directly for processing without prior review by the VP of Communications will not be sent.
- At minimum four blast emails are generated each month, one sent each week. These emails will consist of upcoming Chapter programs and events, Chapter Program surveys, International News and other items as submitted by the Board and Committees.
- Specific event or information email blasts can be sent to the membership with prior approval of the VP of Communications.

Label & Mail List Sales Policies

- The sale of membership labels/mail lists shall be permitted to members and non-members for the established fees approved by the Board of Directors, unless the Board of Directors approves a special distribution of labels/mail lists when the cause benefits the membership. All fees must be paid in advance. The list to members for \$250 for the full list and Planners only for \$195 and for non-members they will pay \$450 for the "Full List" and "Planners Only" for \$395.
- The Chapter will not sell or disclose member email addresses. The only information available for sale in label form will be: First Name, Last Name, Prof Designation, Company, Street Address, City, State, and Zip.

Meeting Event Web Site Calendar and Registration

The following applies to event information that is to be placed on the web site calendar, and when required as it relates to web site registration.

Calendar Information

All events that are to be placed on the calendar must be received by the Chapter Office no later than the 15th and the 30th of each month. And must be submitted through the "Website Request Form" that is available on the Chapter Website. The copy sent to the Chapter Office must be approved by the Communication Team and sent via the VP/Director of the Team initiating the event, not the Committee Chair for the project.

As of January 1, all educational programs and meeting dates shall be made final to the calendar for the remainder of that fiscal year. As of August 1, all meetings and educational programs will be final to the calendar for the remainder of the year. All changes to the event calendar shall be given to the Meeting Industry Council (MIC) Calendar by the Chapter office as they are approved to be posted.

Web Site Registration

All events requiring on-line registration must be received by the Chapter Office no later than ten (10) business days prior to release to the general membership, registration for all monthly programs will open one (1) month prior to the event.

Example: Event is to be released to the general membership on October 14. Deadline for copy to be received by the Chapter Office is September 30.

The registration close date must be approved by the Chapter Office before copy is submitted to the VP of Communication.

Official Chapter Name

All printed material must list the chapter as Meeting Professionals International Rocky Mountain Chapter and then may refer the chapter as MPI Rocky Mountain Chapter or MPIRMC in the rest of the document.

Chapter Policies as they relate to the elected Executive Officers of the MPI Rocky Mountain Chapter Board of Directors

The President

The President presides as directed in the Chapter Bylaws, and represents the Chapter at all International functions such as WEC. He/she also serves as the MPI Rocky Mountain Chapter representative on the Meetings Industry Council (MIC).

The President shall be the official spokesperson for the Chapter and preside over all monthly programs and BOD meetings.

Business Plan

The President shall manage the Chapter according to a business plan, as developed and adopted by the Board of Directors. The President shall be responsible for monitoring the monthly progress of the business plan, and maintaining monthly communication with the entire Executive Committee.

Chapter Administrator

The President will communicate with the Chapter Administrator on a weekly basis via email and phone, and along with the President Elect conduct an annual performance review. The President shall work closely with the Chapter Administrator to ensure the Chapter's files, documentation, databases and administrative procedures are managed in the best interest of the Chapter. A review of the Chapter Administrator is completed twice a year. Prior to the annual review an assessment is sent to the current Board for completion. The results of the assessment are compiled and discussed during the review. Contracts are to be reviewed at this time as well.

Meeting Industry Council (MIC) Participation

The President will be the association representative to the MIC (Meetings Industry Council) board and attend all meetings; the President Elect will be the designated alternate and attend in the President's absence.

MIC is a coalition of professional meetings industry-related organizations. Its underlying purpose is to strengthen the relationships among participating organizations through increased communication and cooperation.

The benefits of the collaborative efforts of MIC include:

- Exchanging calendars of events to avoid duplication of meeting dates
- Sharing chapter programming information and educational articles for inclusion in each other's newsletters

- Providing membership mailing lists at cost to other Council member organizations to promote organization-sponsored events. (Limit one use per organization per year)
- Initiating special joint programs pertaining to relevant issues within the meetings industry
- Expanding networking opportunities and knowledge of the industry
- Initiating joint recommendations and action on pertinent issues to the industry locally, nationally and internationally.

It is the responsibility of the MPI Rocky Mountain Chapter to fulfill these directives to receive full benefit from this membership.

Organization Membership

Annual dues will be charged at a determined amount to be reviewed annually. Current dues are \$325 per organization to cover the Tradeshow administrative expenses.

MPI Rocky Mountain Chapter Representation

The Representative from each member organization shall serve on the Board a minimum of two years or until such time as the organization shall replace him or her. MPI Rocky Mountain Chapter shall appoint the President and the President Elect of the Board of Directors to MIC and these duties will be added to their job descriptions. The President will take the lead and President Elect as advisory and secondary seat on the Council. Officers of MIC shall not be the voting Representative of their organization. If an MPI Rocky Mountain Chapter Representative is elected an officer of MIC, it is the responsibility of the MPI Rocky Mountain Chapter BOD to appoint another voting member to this council. MPI Rocky Mountain Chapter must have a voting representative present at all meetings. This representative must be fully informed of his or her responsibilities and the history of MPI Rocky Mountain Chapter involvement and be sure that his or her name appears in the database of MIC for contact purposes.

Reporting of MIC Activities to MPI Rocky Mountain Chapter BOD

The President should keep the Board updated on MIC. If there are any action items to be discussed and voted on, then it is to be brought to the attention of the President/ or whoever is presiding over the meeting. It is the responsibility of the representative to make sure that the wishes of MPI Rocky Mountain Chapter be expressed accurately to the Council.

MIC Organization Profit Sharing

As of 2009, there are 12 organizations that belong to MIC. Any of the organizations may have a monthly meeting in March, during the month of the MIC Tradeshow and educational program without penalty. CSAE, MPI and PCMA are considered the largest of all the member organizations and

therefore carry the attendance, exhibits and marketing of this yearly event. These organizations will be guaranteed \$2000 and all MIC associations, including CSAE, MPI and PCMA, each receive \$1200, the remainder of the profit will be split on an attendance point basis. MPI Rocky Mountain Chapter will provide a breakout speaker for this event.

The President-Elect

The President-Elect shall preside at all meetings in the absence of the President and shall perform such other duties as directed by the Chapter Bylaws, and shall assume the Presidency in the subsequent fiscal year.

Will oversee and manage succession planning, the Needs Assessment Survey, board transition, Leadership Development and be an active, non-voting member of the nominating committee.

Needs Assessment Survey

Purpose – To stay on top of Member needs, requests and opinions on what they feel the chapter is able to give to them, what is working and what can be improved. This survey is conducted every year (with results finalized before the mid-year BOD Retreat) and the results are tallied and shared with the membership and used in the development of our yearly Business Plan. This process is the responsibility of the President-Elect and the VP of Communications with support from the Executive Team. Each Team shall review their section of questions and provide updates to President-Elect by requested date.

Leadership Development Committee

Purpose:

- To provide a consistent, trackable communication path for chapter members to express their volunteer interests and have those interests communicated back to the appropriate individuals
- To educate and promote MPI chapter volunteerism as a vehicle for leadership skills development
- To contribute to the future development of the chapter by providing viable, experienced candidates to the Nominating Committee

Responsibilities:

- Work with the Director of Special Events to coordinate a networking event to recruit volunteers for committees
- Work with the Education to create a program to communicate the opportunities and benefits of Volunteer Leadership and to provide leadership training
- Recognize and reward volunteer efforts throughout the year

- Maintain database and trace systems of members interested in volunteering and keep committee chairs updated of available volunteers
- Communicate the value of volunteer involvement to membership using the chapter website, newsletter, member orientation and monthly meetings
- Work with the Nominating and Awards Committees in identifying members eligible for leadership positions and annual recognition
- Prepare a final report of activities for the year and make recommendations for next year

“Member of the Quarter” Program

Purpose:

To increase exposure and recognition for our Chapter Leaders (volunteers) for their commitment and dedication to their professional organization, MPIRMC, through participation.

Goal:

1. To highlight a member of MPIRMC each month who shows creativity, ingenuity, commitment and dedication to the organization.

Objectives:

1. Recipient will receive a Certificate of Recognition
2. Picture and Bio to appear in the Newsletter following the award
3. Picture and Bio to appear on MPIRMC Website
4. Picture and quote to appear in Power Point presentation at next meeting
5. Letter of Recognition to recipient’s supervisor
6. Will be listed as a recipient in the upcoming year’s directory
7. Provide additional consideration for honors at the annual gala

Process

A Member of the Quarter is elected for each month from September through May (with the exception of March due to MIC) to coincide with monthly events each fiscal year. The nomination and voting process for each month takes place in the prior month per timeline below:

Eligibility:

Any chapter member in good standing not serving on the Executive or Leadership Councils. After a member has been elected Member of the Quarter, they are no longer eligible for nomination.

Nomination Body:

Any chapter member in good standing serving on the Executive Council, Leadership Council, Board of Directors or Committee Chair.

Voting Body: The Board of Directors, Executive Council and Leadership Council.

Timeline

This process begins in August to elect the September Member of the Quarter and repeats monthly.

Two weeks prior to chapter event:

Call for nominations emailed to Nomination Body.

One week prior to chapter event:

Compilation of all nominees and their reason for being nominated emailed to Voting Body as a call to vote with deadline of Friday at 5pm.

Friday at 5pm prior to chapter event:

Tally of votes. The nominee with the most votes is elected as the Member of the Quarter. In the event of a tie, the President has the final vote.

Monday prior to chapter event:

Preparation of certificate and letter to supervisor sent to Chapter Administrator for printing. These documents are placed in a sealed envelope for reveal at the chapter event. All nominees are called to inform them of nomination for this honor and thank them for their work.

At chapter event:

The current Member of the Quarter will read the list of nominees with their reasons for nomination and then present certificate and letter to nominee.

Immediately after chapter event:

The plain text of the Member of the Quarter certificate is sent to the Website Chair and Directory Chair (for inclusion in chapter event slideshow the next month) and Membership Chair (for inclusion in the newsletter membership article) along with a request to the chapter administrator to submit a photo of the newly elected Member of the Quarter to the same.

Member of the Quarter Announcement Procedure

Person: preferably done by the previous month's Member of the Quarter (MOQ)

Time: as part of the regular podium announcements prior to the monthly program

Materials Needed:

Nominee Spreadsheet (from MOQ chair or designee)

Certificate Envelope (received from Chapter Admin at registration)

The announcer should be introduced full name and company. Suggested script for announcer is:

"Good Morning/Afternoon. Today I have the honor of announcing the nominees for our Member of the Quarter. Our [insert #] nominees are..."

The announcer is to state nominee #1's name (pause for applause) and state who has nominated them and read the reason why. This is to be repeated for each nominee.

After reading all nominees, the announcer is to simply state:

"and the Member of the Quarter is" open envelope and read name on certificate.

The MOQ is to be invited up to the stage to receive the certificate and provide a quick capture opportunity should a photographer be present.

Leadership Articles

Purpose:

To provide continued leadership education to the membership

Goal:

To provide an article on a timely leadership subject for inclusion in the monthly newsletter.

Objectives:

Compile library of leadership educational materials

Publish leadership related materials as needed in the newsletter and website.

Process

Continually solicit and locate quality written leadership education materials. Select pieces as needed for publication. Contact the author for permission and solicitation of any additional comments. Submit article by the 15th of every month to the Newsletter Chair.

Mid-year Interviews of Committee Chairs

Goals and Objectives of Project:

1. Determine satisfaction with the Committees and functions
2. Determine success in orientation as a new Chair
3. Determine strengths/weakness in position

4. Determine level of interest in continuing to serve MPIRMC in same or new position for the coming year

Process:

January of each year, the Leadership Development Committee is responsible for interviewing all the committee chairpersons for MPIRMC to determine the above objectives. **All interviews are to be kept completely confidential along with the results.** The results will be compiled and given to the President of the organization for use in the mid-year retreat and given to the IPP for use in the nominating process. These interviews will be done in person or on the phone. The questionnaire will be updated each year to fulfill the needs of the President and IPP and sent to all committee chairs in advance of their interviews. Interviews to last no longer than 30 minutes.

Timeline:

- | | |
|------------------|---|
| Jan 5 | Review and update the questionnaire with input from Pres. and IPP |
| Jan 10 | Chair assignments given to committee members by Director of LD. Updated questionnaire and email to go out to all Chairpersons |
| Jan 12-25 | Committee members to conduct interviews |
| Jan 25 | All written interviews into the committee for compilation |
| Jan 30 | Compilation of interviews to Pres and IPP |

Volunteer Recognition Event

Purpose – To recognize and personally thank each Volunteer Leader for their time and involvement during the chapter year. The Director of Leadership Development will develop a plan to recognize all volunteers and thank them for their efforts during the chapter’s physical year. This event takes place in July or August or in conjunction with another event, such as the Gala, but can change depending on the schedule of the chapter. This event is open to the Board of Directors and all current and active chapter volunteers.

The Immediate Past-President

The Immediate Past-President shall serve as an advisor to the President and Board of Directors in accordance with the Chapter Bylaws, and shall Chair the Leadership Council and the Nominations Committee, and act as liaison as needed between the chapter and the MPI Foundation Board.

Leadership Council

Purpose

- To encourage continued leadership participation from **former Meeting Professional International Rocky Mountain Chapter Executive Board members.**
- Add a valued benefit to our member leaders by coaching and mentoring these individuals as requested
- Add support and counsel to the existing board of directors and president as requested with special projects and task forces.
- Be an active participant in the awards and recognition program for our members.

Qualifications

- Member in good standing of MPIRMC
- Must be a former MPIRMC Executive Committee member that is willing to give of your time to coach, mentor and advise the board and members as needed.
- Be available and present for all Council meetings (possibly 4 per year)
- Attend monthly MPIRMC meetings, networking events, and fundraisers

Leadership/Advisory Council positions:

- Current Immediate Past President serves as Chair of the Council
- Current President serves as ex-officio member as needed
- The Council will consist of a minimum of 6 positions.

Terms

- One or two year terms for all Council positions and to be determined at the beginning of their term
- One year for Chair (IPP) and then can move to a Council position
- Year is July 1- June 30.

Volunteering / Appointments

- All Executive Committee members leaving the board are eligible to serve on this committee.
- Appointments can be made at any time during the year by the IPP to fill vacancies if needed
- A “Call for Participation” will coincide with the normal MPIRMC nominations and elections process and will be announced at the same time.

Roles and responsibilities

- Leadership Council to identify leaders within the membership of MPIRMC
- To encourage and foster leadership growth and participation through coaching and mentoring – one-on-one or group.
- To educate members about MPI and all the programs offered to enhance and further their careers
- To review, update and help facilitate the MPIRMC Awards/Member Recognition program

- Council will work collectively and individually with Members of the current BOD as deemed necessary for completion of special projects.
- Conduct mid-year survey of all BOD members to identify gaps in progress of current projects; what is working and not working; determine commitment level for MPI RMC; etc.
- Believes in and will support MPI Headquarters initiatives and their ideals and values.

Council Meetings

- Attendance at all Council meetings is encouraged – approximately four times a year (August; November; February, April) Dates will be determined at first meeting.
- Attendance at New Member event / Orientation programs / Networking events / and monthly meetings.

Leadership Council - Mid-Year BOD Questionnaire

Purpose: Determine satisfaction with the BOD & Executive Committee
 Determine success in orientation as a new BOD member
 Determine strengths/weakness in position
 Determine level of interest in continuing to serve MPI RMC in same or new position for the coming year
 Determine succession plan for position/team

See Committee Assignments and questionnaire. Chapter Administration emails the BOD with the questionnaire in advance per IPP's instructions so they have time to prepare for committee's call. The deadline for completing interviews is two weeks prior to mid-year retreat, so that President can have the information to review in time for the Mid-year Board retreat. Interviews should take approx. 10-15 minutes each. Please remember this is an important project in relation to the upcoming nominating process for next year's board. It is important that we take the time to identify what their interest level is not only for next year, but down the road i.e. – VP next year, President in 3 years etc. We must know if they plan on serving on next year's board!

Election / Nominations Guidelines

The Immediate Past President will serve as Chair of the Nominations Committee and shall appoint a committee of Chapter members to assist in the slating of Officers and Directors to sit on the incoming Board of Directors for the Chapter. The Committee will operate according to the Chapter Bylaws and Guidelines and be approved by the current MPI Rocky Mountain Chapter BOD. (An appointment letter should go out to all individuals named to this committee with a committee appointment "Acceptance Form"). The committee should be made up of IPP, President, President-Elect, active members of Leadership Council, and Members-at-Large. An effort should be made to have a balance of planners to suppliers and male to female when possible. No nominee shall serve on the

committee

Committee duties include:

- The Nominations Committee will update and follow the general timeline below, however a more definitive timeline will be published to the membership via the chapter newsletter and posted on the Chapter Web Site, once firm dates have been established each year
- Call for Nominations via email to Membership in December of each year. Nominations process should also be promoted at December and January chapter meetings and events.
- Contact the Leadership Council, BOD and Leadership Committee to identify potential leaders of interest to ask.
- Committee will receive all applications designating position or positions they are interested in, resumes, and pictures from all candidates including BOD members.
- The Chairperson will assign committee members, candidates to interview using the Guide to MPI Candidate Interviews and a pre-approved set of questions.
- A face-to-face committee meeting will be set to review, create a slate of officers for approval by BOD and membership. A second committee meeting will be scheduled if needed so the committee has an opportunity for follow up questions and information gathering. The slate will be completed for distribution upon completion of second meeting.
- The slate will be submitted to the VP of Communications for publication along with the deadline for challenge by chapter members. The slate will be considered approved by the chapter membership if it is not disputed prior to the stated deadline.
- Publish the approved slate in the Chapter Newsletter and send to the Chapter Business Manager as assigned through MPI by the deadline determined by MPI HQ.

General Nominations Timeline

July – The nomination committee is selected by the Nomination Committee Chair. Committee must be approved by the Executive Committee of the Board of Directors. No member of the Nominating Committee will be eligible for election. Nominating Committee members will attempt to represent all facets of the membership equally, be a member in good standing for at least four (4) years, under membership tenure and someone who is familiar and active with Chapter activities. The Committee Chair with the approval of the President and President-elect will select the Nominating Committee. No more than three of the Committee members will serve more than two years consecutively.

The President-elect will be part of the nominations committee without voting privileges.

December - To ensure that the Chapter membership is given the opportunity to participate in the nomination and election procedures, the Nominating Committee will adhere to the following procedures:

- Nomination materials (Request for Nominations Form) will be included in the December Chapter newsletter. The membership will have 30 days to respond either by mail or fax, as required by the Chapter's by-laws. This form will solicit members' own interest in serving during the new term year as well as additional suggested names of potential candidates for office. This activity typically takes place during the second week of December.

The current board will be solicited for their own interests for the upcoming year as well as succession plans for their team. This solicitation will take place during the mid-year board interview conducted by the Leadership Council. A compiled response to these questions will be provided to the Nominations Chair.

January – All nominees will be required to complete an application providing the information deemed necessary by the Nominating Committee and chapter leadership. Eligibility to be determined by information required on application. The Nominating Committee members will be assigned specific candidates to interview (preferably in person) prior to the first slating meeting.

February - The Nominating Committee meets to prepare a proposed slate of officer and board members to present to the membership.

The Nominating Committee shall decide the proposed slate of officers that include the President, the President-Elect, Immediate Past President, VP of Finance, VP of Education, VP of Membership, VP of Communications and the following director positions: Director of Monthly Programs (Logistics), Director of Professional Development (Program Content), Director of Special Events, Director of Strategic Alliances, Director of Recruitment, Director of Member Care, Director of Marketing and PR, Director of Publications. Slate may be finalized at second committee meeting scheduled one week later if necessary. The Nominating Committee will take into consideration the number of Planners and Suppliers on the Slate and work to have a balance of Planners and Suppliers.

All nominees will be contacted immediately following the finalization of the slate to be apprised of their candidacy (or lack thereof). Nominees will be contacted by the committee member that originally interviewed them. Non-slated candidates will be encouraged to take a leadership position on committee level and encouraged to stay engaged with the chapter. Slated candidates will be provided a commitment form to complete prior to sending out the ballot to membership for confirmation.

Included with the announcement of the proposed slate of officers and list of board members publicized by the Nominating Committee details will be given on how to present a challenge to the slate. If a valid petition is received by the published date, a multiple-candidate ballot will be presented to the MPI Rocky Mountain Chapter membership for a general election. If no petitions are received by the published date, the candidates slated by the Nominating Committee will assume the positions for which they have been slated at the start of the new term on July 1.

The slate will be presented to the membership in March and the full membership will have 10 business days to comment on the slate. If no comments are received the slate as presented will be forwarded by the 31st of March, which is the deadline for information, to MPI HQ. The newly-elected Board will then be turned over to the President Elect for the transition process.

June - Installation of new officers can occur in May at the monthly meeting or at the annual June Chapter Awards Gala.

Eligibility Requirements for Office:

- Any planner or supplier member in good standing may be considered for office.
- Student, Subscriber members and International employees do not qualify for serving as Chapter officers.
- Nominees must consent to serve the Chapter in the capacity indicated.
- Written consent of the nominee's employer is required prior to that person's name being publicized as part of the proposed list of board members by the Nominating Committee.
- Nominees must submit biographical information by the published timeline.
- These individuals must be committed to helping the Chapter grow via its committee activities and through the development of new, active members. Board members must attend monthly board meetings and serve as advisors to assigned committees. The elected member must follow and uphold the Chapter Bylaws; Guidelines and Strategic Business Plan.

Eligibility Requirements for Additional Nominations:

- Any planner or supplier member in good standing may be considered for office.
- Student, Subscriber members and International Employees do not qualify for serving as Chapter officers.
- Nominees must consent to serve the Chapter in the capacity indicated.
- Written Consent of the nominee's employer is required prior to that person's name being added to the ballot.
- Nominees must submit biographical information prior to that person's name being added to the ballot.
- Ten percent of the Planner/Supplier membership in good standing must sign a petition to make that person eligible to be placed on that ballot

(information on where to obtain petition forms must be publicized with information on requirements). These petitions must be completed and returned to the Nominating Committee Chair by the published date.

MPI Foundation Liaison

- IPP serves as Liaison to the MPI Foundation and participates on quarterly conference calls with Foundation representatives
- IPP determines need for Foundation Awareness/Fundraising program and need for committee annually

Finance

Vice President of Finance

The Vice President of Finance shall be responsible for the timely and accurate reporting of all financial transactions of the Chapter to the Board and Membership in accordance with the Chapter Bylaws.

The Vice President of Finance is the Chair of the Finance Committee which consists of the Executive Officers of the Board. As the Chair of the Finance Committee the Vice President will work with the Officers to develop an operating budget for the Chapter prior to August 1 submission, a Board vote is required prior to submission.

The Vice President of Finance will have responsibility for the activities of the Chapter Administrator as they relate to the financial viability of Chapter resources and will work directly with the Chapter Administrator on all financial transactions. Reports of those transactions will be reported to the Board and the Membership as necessary.

A report on the Chapter's financial standing shall be made monthly at the MPI Rocky Mountain Chapter Board meetings.

The Vice President of Finance shall oversee the activities of the Director of Special Events, Director of Strategic Alliances, Director of Fundraising. The VP of Finance or an appointed representative of the team will be present at all fundraising events for the chapter to ensure proper management of funds.

Collection of Chapter Funds

- All monies and documentation must be turned in to the VP Finance within three (3) business days of the activity.
- The VP representing the event and the VP of Finance must review all documentation and submit to the Chapter Administrator. All funds and documentation must be reconciled, approved and received by the Chapter Administrator within ten (10) days of collection.
- All funds (checks, credit cards and cash) will be made payable to MPI Rocky Mountain Chapter. All fundraising events for MPI Rocky Mountain Chapter will have the VP Finance or a board member including the Chapter Administrator present to receive all donations.

Chapter Checking Account Signatures

Three signature cards will be established on all accounts for convenience of check processing. It is the discretion the President to determine the persons in addition to the VP of Finance to be signatures for signing.

Check Payment Process

Check requests and request for bills to be paid must be received by the Chapter Administrator no later than the 30th of each month. Any invoices received after this time will be paid the following month. The Chapter Administrator will provide invoices with all checks to President and Vice President of Finance for approval. With approval from both, payments will be made. Approvals should be returned to Management Company within 48 hours via email to ensure timely payment of all invoices. Back up to invoices and approval invoices from the two above stated offices to be filed and housed by Chapter Administrator.

Chapter Audit / Income Taxes – Completed and to MPI International Headquarters by October 1st.

Payment of Annual Charity Contributions – Completed by end of June

Create Budget for upcoming year – Must be approved by the Board and submitted to MPI International by August 1st.

Annual Chapter Audit

Once a year the Chapters financials are audited and tax documents are prepared by an outside source, copies are submitted to MPI International by October 1st.

For the last several years Jay Carpenter has conducted our audit, completed and submitted our tax documents. The President must sign all documents before submission and a copy is given to the President and kept on file with the Chapter Administrator. The President or VP of Finance will submit copies of the audit and tax filings to the Chapter Business Manger with MPI International. An auditor should be chosen by July 1st in order for the audit to be completed on time. A Board vote must take place before the auditor is approved to review MPIRMC documents and complete tax filings.

Annual Budget Process

The Chapter is responsible for creating a budget and submitting it to MPI International by August 1st. Each team will be responsible for creating their specific budget for the fiscal year. The VP of Finance will educate the Board members on the budgeting process and provide all necessary documents to be completed in conjunction with the incoming Board. A date is determined for each team to present their budget to the VP of Finance, President, President Elect, Immediate Past President and the Chapter Administrator. This team will be responsible for compiling the budgets from all teams and communicating any changes that need to be made to have a balanced budget. Changes may occur during the Planning Retreat. MPI Rocky Mountain Chapter operates on a zero balance budget.

Quarterly Monetary Distribution to Reserve Account

MPI Rocky Mountain Chapter has a reserve account. There is no procedure at this time for a scheduled transfer of funds to this account or an amount. A procedure for what this money should be used for will be developed and in place by August 1, 2008. A Board vote must take place for any money to be transferred to the Reserve Account.

Director of Strategic Alliance

The Director of Strategic Alliance is responsible for developing strategies to establish strategic partnerships with Chapter members. This includes the RFP and Contract process as well as all cash or in-kind partnerships. The Director of Strategic Alliance will oversee the Chairpersons and Committee members for each area of responsibility.

Director of Strategic Alliance is responsible for writing and updating a process and procedure for approaching suppliers and corporations to become partners with MPI Rocky Mountain Chapter with cash or in-kind materials. Communicating these partnerships with Chapter Administrator for invoicing and to insure the partners receive what appears in their agreement.

Contract Procedures

All sponsors must complete the Letter of Agreement and the Valuation Form. A Spec Sheet should be adjusted to highlight the specific needs of your event. This form will be completed for venues and speakers. You will need to fill in the specifics of your event on the Letter of Agreement (anything highlighted in blue) and send to the sponsor to sign and return to the Chapter Administrator. Once the contracts are received they will be sent to the VP of Finance for signature. Copies of the completed and signed contracts will be sent to the sponsor and to the Chapter Administrator to keep on file. The VP of Finance will also keep a copy on file.

RFP's

RFP's will be sent out to the Membership for the following: Silent Auction, Golf Tournament, Awards Gala, networking events, entertainment, monthly meetings and any other program needs. All RFP's must be approved by the appropriate VP and sent to the Membership through the Chapter Administrator and should be returned to the Chapter Administrator by the requested deadline. The RFP will be sent to Chapter Members only first if the responses do not fill the RFP request non MPI members may be solicited.

Timeline

June Monthly Meeting Venue RFP

This RFP will include any months that still have openings. Include the January retreat, Gala, Networking events, and Backpacks to Briefcases and other sponsorship opportunities.

September

January Board Retreat RFP

There is a separate RFP for retreats the RFP must be approved by the President before it is distributed. Include an option for the Spring board retreat.

January

Monthly Meeting Venue RFP

This RFP will include any months that still have openings for monthly educational programs. Include June retreat, Gala, Networking events, and Backpacks to Briefcases if venues have not been confirmed under other sponsorship opportunities.

February

Gala RFP

There is a separate RFP specific for the Gala that will need to be approved by the Director of Special Events before it is distributed. Include any other venue needs under other sponsorship opportunities.

February

June Retreat

There is a separate RFP specific to Retreats and should be approved by the President Elect before it is distributed. Include mid-year retreat as another option.

April

AV

There is a separate RFP to gain an AV sponsor for the year.

April

Transportation

There is a separate RFP to gain a transportation sponsor for the year.

June

Monthly Meeting Venue RFP

This RFP will include any months that still have openings. Include the January retreat, Gala, Networking events, and Backpacks to Briefcases under other sponsorship opportunities.

Director of Fundraising

The Director of Fundraising develops strategies to increase revenue and in-kind support for the Chapter. This position is responsible for the development, implementation and management of Chapter fundraising efforts and events.

Currently the Director of Fundraising is responsible for two events the Annual Auction and the Golf Tournament in conjunction with PCMA. The Director of Fundraising will act as the Board liaison to the Chairperson and the Committee members of each team.

Annual Auction

The annual auction is typically held in the fall and can be held in conjunction with another Chapter event. This event will have a silent and live auction.

Process:

1. Select co-chairs for the Auction by April 1st
2. Gather interested members to join the Auction committee
3. Work with Strategic Alliance to secure a venue
4. Auction letter & donation form
5. Send letter to MPI members & other organizations in order to generate donations
6. Committee to follow-up with phone calls for donations
7. Gather donations
8. Bid sheets created & set-up of Auction
9. Thank you letter to all sponsors

Responsibilities:

Co-chair #1

Donation Items

Receive all items
List items in spreadsheet
Generate starting bid for each item
Committee to call for donations

Co-chair #2

Marketing

E-mail blasts to all members
Create letter for donations
Create donation form
Thank You letter

Committee Member

Logistics with venue/hotel

BEO
Floorplan
Timeline for day of event
Check-in procedures

Committee Member

Décor & Entertainment

Secure décor partner
Secure entertainment
Secure Live Auction auctioneer

Committee

Week of Auction duties:

- Create bid sheets
- Organize all Auction items
- Donation Envelopes
- Bid numbers for members
- Create tags for large items
- # any tangible item for each donation (ie brochure, basket, etc)
- Create check-out procedures

Committee

Donation Calls

- Donation calls to MPI members & other organizations
- Generate list for outside Colorado donations (i.e. Cob's)
- Assign members to each region in Colorado (Denver, COS, Vail, Aspen & Summit County)

Timeline:

7 months prior

- Select co-chairs
- Get Committee together for first meeting
- Assign duties to committee members
- Review budget with committee - give them copy of budget
- Goal – 80-100 donated items
- Create committee contact sheet
- Create theme for Auction

6 months prior

- Work with Strategic Alliance to secure venue
- Venue in place by June if possible

5 months prior

- Create donation letter & donation form
- Get approved by VP Communications
- Get potential donation list ready to target & call
 - MPI Membership List
 - Other organizations
 - Restaurants in different areas of Colorado
 - Venues in Colorado
 - MPI planners to contact their vendors for donations

4 months prior

- E-mail donation letter & form to MPI membership early in month
- Follow-up 2 weeks later with phone calls (divide list between all committee members)

Keep master tracking sheet of all donations – send weekly to committee members to ensure duplicate calls or calling members who have already donated

- 3 months prior** Meet with venue
Discuss menu & beverages
Walk through space
Create initial floor plan
Secure décor & entertainment sponsor
Secure live auctioneer (MPI member or professional)
- 2 months prior** Keep making donation calls
Four (4) members to be at registration
Check-in procedures
- 1 month prior** Keep making those calls
Create timeline for event day
Floorplan finalized
BEO finalized
- Week of Auction** Organize all donated items
See week of list above
Choose (4-5) Live Auction items
Credit card sheets
Supplies for reg desk
Pick-up some donated items if needed
- Day of Auction** Bring all donated items to venue (allow 3-4 hours to set-up)
Check-out process ready
Need three (3) people to close out donations – 30 minutes
Registration volunteers ready one hr prior
Thank you letter following Auction
- Auction Committee Meetings:** 1x month – April, May, June
2x month – July & August, September
Weekly – October (Meetings or conference calls pending schedules)

Annual Golf Tournament

The Annual Golf Tournament is a primary fundraiser for the chapter allowing for members to partake in a full day networking opportunity while partnering with another association in an effort to maximize resources and attendance providing members a memorable and beneficial experience. The Director of Fundraising is responsible for executing a profitable Golf Tournament through sponsorship, marketing, logistics and the management of expenses.

Process

The golf tournament is a joint fundraiser between MPIRMC and RMPCMA. Through a formal agreement MPI handles communication to members and PCMA handles financials. A change occurred in 2008 and all member communication to PCMA member is developed (html, creative, etc) by MPI and physically sent by PCMA. The President of both Associations signs the contract with the golf course and the official agreement between Associations.

Planning for the event begins in January and the event is executed in June. The committee involvement is big including up to 30 volunteers. The interest level is high as the event attracts a lot of interest from both organizations.

Committee involvement breakdown:

- Sponsorship – 80%
- Marketing – 10%
- Logistics – 10%

The primary purpose of the event is to raise funds for both organizations through sponsorship. Funds are allocated based on member involvement. Members of both organizations generate a split for disbursement of funds.

Eligibility:

To participate and or attend the Annual Golf Tournament an individual or company must be a Player or a Sponsor of the event.

- Players – chapter members and guests of members of either or both organizations
- Sponsors – members and non-members are eligible to sponsor

Significant changes in location, sponsorship costs, golf fees must be brought to the attention of the participating organization presidents and or board of directors for review and approval.

Voting Body: The Board of Directors

Timeline:

Planning for the event begins in January and the event is executed in June.

5 months prior to tournament			
Task	Specific		
	Date	Responsibility	Status
Solicit and evaluate course proposals			
Conduct site inspections			
Finalize date and course selected			
Review course contract			
Sign course contract			
Process and send \$500 deposit to course (\$250 from each organization)			
Email blast with Save the Date			
Send out call for committee volunteers			
Form volunteer committee and identify sub-committee chairs			
Determine pricing			
Develop budget			
Hold First volunteer committee meeting			
Identify sponsorship items, benefits and targets			
Begin contacting potential sponsors			
Develop copy for website			
Prepare Sponsor Materials/website			
Determine committee volunteer roles			
4 months prior to tournament			
Task	Specific		
	Date	Responsibility	Status
Finalize and approve budget			
Work with Marketing on copy for website and reg page			
Determine invitees			
Design logo/theme/colors			
Submit registration copy for website to webmaster			
Determine Tournament Format			
3 months prior to tournament			
Task	Specific		
	Date	Responsibility	Status
Contract for Hole In One Insurance			
Develop and send out RFP for Photographer			

Design and setup online reg system
 Final testing on online registration system
 Award Design Finalized
 Sponsor care to ensure all benefits are received - ongoing
 Determine and contact Photographer, review contract
 Develop Save the Date Postcards
 Save the Date Postcards to Printer
 Web updates to webmaster
 Begin to find prizes for tournament
 Begin to find goodie bag gifts
 Website goes live
 Broadcast email-Reminder of Event and Date (Done as Registration #1)
 Mail Save the Date Postcards
 Draft reg confirmation email
 Online registration open
 Provide list of members, past sponsors and past foursomes to person responsible for sending communications and sales
 Sponsor care to ensure all benefits are received - ongoing
 Determine theme for table decorations and general look
 Order Awards
 Solicit items to be placed in goodie bags
 Follow up with sponsors for items in goodie bags
 Web updates to webmaster

2 months prior to tournament

Task	Specific		
	Date	Responsibility	Status
Determine Volunteer needs for event/Prepare detailed specs			
Determine Day of Event Timeline			
Create signage template			
Prepare list of signage for event			
Broadcast email - registration #2			
Obtain course map for copying			
Coordinate all logistics requirements with outside suppliers for catering, flowers, photography, deliveries,			

signage

Contact volunteers for event with specific needs/duties

Determine on-site registration setup/layout

Manage receipt of all registrations-ongoing

Deposit of \$500 due to Eagles Nest (\$250 from each organization)

Sponsor care to ensure all benefits are received - ongoing

5-6 weeks prior to tournament

Task	Specific		
	Date	Responsibility	Status
Determine prizes for tournament winners			
Determine all F&B selections for all events			
Finalize on-site accounting requirements/procedures like on-site payments, deposits, etc.			

4 weeks prior to tournament

Task	Specific		
	Date	Responsibility	Status
Broadcast email-registrations #3			
Web updates to webmaster			
Contact all sponsors for logos to put on invitations, website, banners and "Day of Program"			
Determine sponsor gift and place order			
Survey sponsors to determine needs for tables and chairs			
Assign hole contests to holes and notify sponsors			
Contact vendors for pricing on signs			

3 weeks prior to tournament

Task	Specific		
	Date	Responsibility	Status
Broadcast email-registrations #4			
Day Of Script for Emcee			
Signs to printer			
Rules/Sponsorship Book finalized and to printer			
Send detailed info to volunteers on their "day of" duties			

Organize all materials for tote bags/follow up on items not received
 Determine on-site sales procedure for mulligans, strings, raffle tickets, etc.

2 weeks prior to tournament			
Task	Specific		
	Date	Responsibility	Status
Pickup signs			
Provide course with list of banners to be hung			
Set up pre-conference meeting with course/vendors			
Broadcast email - registration #5 Last chance to register			
Pair individuals with team if necessary			
Print out pre-printed receipts			

1 week prior to tournament			
Task	Specific		
	Date	Responsibility	Status
Communicate last minute changes to course and vendors			
Rules Book back from printer			
Online registration closes			
Final head count due to the course			
Pairings due to course			
Balance due to course payment due			
Web updates to webmaster			

3 days prior to tournament			
Task	Specific		
	Date	Responsibility	Status
Generate namebadges for all committee members, volunteers, VIP's & attendees as appropriate			
Print list of pre-registered attendees			
Stuff gift bags and registrant badges			
Get cash for cash box			
Pack rope/velcro for hanging banners			
Email to all registrants with updated info and directions			

Day before tournament			
Task	Specific		
	Date	Responsibility	Status
Conduct training via phone for reg staff, volunteers, etc.			
Inventory all supplies, equipment and			

supplies to ensure all arrived

Tournament Day			
Task	Specific		
	Date	Responsibility	Status
Deliver Materials to Course			
Setup Mulligan/String/Raffle Ticket Sales			
Setup Registration/Check-in			
Setup Location for Donation			
Acceptions			
Setup contest holes			
Setup sponsor signs			
Table and Chairs delivered to each hole			
Insure cart assignment cards affixed			
Placement of Goodie Bags on Carts			
Parking/Welcome of Players			
Transportation of Sponsors to Holes			
Player Welcome, Sponsor Thank You and Tournament Overview			
Sponsor Hospitality			
Oversee Luncheon Setup			
Award Luncheon Emcee and Prizes			

Post Tournament			
Task	Specific		
	Date	Responsibility	Status
Reconcile Invoices			
Prepare registration preliminary numbers and distribute			
Prepare list for and draft thank you letters. Have letters reviewed by appropriate people/committees			
Mail thank you letters to sponsors, speakers and others as appropriate			
Prepare preliminary financial reports (dependent on receiving bills)			
Prepare final financial report and attendees numbers			
Distribute profit shares to each organization			

Director of Special Events

The Director of Special Events is responsible for developing strategies to execute special events for the Chapter, specifically the Networking Events and the Annual Gala.

Networking Events

- 3 to 4 a year with dates to be confirmed and listed on the MPIRMC calendar at the Planning Retreat
- Establish a committee and assign a committee chair
- Secure venues through sponsorship
- 2 alcoholic beverages, hors d'oeuvres, A.V. Equipment, etc. That is usually what is asked for – but the venue can showcase themselves and do more if they wish.
- Incorporating some kind of networking activity such as speed networking, casino.
- Secure sponsorship agreement
- Develop a marketing plan to encourage attendance through, email blasts, newsletter articles, podium announcements, save the date cards, and regonline invitation
- Providing proper sponsorship opportunities to the venue and any other sponsors making sure they get the full ROI.
- Thank them for their sponsorship and for helping to make these events legendary!

Registration for the Networking Events:

Members	\$15.00
Non-members	\$20.00

Annual Gala

- Establish a committee and assign a committee chair
- Send out RFP to potential venues – working with Strategic Alliance
- Divide committee into sub-committees, ie, food and beverage, décor, entertainment, logistics, script, etc.
- Working on whatever sponsorship is needed such as a caterer, rentals, MC, etc.
- Overseeing the committee to ensure that deadlines are met and every detail is handled for the event.
- Branding the gala from the save the date to the last thank you.
- Working with membership to incorporate the awards for the members
- Maintaining a timeline of the event and leading up to it.
- Providing proper sponsorship opportunities to all sponsors making sure they get the full ROI.

- Establish a consistent meeting time and place, usually once a month at the beginning and then once a week a month before the event depending on how much is accomplished.
- Maintaining the sub-committees, sponsorship, script, etc.
- Always remembering that the gala is a celebration and acknowledgement of the accomplishment of the members and committees for the year!

Registration for the Gala 2006:

Advanced	\$55.00
After June 2, 2006	\$65.00
Two or more from the same company	\$50.00
Corporate Tables of 10	\$500.00
No On-Site Registration	

Gala 2007 & 2008

Advanced	\$65.00
Two or more from the same company	\$120.00
Late registration	\$75.00
Late couple registration	\$140.00
Corporate Tables of 10	\$600.00
No On-Site Registration	

Membership

Vice President of Membership

The Vice President of Membership shall be responsible for the recruitment, orientation and retention of Members in accordance with the Chapter Bylaws. The Vice President of Membership shall ensure the timely and accurate reporting of all changes to the Membership through the Chapter Administrator. A Director of Member Care and a Director of Recruitment will assist the Vice President in all operations related to Membership, including the appointment of Chairs for several committees: Member Orientation, Table Hosts, etc.

The Vice President of Membership shall ensure that the qualifications for membership are in compliance with the policies of both MPI and the Chapter.

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 as described.

- Subscriber- a subscriber member must keep their membership active with International. A subscriber member of the MPI Rocky Mountain Chapter will pay an annual fee of \$75.00 as approved by the Chapter Board of Directors and will receive certain benefits as outlined in the Chapter Procedures Manual. A Subscriber Member has no voting rights.
- Student - a membership shall be available to those individuals enrolled in a post-secondary academic program with emphasis in the meeting, hospitality, events, and tourism-related industries leading to qualification as a regular member. The student must be enrolled in at least six (6) semester credit hours or equivalent quarter credit hours for either undergraduate or graduate programs unless the academic institution defines it otherwise. Proof of enrollment must be received at MPI before a student can be accepted into membership and upon renewal in order to retain their student membership. Dues are \$40 per year. After completion of college, students are included in a transition rate on a payment scale as follows: First Year - \$75, Second Year - \$150, Third Year - \$250, Fourth year and each year after - \$325.
- Faculty - a membership shall be available to those individuals employed as faculty in post-secondary academic programs related to the meetings, hospitality, events, or tourism industries. The applicant's main employment, remuneration, direction, and efforts must be in a recognized academic institution and they must be considered an employee with their institution. Guest lecturers are not eligible for faculty membership. Faculty members will be required to provide proof of academic employment on an annual basis in order to retain their faculty membership. Dues are \$195 per year.
- A non-member may attend two (2) meetings per year as a guest. Once the two (2) meeting limit has been reached, the Membership Team will contact the non-member and request they join the Chapter. Chapter Administrator to track this process. Any non-member may attend as many networking functions (non education program) as they choose.
- MPI Employees are listed as Chapter Members by International; however they are non-voting members and cannot hold BOD positions or Chair Chapter Committees.

The Vice President of Membership and the President of Chapter may jointly challenge the status of a Planner or Supplier upon request, and submit a recommendation for reclassification to International.

VP of Membership

Annual Awards Program

Since the MPI Rocky Mountain Chapter does not have a Director Awards and Recognition, the VP Membership shall directly oversee the annual awards program with the Chapter President. The current program and time-line is as follows but can change according to chapter calendar or schedule:

- February – Review overall nominations process – including Board of Directors input. Get Board vote on any major updates to program.
- February – Work closely with chapter administrator to closely review all member lists eligible for each nominations process. Pay close attention to Planner and Supplier category because there may be cross over. Questions may need to be reviewed by Board before proceeding.
- February – Prepare timeline to support the Nominations process – this will include having an initial meeting with chapter president, past president, president elect to review overall process.
- March - Call for nominees in newsletter, e-mail blasts on website and during chapter meetings/events. New form to be created and/or updated each year for nominations and forwarded to Chapter Administrator for web creation as soon as it is approved and ready.
- March – Start putting together Nominations Committee to support the review and final selection process.
- April - First Monday following the April meeting final deadline to submit nominations.
- April – Start the review or bid process for selecting a supplier to order all awards/gifts.
- April - One week after nomination application deadline email application forms to nominees
- April – One week after nomination applications are sent, deadline for application submission
- May – First week – Awards committee meets and award recipients are selected
- May – Mid May – meet with chapter president to decide on awards/gifts to present and how each will be engraved or embossed (if appropriate).
- May – Mid May – Immediately following award/gift selection meeting, contact supplier chosen to order awards/gifts. Allow a minimum of 4 weeks for awards to be completed and checked for accuracy before Gala Event.

- Awards delivery and distribution at Gala Event.
- Gather any awards/gifts not distributed during the event and work with Awards Committee on process to get them to the award recipient not in attendance at Gala

Director of Member Care

The Director of Member Care will be responsible for developing and maintaining an active and ongoing campaign to retain Chapter Members. This includes overseeing the Hospitality Program, Table Host, Rewards (Praise) Program, Member Spotlight, and New Member Recognition Event(s). Event,. The Director of Member Care will oversee the Chairpersons and committee members for each area of responsibility. The Director of Member Care and the VP of Membership will be primarily responsible for reaching the retention goal as set by the BOD and HQ for the year and create a strategic plan to reach this goal.

Renewal/Retention process

Purpose – coordinate and effectively communicate with new and existing member to keep their membership current with the chapter. This position is the responsibility of both the Director Member Care and the Director Recruitment and overseen by VP of Membership.

Two weeks prior to each monthly meeting, a Committee Chair utilizes the Chapter Reports System on the MPIweb.org website to pull 2 reports: the first is a report of members who are *due for renewal* in the following month. The second is a report of members who *have renewed* in the previous month. Each list is sent to the Director Marketing through Communications Team for listing on the website and on the power point presentation at each monthly meeting. The committee chair and/or committee members will contact each person on the respective lists via e-mail or telephone call to remind them to renew or thank them for renewing, whichever applies. A standard e-mail message for each list would be sufficient.

If a member has not renewed, they receive a notice from MPI International that they will be dropped from the database by a certain date.

“If you are receiving this email it is because you are listed at MPI Headquarters as a member who is not renewing. Your membership has a paid through date of XXX. MPI holds members in the system for 2 months after you’re paid through date then you are dropped out of the system. If your name is on this list in error (meaning you have already paid your renewal fee) please respond to this email immediately.

MPI Rocky Mountain Chapter values your membership. We will assist you in anyway possible to continue to reap the professional development and networking benefits that come with your MPI Rocky Mountain Chapter membership.

Sincerely,

XXX (VP Membership for MPI Rocky Mountain Chapter)

In an effort to help make members feel they are valued and appreciated, the Membership team will recognize members on a monthly basis that are celebrating their membership anniversaries, have renewed their membership or are new members to the Chapter. Membership anniversaries can be found on an excel spreadsheet, new members need to be added to the respective month that they joined the chapter.

Hospitality committee

Before each monthly meeting

- Contact Management company 2 days before meeting to get names of New Members and Guests that are registered for the meeting
- Contact the above people (by phone or e-mail) the day before the meeting to introduce yourself and tell them you'll be looking for them

Day of monthly meeting

- Arrive early at meetings to greet and direct everyone (committee members to look specifically for new members/guests) There may also be an occasion where the Hospitality committee member working the meeting is asked to also assist the registration process.

After each monthly meeting

- Contact the Chapter Administrator to find out which new members/guests actually attended the meeting
- Send note/call above people to thank them for coming, get their feedback, etc.

New Member Contact

- Committee Chair to download list of New Members from the MPI website at www.mpiweb.org – Rocky Mountain Chapter Leadership

Chapter Reports each month – committee to contact and welcome these members! VP Membership can help instruct this person how to use access and use the reports from the website.

Table Host Program

Purpose – Help support the communications efforts of important chapter meetings and events during each monthly meeting. Each month, arrangements are made for enough volunteers to act as table hosts at the lunch meetings. There should be one host for each table. Their job is to ensure that everyone at the table is introduced to one another, exchanges business cards, and that new members are made to feel welcome. In addition, the hosts are provided topics each month that are important to the chapter and chapter events to be discussed at the tables. This helps us to keep everyone informed of what is happening in their chapter as well as to hear members' opinions and ideas.

Timeline:

9 days prior to meeting: Table Host volunteers are contacted via e-mail to see who is available for the upcoming meeting. 4 days prior to meeting: President provides Chair with the table topics document for discussing at the tables during the meeting. He/She will also contact Chapter Administrator if any materials need to be put together for the hosts.

2-3 days prior: The Chair confirms the table hosts to prepare packets to include the table topic discussion document, name cards for the tables, host badges as well as any other materials required.

2-3 days prior: The table hosts are contacted once again (via e-mail) and provided with the list of table topics to be used the day of the meeting. Day of the meeting: Chair will distribute the packets to each table host volunteer. They also fill in as table hosts if someone cannot make it at the last minute.

1 day after the meeting: Chair sends an e-mail to the table hosts, thanking them for their help and asking for any feedback that they may have received from members at their table. The table hosts are also asked to send an e-mail to everyone at their table...a day or two after the meeting...to thank them for coming.

Member Rewards Program (Praise)

Purpose – Membership Involvement Project to engage membership and reward and recognize them for their involvement.

This project is the responsibility of the Director Member Care and overseen by the VP of Membership. The goal is to increase member involvement in the chapter by offering prizes to those who earn the most points. Points are awarded for a wide variety of things, such as attending meetings, chairing a committee, writing articles for the newsletter, etc (list of current points attached). Currently, the prizes are as follows:

Members are awarded prizes on a monthly basis, based on total number of points earned for that month. There will be a grand prize given away at the Annual Awards Gala.

Points are tracked by the members themselves on website developed and maintained by the Director Member Care. Members send an email request to Chapter Administrator's to let them know that they want to participate in the program. The Administrator will send the request to the Director Member Care, who will in turn send the request the Member Rewards Chair. The chair will review the website on a monthly basis and verify items that need to be verified.

Monthly winners will be announced at the monthly meetings and awarded gifts based on the amount of points they have earned for the month. Grand prize winners are announced at the Awards Gala in June.

Prizes need to be secured well in advance of the end of the year.

Prizes can be re-evaluated and changed each year as the BOD sees fit.

New Member Event

Purpose – To show interest, encouragement and appreciation for our new members while giving them this special opportunity to come together to get to know more about our chapter and interact with existing Board Members. This team will work directly with the Director of Special Events to hold periodic new member events in conjunction with and prior to networking events.

Director Member Care to write follow up article, with photos, for the next chapter newsletter

Member Spotlight

Purpose: To give members an opportunity to get to know other members in the chapter in a non-traditional format.

Each month the Director Member Care or committee chair will randomly select an active member to highlight. They will obtain a short list of interesting, fun and light-hearted pre-determined questions from the spotlighted member and Director Member Care will supply VP Membership with the final format information and photograph, if appropriate, so he/she can forward on to Communications by their deadline date each month. The Communications Team will showcase this person on the monthly meeting power point presentation as well as in the monthly chapter newsletter. (Board of Director's are not eligible for this program).

This member will be "informally interviewed" by VP Membership with a list of questions; selected questions and answers will be presented in the monthly newsletter and on the website for that month. Questions will be fun and light-hearted so that members can learn something new and unusual about the spotlighted member!

Director of Recruitment

The Director of Recruitment will be responsible for developing and maintaining an active and ongoing campaign to attain new Chapter Members. This includes overseeing Recruiting efforts, Student Memberships, MIC Conference & Tradeshow participation, MPI on the Road events, Backpacks to Briefcases Event, Member Orientation, Partnerships/Alliances, Member Renewal and Retention. The Director of Recruitment will oversee the Chairpersons and committee members for each area of responsibility.

Recruiting

Purpose – Chapter life-line is RECRUITMENT and is the responsibility of the Director Recruitment and overseen by the VP Membership. This area also directly interfaces with the entire Board of Directors and the entire membership to be at its BEST. All New Member inquiries and membership questions are sent to the Director of Recruiting to assist. A follow up call or email is sent within 2 weeks to see if they have any additional questions.

Renewal/Retention process

Purpose – coordinate and effectively communicate with new and existing member to keep their membership current with the chapter. This position is the responsibility of both the Director Member Care and the Director Recruitment and overseen by VP of Membership.

Backpacks 2 Briefcases Event

Purpose – A specialized annual event to offer a way to support, educate and create interest among our students in the hospitality and business industry

This event is held annually and generally during the Spring Semester. This event is for meetings/hospitality industry students but can also cross over into other appropriate areas such as business students. It is an educational/instructional day offering a variety of sessions pertaining to the meetings industry. The event is to coincide with the MPIRMC monthly luncheon and program so that the Board of Directors and chapter members can interact and mentor the students. The Education Team will provide the luncheon program speaker in coordination with the Backpacks 2 Briefcases committee.

The goal is to have the event sponsored – work with Director of Strategic Alliance.

Communicate venue selection along with date and time for event to Board.

Communicate details to Communications Team & Chapter Administrator to add date and event details to website and to planning calendar

Director Recruitment will establish committee chair and committee and include the MPIRMC Student Chapter to determine event specs, session topics and speakers, timeline and marketing plan for event. This includes chapter newsletter, email blasts, save the date cards, meeting announcements (podium and table host topics)

Director Recruitment and committee will contact universities and schools to share event details and create interest. This will then lead to formal invites and continued communications and gain participation and commitments.

Approach speakers/presenters appropriate for program and get them locked in. If there are any special needs such as clothing for fashion show, resume writing, interview skill, gift for students in attendance, etc. secure all logistics for such.

Have day-of strategies for registration and to keep the flow of the event running smoothly.

Follow up event with written thank you's to students, universities/schools, professors, speakers, etc.

Prepare evaluation for event and submit to Communications team to include in weekly email.

Log event details for future Backpacks event planning.

Member Orientation

Purpose – A platform where new and existing members can gather and participate in gaining and discussing chapter information. Occuring on a quarterly bases, these orientations take place before the corresponding monthly meeting and takes place from 11:00 to 11:30 A.M. or 30 minutes prior to the start of a monthly meeting if not a luncheon meeting. When members or guests sign up for the meeting on-line, there is a box to check if he or she will be attending orientation. This allows us to have some preliminary numbers of what to plan on, although anyone is welcome to drop in. A list of actual participants is turned in to the VP Membership. At orientation, member benefits are explained, and members are encouraged to sign up for committees and become actively involved with the chapter. A short power point presentation is shown during the orientation to help detail features and benefits of the membership. There is also time for questions, answers and group sharing. Members are encouraged to attend often and bring guests. Brochures are also available if additional take away information is requested.

Before each orientation session

- Contact the Director Recruitment 1 week prior to each meeting to see if there are any special items to mention during the session

- Contact Chapter Administrator 2 days before the session to get the list of who has registered for orientation
- Call/e-mail those who have registered to say hello and encourage them to make it to orientation!

Agenda for each orientation session

- Welcome everyone and have them sign the guest list.
- Have everyone introduce themselves
- Collect business cards from each attendee – if they don't have one, write down their name, phone #, and e-mail
- Find out who is a new member and who is a guest – log this information on the guest list
- Distribute membership packets to anyone who has never received one and briefly review the packet contents
- Show the power point presentation followed by open discussion
- See if anyone has any questions
- Encourage them to network before lunch and sit with someone they have met in orientation!
- Invite them back and also to future chapter meetings/events
- Escort them to the Member concierge table. There they will be introduced to existing members and be encourage to peruse the "Help Wanted" board for current open volunteer opportunities.

After each orientation session

- Forward business cards/contact info of *new members* to chairs of hospitality/new member committee
- Forward business cards/contact info of *guests* to Director Recruiting
- Follow up with an email or telephone thank-you for your participation

MPI on Tour/Student Chapter

Purpose – This important program is focused on recruiting, maintaining and guiding our student population. Students are an extremely important part of MPI and our industry because they are our future! Therefore, we should pay close attention to program offered to our student member and potential student members.

Student Recruiting Chair works closely with area educational institutions to generate interest among the student body in MPI Rocky Mountain Chapter.

MPI on Tour allows our Members to go into local universities and discuss the importance of MPI and of Networking. Members from a variety of fields share their stories of how they have gotten to where they are in their careers and

discuss the importance of being connected. Students are allowed to ask questions of the members. The MPI on Tour session lasts about 1 hour.

MPIRMC has also partnered with Metro State College of Denver to host a student chapter. 2010/2011 is the first year for this to happen and we hope that this continues to grow.

Education

The Vice President of Education (VP Ed)

The Vice President of Education shall direct the activities of the Director of Monthly Programs (Logistics) and the Director of Education (Program Content) and their related sub-committees, as noted. The duties of this office include developing an annual education plan, managing and supervising all chapter educational efforts including the planning and implementation of all educational programming for the Chapter which includes 8 (eight) monthly Chapter meetings and programming provided for the MIC Annual Conference in March. Additionally, they shall perform all duties in accordance with Chapter Bylaws and through means established in the Chapter Procedures documentation. This office also oversees Special Educational Projects and researching current trends and topics pertinent to the meetings industry.

Educational Plan: The Director of Education shall assist the Vice President of Education in the coordination and implementation of all Chapter educational offerings to include subject matter and content. The chapter educational offerings shall be a compiled based on the members' feedback from the Chapter Needs Assessment and the Educational Task Force. Every effort will be made by this team to direct education towards areas of expressed interests, needs and requests by the membership as well as meet established CEU standards required for professional designations such as CMP. Educational Plans are due to the Chapter Business Manager with MPI HQ twice a year, August 1st and January 1st with prior review and approval from the Chapter President.

Director of Education

The Director of Education will appoint Chairs for all committees. Committees that report to Director of Education are:

- Professional Development Committee – responsible for researching, planning, and implementing the chapter Educational Plan, per Director of Education
- Planner Collaboration – hold quarterly member planner only gatherings for information discussion of planner issues and hot topics.

- Book Club – provide for additional extracurricular learning by designating books of professional development interest for discussion groups in person and online
- Education Task Force - assembles in February to create by March a slate of five educational topics to be scheduled in the next programming year. The topics must meet a demonstrated membership need (per chapter needs assessment survey or other research) and qualify for CEUs under the Convention Industry Council CMP Blueprint.

The Director of Education will prepare the educational content and combine the venue information submitted by the Director of Monthly Programs to create the monthly communication pieces for the e-mail blast, website, and registration and send to the VP of Education for review and approval. This is due at least two months prior and as early as possible. The monthly program evaluation will be customized for each program by the Director of Education, and submitted to the VP of Education and Chapter Administrator at least one week prior to the monthly program, so it can be sent out in the next chapter email following the program by the Chapter Administrator.

Procedures for monthly presenters: Thirty days prior to the program, The Director of Education shall obtain a completed speaker contract (LOA) and AV requests from the presenter; the speaker contract (LOA) is sent to the Chapter Administrator, and the AV needs are sent to the Director of Monthly Programs. VP of Education shall receive and approve copies of these forms.

The Director of Education is responsible for assigning committee members to help detail each program. The Director of Education, along with the Professional Development committee member, will work directly with each speaker/presenter to obtain travel information, hotel needs (if any), and transports to and from the airport and monthly program venue. Professional Development committee and Director of Education are responsible for communicating this information to Director of Monthly Programs so that these specific needs can be addressed with the venue/host of the program.

Educational Event Schedule There will be a minimum of eight (8) monthly programs annually, beginning September through May. Any changes to the number of meetings held annually, to the schedule published to the Membership or deviation to these policies requires approval of the Board. Traditionally, MPIRMC Educational programs have been scheduled as luncheons held on the third Thursday of each month.

- In accordance with MPI HQ requirements, the Vice President of Education shall publish a schedule of meeting dates, locations, and programs at least six months in advance (see Educational Plan section above). The

format for the meetings may alternate between breakfast, lunch and dinner meetings as recommended by the Vice President of Education to the Board, with consideration of member needs AND venue availability, and shall be published in all Chapter communication vehicles at the earliest possible convenience.

Director of Monthly Programs

The director of Monthly Programs shall assist the Vice President of Education in the coordination and implementation of the monthly Chapter meetings.

Meeting Venue Selection Facilities and Venues represented by MPI Rocky Mountain Chapter members in good standing shall be given first consideration as sites for Chapter meetings. Other "non-traditional" sites may also be utilized. The Director of Strategic Alliance will take interested parties or solicit venues, review the potential with Director of Monthly Programs and then finalize and confirm commitments.

Venue Procedures

- Provide venue MPIRMC contact with monthly program event check list.
- Schedule walk through with designated committee member. Review checklist, confirm times and ensure space is adequate for board meeting, new member orientation, registration / networking and educational program / lunch, confirm that audio visual requirements can be met. Venue is honored with complimentary seats to program and is provided explanation regarding the process for registration. Venue is provided with a valuation form which is used to track the amount of goods donated to determine what sponsorship level the venue is eligible for.
- Venue will send a banquet event order that will list all specifics and menu selection. Review with committee member, make any necessary adjustments, authorize / sign and return.
- Monitor registration attendance as it comes in to provide guarantee numbers to the venue, along with the amount of tables set to the Table Host Committee Chair.
- Arrive to venue 30 minutes prior to board meeting or first event scheduled to check that set up and all requirements have been met. Contact onsite event coordinator for any last minute needs and to explain when venue will have opportunity to speak to members during program (coordinate this with director of Education).
- Check with registration to see if anything is needed.
- Ensure that both the venue Letter of Agreement and sponsorship valuation forms have been completed and returned to the Director of Strategic Alliance.
- Share post event survey results with venue contact.

- Share any venue experience feedback with VP of Membership for consideration in the Annual Awards.
- Collect any applicable venue invoice and complete the check request process for payment.

Program Information Publication

- Any program venue information to be included on the website, newsletter, or for registration purposes is submitted to Director of Education for inclusion with the program information and then forwarded to the VP of Education for review and approval before being sent to Communications team. Content must include venue name, description, logo, contact information, list of times and location for board meeting, new member orientation, registration / networking and educational program / lunch, direction to venue with link to online map provider, and parking information.

Facility Fees – Chapter Monthly Programs All meeting arrangements made with host facility will be completed through a formal letter of agreement. In negotiating with the host site, the following provisions must be reviewed:

- Current fees paid to the host facility for Chapter Meetings are at the discretion of the committee with advisement of the Executive Committee.
- Monthly Meetings:

Breakfast	\$10.00 / person
Lunch	\$10.00 / person
Dinner	\$20.00 / person
- These fees are all inclusive, including gratuities, cocktails, etc., if applicable.
- MPI is tax-exempt. No tax charges should be applied to the final invoice, and no tax charges will be paid by the Chapter. A copy of the Chapter's sales tax exemption form shall be provided to the host facility or for any other activity related to the conduct of the operation of Programs.
- Host facility staff may pay the full registration fee and be included in the overall billing to the Chapter, or they may not pay the registration fee, but their head count must then be deducted from the guarantee and billing for the Chapter, if applicable.
- The Vice President of Education may recommend for Board approval the payment of any additional fees to the host facility as the situation dictates and with the approval of the Board.

Only the Vice President of Education will have authority to approve invoices related to the conduct of the Program Committees and their activities. Such invoices shall be submitted using the approved form for payment to the Chapter paid staff no later than one week following the activity for which payment is requested.

Monthly Chapter Meeting and Event Fees-

The following fees will be charged for Chapter meetings:

2010/2011 Members

Registration Fee structure is:

Member Early Bird (by Tuesday of the preceding week): \$30

Member Regular (Tuesday of preceding week thru Monday of the week of) \$35

Member Walk In (After Monday of the week of) \$40

Non Member Early Bird (by Tuesday of the preceding week): \$40

Non Member Regular (Tuesday of preceding week thru Monday of the week of)
\$45

Non Member Walk In (After Monday of the week of) \$50

Student Early Bird (by Tuesday of the preceding week): \$15

Student Regular (Tuesday of preceding week thru Monday of the week of) \$15

Student Walk In (After Monday of the week of) \$20

Season Passes

Each year the BOD will determine the savings of the Season Pass and this information will be posted on the website.

The Season Pass was developed to encourage members to pre-purchase their registration to the monthly educational programs.

Season Passes are not valid for Leadership Programs, Extended Educational Programs (after luncheons), Annual Auction, Networking Events, Backpacks to Briefcases event, Annual Golf Tournament or the Annual Gala.

Cancellation Policy

Cancellations must be received 72 hours prior to the event in order to receive a full refund. No refunds will be issued for cancellations within 72 hours of the event. Exceptions will be determined on a case-by-case basis.

Communications

Vice President of Communications

The Vice President of Communications will oversee all Chapter publications; establish standards for all communications; coordinate public relations, media relations and community outreach activities and assist in the promotion of all Chapter-related activities in accordance with Chapter Bylaws. The Director of Publications and Director of Marketing shall assist the Vice President of Communications in the coordination and implementation of all Chapter publications and promotional materials related to Chapter activities.

The Vice President of Communications will appoint and seek Board approval for the following positions: Director of Publications and Director of Marketing. Chairs will be appointed for these committees: Community Outreach, Public Relations, Buy MPI, Directory, Newsletter and Website. Advertising will be outsourced and the individual will be paid on commission. A separate agreement has been established for the individual to manage the sales and collections for all advertising in chapter publications including, but not limited to: Website, Enhanced Listing, Newsletter, Weekly eBlast, Special Event eBlasts, PowerPoint and any other mediums later defined.

MPI Rocky Mountain Chapter Proofing Procedures

1. An email will be sent to the Team VP with a copy to the Communications Team.
2. Once the Team VP has approved the document the VP of Communications or designated Director will approve the document.
3. Documents will be reviewed within 48 hours. The VP of Communications or designated reviewer will attempt to get them turned around in less time but due to travel and time away from the office additional time may be required.
4. Please refer to the MPIRMC Communications Guideline for additional requirements.

Advertising

MPIRMC has contracted with an outside source to sell advertising. Advertising is available in the bi-monthly newsletter, weekly email blasts and website. A separate contract is required to outline the specifics of this agreement and will be reviewed and approved yearly.

Director of Publications

The Director of Publications will be responsible for overseeing any printed and electronic distributions of information to the membership. This includes but is not limited to the newsletter, website, weekly email blasts, and any information that is submitted by other teams. The Director of Publications will oversee the Newsletter and Website Committees and act as liaison with the Committee Chairpersons, committee members and Vice President of Communications.

During the monthly Board of Directors Meeting, the Director of Publications will review outstanding information needed to update the current printed Events Schedule for the chapter and add any changes or updates as reported by the Education team or other special events such as Networking events or Golf Tournament type events. If the Director of Publications is not present at the Board Meeting, the Director of Marketing or VP of Communications will be responsible for gathering the information.

Chapter Newsletter Procedures and Submittal Procedures

1. The Newsletter will be sent to members on a bi-monthly basis, with issues published in August, October, December, February, April and June. All articles are due to the newsletter chair on the 15th of the month prior to the publish date.
2. The newsletter chair or designated committee person will send an email reminder on the 1st of the month newsletter information is due.
3. Regular Features for the newsletter include:
 - Financial Corner (Danny has agreed). This will be a short column with financial tips. It does not have to be MPI related and actually could provide practical advice for everyday use. IE: how to read a budget or why budgets are critical; what you should look for in Profit & Loss Statement etc.
 - Student Chapter Spotlight: We are working on the exact title of this column. We see this helping our student members increase involvement, learn practical business communications skills, develop leadership skills. This does not have to be limited to the President of the student chapter. We will want to work with the Student Chapter sponsor and get input from the student chapter how they would like to develop this column.
 - Leadership Corner. Take brief summary of the different series and/or use members' practical experiences.
 - Quick Tips: This can be excel, word, phone/email etiquette, time management. There is a wealth of information members can use to make their lives easier.

- Colorado highlights/things to do (include all demographic areas)
 - Book Club Highlights. We anticipate this will feature a book with a link to possibly purchase and a LinkedIn group to discuss. Hopefully, this will encourage participation across the chapter territory and not just at the monthly meetings or additional arranged groups.
4. If VP's or Directors know that one of your committees, a task force or special project committee may need to submit an article please email the following information to the Director of Publications so space can be reserved. Please include the following information:
 - a. the topic of the article
 - b. what month should the article run
 - c. who will actually be responsible for submitting the article and that person's contact information
 5. The VP of each area will be responsible for the final proof of an article submitted by a committee chair or committee member serving under them.
 6. The VP needs to proof the article prior to submitting it to the VP of Communications, Director of Publications and Newsletter Committee Chair.
 7. The newsletter is scheduled to be distributed on the first Thursday of every month.

Weekly eBlasts

1. All content for the weekly eBlast, to be emailed each week on Thursday, is due to the Director of Publications by 5:00 pm on Monday the week of.
2. If a special email is requested, ie., Golf information or special membership news, that email will be sent on Tuesdays. Content for those emails are due the Thursday the week prior.
3. Content will be sent to chapter management to put in the email format.
4. Email test will be sent to VP and Director for review and approval.

Chapter Website

The chairperson for the Website Committee is responsible for presenting a professional image of MPIRMC through its website by including:

- Current information from board members to keep the site up to date
- New and important items listed on the front page with links to articles
- Consistent formatting that keep the website clean and easy to read
- Local chapter information and links to the International site for International items

- Working and accurate links throughout the site
- Advertising and Partner images and links posted in a timely manner

The website is currently hosted by Admin eSolutions and is a Content Management System to be managed by the committee members. All changes to the website are the responsibility of the committee, but occasionally professional assistance is required from the host. If feasible, the host can donate their services in exchange for an MPI membership which is handled under separate contract.

Website committee tasks:

1. Review Annual Budget/expenditures and ascertain web host performance.
2. Payment to web host, paid on a yearly license.
3. Content for posting should be submitted as directed in the Newsletter and Website Guidelines.
4. The website now contains a form where Chapter Members can submit content to be posted on the website, all content will be reviewed by the Director of Publications and VP of Communications. If it is determined that the content is not appropriate to post on the website, the VP will communicate that decision to the member.
5. The website contains main menu tabs that coincide to Board positions. The committee will assign liaisons to the Board Members to make sure tabs/sections are current, pertinent, and accurate.
6. Each board member is responsible for sending in articles or links that he/she feels are relevant to the membership. These articles are sent to the VP of Communications to be proofed and forwarded to the website committee. The website committee is responsible for the administration of the site rather than finding content for it, but suggestions or requests for content can be sent to board members.
7. The website committee will maintain a maintenance checklist that will be reviewed with the VP of Communications quarterly to ensure an updated website.
8. Proofing process is the responsibility of the Website Committee Chair and the editor (if such committee position is created/assigned).
9. Website will be updated weekly with overhauls to include design/creative upgrades as needed.
10. The "Calendar of Events" page of the MPIRMC website will be populated by the website committee after board retreats with monthly MPI and industry events. They will utilize the Events Schedule as the source of information as provided by the Director of Publications. The individual chapter events specifics including registration links will be updated each month after the Board meeting by the Chapter Management Executive.
11. The website committee will work with the CME to handle the job bank, outsourced under separate contract.

Director of Marketing

The Director of Marketing will be responsible for overseeing any and all chapter activities related to promotional, marketing and advertising activities. The Director of Marketing will oversee the following committees: Community Outreach, Public Relations, Buy MPI and Advertising (currently managed by the Chapter Management Executive). The Director of Marketing will be the Board liaison with these committee Chairpersons and the committee members along with the Vice President of Communications.

PR Program

The PR program has been unsuccessful in the past. The Director of Marketing will continue to provide PR support if requested and determined necessary by the BOD. The procedures for submitting a press release are below.

1. Content for press releases need to be supplied to the Director of Marketing by an individual on the specific committee.
2. Content for a press releases should include: (do not worry about format)
 - a. Headline
 - b. Content to include
 - 1) **CITY** State Month, Day, Year –
 - 2) Summarize all relevant news into one or two sentences
 - 3) Second and third paragraph should continue to describe the news.
 - 4) Insert quote that identifies why this news is important
 - 5) Next two paragraphs include supporting points and closing thoughts. Keep in mind that editors may not use information near the end of the release.
 - 6) Boilerplate information to be used at the end of every press release: (Marketing Director will add this information since it will be about MPI and the MPI Rocky Mountain Chapter – this will be standard information)
3. Director of Marketing will be responsible for formatting the Press Release, proofing and sending it out to the various publications.

Press Releases should be submitted to the VP of Communication within a week to ten days from the newsworthy event happening. Press Releases may also be submitted prior to an event.

Job Bank Policy and Procedures

MPIRMC has signed a contract with The Meeting Candidate Network to provide MPIRMC members with a job board to better manage their career search process. The job board will be accessible through the MPIRMC website, meetingjobs.com, and at appropriate, affiliated web sites.

Links and a private label to the job board will be provided for a seamless interface with the meetingjobs.com job board. This will include functionality and user interfaces.

Fees collected through MPIRMC job board postings will be tracked and shared equally (50% to the MPIRMC and 50% MCN). Current fees are \$250.00 per posting, per month. If special promotions are offered, fees earned through these promotions and originated through the MPIRMC website will be divided equally. Bulk fees and target mailing fees also will be divided equally if originated through the MPIRMC website. Fees generated for Careers Assessment, posting on other websites other than www.meetingjobs.com, Careers Online, Career Bookstore and resume writing etc will not be included as shared fees.

MCN will be responsible for the collection and billing of job posting fees and advertising fees. Within 30 days of the close of each calendar month, MCN agrees to report to the MPI-RMC the aggregate results of this program and to pay the MPI-RMC the net revenue on collected transaction fees.

There will be a one time 500.00 development fee for placing the job board on the MPI-RMC web site. This 500.00 fee will be debited from the first 500.00 earned through job board and advertising income generated through the MPI-RMC job board.

Buy MPI Program

The Buy MPI program was tabled due to lack of interest and lack of a committee chair. If there is interest in reviving this program, the committee will report to the Director of Marketing.

Community Outreach Program

The Community Outreach Committee works with members of MPIRMC to create teambuilding events that benefit our community and increase MPIRMC's visibility in the community and industry.

Each year the team chooses a non-profit group (or groups) that they would like to be involved with and presents a proposal to the board. Ideally the team proposes the partner and ideas to the board prior to the beginning of the next year so that the team can be up and running for the first meeting of the year. They provide information about the group and how the membership can be involved at

meetings, in the newsletter, on the website, and in email blasts. They can share their accomplishments at meetings, in the newsletter, on the website, in PR releases and on blogs on the International site.

In addition, the team should propose a member to participate in the MIC Serving Up Hope on behalf of MPIRMC.

Marketing Program

The Marketing committee is responsible for monitoring the internal marketing programs for MPIRMC to make sure appropriate messages are reaching the general membership in creative ways. Sub-committees falling in this program are Social Marketing and Special Event Marketing.

Social Marketing committee is responsible for MPIRMC's presence on LinkedIn, Twitter and Facebook updating and adding content appropriately.

Special Event Marketing is a spring committee that works directly with the golf tournament and the gala to monitor and come up with an integrated marketing plan to make sure both events get appropriate exposure.