



VOLUNTEER POSITIONS

MEMBERSHIP

Chair, Supplier Recruitment: Under the direction of the VP Membership, focus on recruitment of supplier members.

Estimated commitment: 4 hours per month

Why do it? Meet new people, schmooze and build contacts.

Chair, Planner Recruitment: Under the direction of the VP Membership, focus on recruitment of planner members.

Estimated commitment: 4 hours per month

Why do it? Meet new people, schmooze and build contacts.

Chair, Member Retention: Under the direction of the VP Membership, oversee new member onboarding.

Estimated commitment: 2 hours per month

Why do it? Access to all of our members!

Chair, Networking: Under the direction of VP Membership, develop and implement four (4) networking events for the chapter.

Estimated commitment: 20 hours

Why do it? Happy hour ... need we say more?

EDUCATION

Chair, Facilities: Under the direction of the VP Education, secure meeting facilities, communicate logistics.

Why do it? You like planning things!

Chair, Programming: Under direction of the VP Education, identify and secure speakers for six (6) education programs.

Estimated commitment: 14 hours

Why do it? You get to pick the speakers and hob nob with national experts in the industry.

EVENTS

Chair, Special Events: Under the direction of VP Finance &/or Education, plan special events for the chapter, ie. Holiday party and showcase. (Other concepts to be determined or can be suggested).

Estimated commitment: 20 hrs.

Why do it? Be a part of MPI-NM flagship events.

Sponsor Liaison: Under the direction of the VP Finance, ensure sponsors are appropriately recognized, acknowledged and support materials collected:

Estimated commitment: 1 hour per month

On Site support: Under the direction of the chapter administrator, 2-3 person committee to provide on-site support at chapter function. Includes any necessary set up (i.e. signage), registration desk and general customer service.

Est. commitment: 1 hour prior to each event attending

Why do it? You get to meet and know EVERYONE!

VOLUNTEER POSITIONS - continued**COMMUNICATION**

Newsletter: Under the direction of VP Communications, produce quarterly newsletter utilizing Mail Chimp.
Estimated commitment: 4 hrs. per newsletter

Website: Under the direction of the VP Communication, update and administer all changes to the web site.
Estimated commitment: 2 hours per month

Public Relations: Under the direction of VP Communication, maintain media contacts, write and distribution press releases and update industry calendars.
Estimated commitment: 10 hours

Social Media: Under the direction of VP Communication, utilizing Hootsuite, maintain existing accounts, creating content, posting weekly and tracking engagement.
Estimated commitment: 30 minutes per week

GOVERNANCE

Advocacy: Chaired by the President, 4 – 6 person committee to identify potential partnerships and opportunities to collaborate and cross promote as well as to position MPI as a leading industry resource.
Estimated commitment: 2 hours per month.

Bylaws and Policies & Procedures Review Committee: Chaired by the Immediate Past President. Two (2) individuals familiar with nonprofit organization bylaws structure to assist executive committee with review of current bylaws. Recommended timeframe is done by June 1 with final approval at June Board meeting.
Estimated commitment: 4 hours

Nominations Committee: Chair by the Immediate Past President. Three individuals (3) to identify potential chapter leaders and assist the executive committee in selecting candidates for the 2018 – 2019 slate. While the identification is ongoing the majority of the interviews and final recommendations takes place in January/February.
Estimated commitment: 5 hours