



MEETING PROFESSIONALS INTERNATIONAL
NORTH FLORIDA POLICY MANUAL
ADOPTED August 1, 2023

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International (“MPI”) North Florida a not-for-profit corporation, incorporated in the state of Florida.

ARTICLE II
MPI VISION AND MISSION STATEMENTS

MPI VISION: Lead and empower an inclusive meeting and event community to change the world.

MPI MISSION: Connect the global meeting and event community to learn, innovate, collaborate and advocate.

INCORPORATION: November 27, 1995

ARTICLE III
MEMBERSHIP

SECTION 1. MEMBERSHIP

1.1 MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES: Shall be as described in the current MPI Bylaws and Policy Manual. Any member in good standing is eligible to affiliate with a Chapter regardless of geographic area or location of business. Essential members are members-at-large.

SECTION 2. CHAPTER TRANSFER AND AFFILIATION

2.1 CHAPTER TRANSFER: Members may transfer their primary Chapter affiliation at any time through MPI. Preferred or Premier Members are also eligible to receive member rates for all MPI events even when the event is not associated with their primary Chapter. An individual may be a member of only one chapter but may pay a fee to be affiliated with more than one chapter. Each chapter sets its own affiliation fee.

ARTICLE IV

BOARD OF DIRECTORS/OFFICERS

SECTION 1. CHAPTER BOARD OF DIRECTORS

- 1.1 **AUTHORITY & RESPONSIBILITY:** The authority and responsibilities of the Board of Directors are stated in Chapter Bylaws Article VIII, Section 1.
- 1.2 **COMPOSITION**
 - 1.2.1 The Board of Directors shall consist of a minimum of five (5) elected officers: the President, President-Elect, Immediate Past President, Vice President Finance, and Vice President Membership. Each chapter must also assign the role of a Vice President Marketing and Communications and a Vice President Education to other officers or elect an additional two officers to cover these positions. The Board of Directors may have up to 20 members. All Board positions are one-year terms.
 - 1.2.2 **Qualifications of Officers:** Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
 - 1.2.3 **Director Eligibility:** Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
 - 1.2.4 **Director Vacancies:** A vacancy shall be filled in accordance with the Chapter Bylaws.
- 1.3 **MPI VOLUNTEER LEADER AGREEMENT:** Each member of the Board of Directors shall annually review, sign and comply with the MPI Volunteer Leader Agreement, Conflict-of-Interest Policy and Annual Disclosure Statement, Antitrust Compliance Policy and the Principles of Professionalism.
- 1.4 **MPI REQUIRED DOCUMENTS:** Chapters are required to submit annually to MPI the following documents 30 days prior to the start of the fiscal year: Strategic Business Plan, Budget, 24-month Chapter Calendar of Events, Chapter Operation Form, Chapter Bylaws and Chapter Policy Manual. For Chapters with a paid Chapter Administrator, refer to Article VI, Section 7 for additional requirements. MPI does not require submission of tax returns, however, chapters must comply with local tax laws.

SECTION 2. BOARD ELECTION & SERVICE:

- 2.1 **NOMINATION:** A communication shall be set forth to all Chapter members for members to complete a Board of Director's application. Such form is to be returned to the Governance and Nominating Committee. Once the committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Board of Directors who must approve the action of presentation to the membership for election by acclamation.
- 2.2 **SLATE PRESENTATION AND SUBMISSION:** The Chapter slate will be presented to membership on templates provided by MPI. The slate will be posted on the Chapter website and an email (including link to the website and process for contesting the slate) will be sent to the membership. The Chapter will allow a minimum of 30 days for the membership to contest prior to the submission deadline as stated by MPI. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Governance and Nominating

Committee Chair by the date provided and is supported by a minimum of 10% percent of the official Chapter membership as of the date provided. The nominee must identify the contested candidate and must submit a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the slate of nominees will be deemed elected on the first day of the fiscal year. If additional nominations are received, the Chapter members shall vote in accordance with Article V of the Chapter Bylaws on those positions having two or more candidates in contention.

In reference to Board of Directors vacancies, refer to Article VI, Section 6 of the Chapter Bylaws. Chapter will submit to MPI the elected slate on the template provided annually.

- 2.3 **BOARD TRAINING:** Any incoming Board of Directors who have not previously served is required to take the MPI Board 101 and Managing Sexual Harassment training prior to the Chapter Leadership Summit as outlined on the MPI Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board orientation and attend MPI training, as applicable.
- 2.4 **BOARD RETREATS:** Chapters are required to hold an annual Board planning retreat between two to three months prior to the fiscal year. Chapters are recommended to hold a mid-year assessment retreat mid-fiscal year. Chapters are required to utilize an MPI-verified Chapter Facilitator during annual retreats to oversee the process and flow of the retreat. The MPI-verified Chapter Facilitator cannot be a current member of the home chapter, have served on the Board in the last two (2) fiscal years or be a Chapter Administrator.
- 2.5 **ATTENDANCE.** In-person attendance is required at all in-person Board meetings and virtual attendance is required at all virtual Board meetings. If a Board member who is not on an approved leave of absence fails to attend at least seventy-five percent (75%) of Board meetings, the Board may, in consideration of the totality of circumstances and any excused absences, remove the member in accordance with the Chapter Bylaws.

For purposes of this policy, an “excused absence” is one where the absent director promptly notifies the President that they are unable to attend a regularly scheduled Board meeting because of (i) a previous commitment that was identified to the President when the Board meeting was first scheduled, (ii) a health-related emergency to the director or their immediate family (iii) observance of a generally-recognized religious holiday, or (iv) an unforeseen business conflict outside the director’s control.

For purposes of this policy, “approved leave” is the absence from a Board meeting for a reasonable duration approved by the Board on the basis of a medical limitation, military deployment, childbirth or adoption, or other grounds as the Board may determine; provided, however, that the director on approved leave must use their best efforts to virtually attend Board meetings, if available, to ensure they are adequately informed of and responsible for the organization’s affairs.

SECTION 3. BOARD COMPENSATION:

- 3.1 **COMPENSATION:** Board of Directors shall not be compensated for their services as a Chapter Officer or Director, but they may be reimbursed for reasonable expenses incurred in the performance of their duties to the Chapter in accordance with such Chapter policies approved by the Board of Directors. The term “compensation” means direct or indirect remuneration, including gifts and benefits, that are not *de minimis* in value.

ARTICLE V
COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

- 1.1 Standing committees of Chapters shall be the Audit and Finance Committee and the Governance and Nominating Committee. Annually, the President of the Board of Directors shall select members to serve during the President’s term.
- 1.1.1 **Audit and Finance Committee.** The Audit and Finance Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to the quality and integrity of the Chapter’s financial reporting processes and accounting practices. If the Chapter has determined to have an Executive Committee, the Executive Committee can function in place of an Audit and Finance Committee and will have the responsibility as defined.
- 1.1.2 **Governance and Nominating Committee.** The Governance and Nominating Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound governance policies as well as a nomination process for directors and officers. The Immediate Past President shall chair it. The President-Elect shall serve as a non-voting member of the committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President, who may not serve as a member of the committee, which will be ratified by the Board of Directors. There shall be at least six (6) members, including the Immediate Past President as chair, having a quorum of 5 for action. A Governance and Nominating Committee member who may consider serving as an officer shall recuse themselves from the Board development process related to the nomination and development of a slate of officers. In the case of a resignation, the President will be authorized to fill a vacancy. The Governance and Nominating Committee shall be in place no later than the date stated by MPI with final slate submission as stated by MPI.
- 1.2 **Special Committees.** The President-Elect shall appoint committees, task forces, and advisory councils for their term as President.
- 1.3 **Standing Committees.** Committees perform fundamental governance functions for the chapter, i.e., Governance and Nominating Committee.
- 1.4 **Select Committees.** Committees that are formed to accomplish a specific goal on an ongoing basis.
- 1.5 **Task Forces.** Committee-like groups created for a defined and time-limited purpose to solve a specific problem.
- 1.6 **Advisory Councils** - An advisory council is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the board of directors to guide

the organization and/or represent a specific vertical/segment of our community. The advisory council does not have formal authority to govern the organization, that is, the advisory council cannot issue directives which must be followed. Rather, the advisory council serves to make recommendations and/or provide key information and materials to the board of directors.

ARTICLE VI **FINANCE**

SECTION 1. FISCAL YEAR:

- 1.1 The Chapter fiscal year for financial and business purposes is the calendar year unless otherwise determined by International Board of Directors.

SECTION 2. ANNUAL BUDGET:

- 2.1 The annual budget is prepared by the Audit and Finance Committee who recommend the budgets to the Board of Directors. The Board of Directors approves the annual budget.

SECTION 3. RESERVE FUND

- 3.1 TERMS: The term Reserves for financial purposes will be defined as funds set aside to be used in emergency cases.
- 3.2 RESERVE TARGET: The reserve target shall be defined as a minimum of 25% of annual fixed expenses. This should not include any event-related expenses, only expenses needed to keep the chapter operational (i.e., costs related to Chapter administrator, bank fees, telecommunication, rent, etc.). Best practice is to maintain 50 - 100% of annual fixed expenses.
- 3.3 ACCESS TO RESERVES: Using reserve funds shall first be referred to the Vice President Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Chapters will develop a policy addressing reimbursement of expenses and include in the addendum

SECTION 6. SPONSORSHIP AND SOLICITATION

- 6.1 ACCESS TO MEMBER LISTS: All Chapters are bound by the MPI Data Privacy Policy <https://www.mpi.org/about/privacy> and are responsible for protecting all data. As such, all member types have access to the Membership Directory <https://www.mpi.org/membership/member-directory>. There are no additional direct member benefits to access registration lists and/or member lists. Any lists provided via sponsorship opportunities must account for opt-outs and be respective of the MPI Data Privacy Policy.

- 6.2 CHAPTER SPONSORSHIP POLICIES: Chapters may sell Sponsorship opportunities to partners that are members or non-members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must consider opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and Chapter business strategies.

SECTION 7. ADMINISTRATORS

- 7.1 Administrators must adhere to the standards and qualifications established by MPI. Additional services above the minimum requirements can be added by the Chapter at their discretion with Board of Directors' approval.
- 7.2. EVALUATION OF ADMINISTRATOR & CONTRACT RENEWALS: Each Chapter is required to complete an annual review of their administrative services prior to end of the fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI. Additional processes can be deemed necessary at the Chapter's discretion. All Chapters must submit a copy of their administrator evaluation and current contract for services (if applicable) to MPI by the stated date.
- 7.3. Contracts for paid Chapter Administrators require the following language and/or scope of services. This includes all existing and future contracts.
- 7.3.1 Chapter Administrators and their support staff will represent the Chapter and MPI in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI.
 - 7.3.2 Chapter Administrators and their support staff will follow all MPI and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI.
 - 7.3.3 Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
 - 7.3.4 Chapter Administrators must have a business license where applicable by law and provide proof at commencement of contract term and be insured.
 - 7.3.5 Non-compliance with these requirements will require termination of contract.
 - 7.3.6 Volunteer Chapter Administrators are not required to be licensed or insured.
- 7.4. Chapter Administrators cannot be family or an immediate relative of a member of the Board of Directors. Family or immediate relative is defined as spouse, children, parents, siblings or grandchildren.
- 7.5. Chapter Administrators will work to hold the Board of Directors accountable to all defined MPI performance standards, policies and Principles of Professionalism. The Board of Directors will support Chapter Administrators in this process.
- 7.6. All administrative services must be contracted as a vendor for services. In the event a Chapter is without capacity to support a paid administrator, consult your MPI representative.

ARTICLES VII
CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 EDUCATIONAL EVENT: Chapters are required to have four (4) educational events annually. Based on market conditions, Chapters should charge a member rate and a non-member rate for events where appropriate. The price difference between member and non-member rates is at the Chapter's discretion based on specific event needs. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines. Partnership events with other industry organizations are excluded from this requirement and may establish rates without regard to membership with MPI.
- 1.2 Chapters should establish chapter educational, networking and social programs.

ARTICLE VIII
COMMUNICATIONS

SECTION 1. BRAND STANDARDS AND TRADEMARKS

- 1.1 All Chapters must adhere to the MPI Chapter Logo and MPI Brand Guide documents provided. Any theme-specific logos for events must not conflict with the MPI Brand Guide and must be approved by MPI prior to use. Each chapter will be required to sign a Trademark License Agreement that will be maintained by MPI.

SECTION 2. CHAPTER COMMUNICATIONS

- 2.1 Each Chapter should create a policy regarding communications which may include, but are not limited to, MPI Chapter spokespersons, methods of delivery, timelines, and calendars.

ARTICLE IX
MISCELLANEOUS

Section 1. PHILANTHROPIC ACTIVITY

- 1.1 The MPI Foundation is MPI's charity of choice. Throughout its existence, the MPI Foundation has provided diverse financial support to industry associations, critical industry-related initiatives, thousands of MPI members, and every chapter.
- 1.2 Because the MPI Foundation supports leader education, professional development, and chapter growth, we encourage annual support from the chapter by creating MPIF events, year-end donations, or registration donations to be included with all chapter events.
- 1.3 At any time, if a chapter leadership team desires feedback or to learn about donation options, they can contact the current MPIF Board of Trustee chair or MPIF's Executive Director, as noted on MPI's website.
- 1.4 Chapters are also encouraged to support local charities that align specifically with the meetings & events, travel, tourism industries along with critical local charities. (i.e., Anti-Human Trafficking, etc.)

Section 2. MPI CHAPTER AWARDS

- 2.1 RISE AWARDS: The RISE Awards are MPI’s annual recognition program for its members and chapters. The program has four award categories for chapters (Industry Advocate, Innovative Educational Programming, Marketplace Excellence, & Membership Achievement) and three award categories for members (Young Professional Achievement, Member of the Year, Meeting Industry Leadership). Award recipients are selected based on the criteria of influence, transferability, and innovation.
- 2.2 CHAPTER PERFORMANCE AWARDS: Chapter Performance Awards are determined through chapter performance standard assessments and chapter dashboard results. Seven key metrics are included in the assessment: Member Satisfaction, Member Retention without Students, Net Member Growth, Net Profit, Reserves as a Percentage of Annual Operating Expenses, Educational Content Satisfaction and Clock-Hour Accredited Educational Events. Goals are communicated to Volunteer Chapter Leaders prior to the beginning of the Chapter Fiscal Year. Annual awards are presented to Top Performing Chapters and Chapters of Excellence.

SECTION 3. NON-COMPLIANCE

- 3.1 Chapters may not be eligible for annual chapter performance awards and metrics incentives if they are not compliant with the MPI Chapter Bylaws and the MPI Chapter Policy Manual.

SECTION 4. MPI POLICY MANUAL

- 4.1 Where there is a conflicting provision in this Chapter Policy Manual with the provisions of the MPI Policy Manual, or where there is a provision in the MPI Policy Manual that applies to a situation where this Chapter Policy Manual is silent, then the MPI Policy Manual shall control.

North Florida CHAPTER POLICIES ADDENDUM

Revision Date April 10, 2024

ARTICLE I MEMBERSHIP

SECTION 1.

1.1 **AFFILIATE MEMBERSHIP:** Insert any applicable Chapter affiliate membership policies here. Note primary Chapter is “membership” and subsequent chapters are called “affiliate”. To be eligible to offer affiliate memberships the Chapter must clearly define the cost associated and the benefits. For example, a member can only volunteer with their primary Chapter or Chapters they affiliate with. Affiliate members may only serve as a Chapter Board Member with their primary Chapter. List in your policy what they will receive. Chapters may determine what their fee will be, however, the maximum amount they can be charged for affiliate membership is \$150. This fee is invoiced, collected and retained at the Chapter level.

1.2 An individual is eligible for an Affiliate Membership with MPI North Florida if he/she is a current dues-paying member of another MPI chapter. For **\$75.00** per year, Affiliate Members receive the following benefits: attend chapter events at member rate, opportunity to join and be active on chapter committees, ability to receive chapter’s digital monthly newsletter and access to sponsorship and advertising opportunities. Affiliate Memberships are renewable annually on anniversary date.

ARTICLE II BOARD OF DIRECTORS/OFFICERS

SECTION 1: AUTHORITY & RESPONSIBILITY

1.1 PRINCIPLES IN PROFESSIONALISM:

Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global.

1.2 CHAPTER BOARD REPORTS:

All board directors are required to complete a monthly board report and submit/upload to directed designee on or before due date assigned using template based on annual business plan.

1.3 BOARD MEETING CONDUCT:

Board meetings will be conducted using Robert’s Rules of Order. A motion is to be made and seconded for discussions to take place. Motions are recorded and voted on at the board meetings. A Motion Submission Form should be completed and submitted along with monthly board report to be included in board packet for consideration. Motions are documented in the meeting minutes for review and acceptance at the next board meeting.

Every board meeting must have an agenda sent in advance of the meeting. The Chapter Administrator shall prepare Board agendas and distribute after receiving approval from the President.

The proceedings for each board meeting shall be recorded by preparing minutes by the Chapter Administrator. Those minutes shall be distributed to the Board, committee chairs, the Chapter Operations Manager (COM), and a master copy shall be kept for the file. Highlights of board meetings will be presented in the chapter's monthly newsletter.

Should a vote be required by the board outside of a board meeting, an electronic vote can be requested. When utilizing electronic or email vote, the Board of Directors will adhere to the following:

- a. Written formal resolution/motion will be sent out by email to the Board of Directors from the Office of the President detailing the motion and identifying who is submitting the motion.
- b. A second will be submitted.
- c. Any questions/discussion will follow.
- d. Board must vote unanimously to pass an electronic/email motion.
- e. A formal document must be routed for signature by all members of the board at the next live board meeting.
- f. Motion will be recorded and retained in the chapter records.

SECTION 2: EXECUTIVE COMMITTEE:

- 2.1 MPI North Florida's Executive Committee is composed of the President, Immediate Past President and President- Elect. The Executive Committee meets on an as needed basis. Reference Article IX Executive Committee in Chapter Bylaws for authority and responsibility, composition, vacancies, meetings and quorum.

SECTION 3: BOARD ELECTION & SERVICE

3.1 NOMINATIONS PROCESS

All chapter members in good standing are eligible to nominate themselves or another chapter member in good standing. A Board Application expressing interest to serve on the Board in the next term year must then be completed by the nominee and submitted to the Nominations Committee.

- The due date of the applications will be based on the timeline and requirements set forth by MPI North Florida and may vary from year to year.
- All positions serve one-year terms.
- Reference Bylaws: Article X. Other Committees: Section 2. Governance and Nomination Committee
- Elections shall be conducted and submitted to MPI Global by August 1.

Applications must be received on or before due date posted to be considered. After the Board Application due date posted, the Nominating Committee will review and interview all applications received. Interviews may be conducted by either a personal phone interview or in-person interview. All new applicants will be asked the same set of interview questions and returning applicants will be asked a separate set of the same interview questions, all determined by the Nominating Committee. After all interviews are administered, the committee will meet or have a conference call to discuss results to determine the slate of candidates.

Prior to the June Board Meeting, the Nominating Committee shall submit a slate of one (1) candidate for each vacancy (President-Elect and Vice Presidents) on the MPI North Florida Board of Directors. A recommendation of President-Elect and Vice President candidates will be presented to the current Board of Directors for approval at the June Board Meeting. Notice of the full slate will be emailed to the membership and will be posted on the chapter website no later than July 1. Assuming no position is contested, the submitted slate of directors shall officially be elected.

Chapter's approved slate will be submitted to Chapter Operations Manager no later than August 1. Submission is required to include the membership ID number for each member of the approved slate.

A complete board roster with full contact information will be submitted to Chapter Operations Manager no later than August 1.

Integrity and Confidentiality: The integrity and confidentiality of this process is safe guarded by the IPP and current President.

Board of Director's Term: The volunteer responsibility and commitment of all returning and new Board of Directors will become active and official on January 1 of the said year. These members will also be recognized at the end of the year gala held in November or December of the said year.

Unable to Serve: If a member of the newly elected board announces he/she is unable to serve it will be the responsibility of the Immediate Past President, President-Elect and Director of Leadership Development to recommend a replacement to the President for appointment and board approval.

Board members who resign are still able to be actively involved in the chapter by attending meetings and or events, joining a committee, but not in a lead role, i.e. Committee Chair for the remainder of fiscal year plus one additional fiscal year.

3.2 SLATE PRESENTATION AND SUBMISSION: The Chapter slate will be presented to membership on templates provided by MPI Global and allow a minimum of 30 days for the membership to contest prior to Bylaw deadline of August 1. Chapter will submit to MPI Global the elected slate on the template provided by MPI Global on or before August 1 annually. Board will be installed before end of year.

3.3 DUTIES OR JOB DESCRIPTIONS

President

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing with previous service as President-Elect
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position
- Good organizational skills

General Responsibilities:

- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to Board of Directors and committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for budget as a whole
- Support and defend policies and programs adopted by the Board of Directors
- Participate in scheduled MPI Global leadership Calls
- Conduct transition meeting with successor
- Perform other duties that may be required by the Board of Directors.

Specific Responsibilities:

- Directly responsible for communicating with and supervising the chapter officers and directors to ensure that all assignments are completed according to the business plan, the chapter is financially sound, and membership is advised of all progress.
- Serve as chair of all meetings of both the Executive Committee and Board of Directors, serve as a member of the Budget and Finance Committee
- Serve as an ex-officio member on all committees except the Governance and Nominating Committee
- Ensure development and facilitation of a long term business plan
- Appoint all members of standing and special committees and relieve any inactive committee members with approval of the Board
- Ensure chapter adherence to Chapter Bylaws, Policies and Procedures
- Work with Chapter Administrator to prepare consent agenda for each board meeting and distribute prior to meeting; preside at each board meeting
- Work with Office of the President to prepare agenda for chapter's annual business meeting; preside at chapter's annual business meeting
- Vote on issues brought before the Board of Directors only in the event of a tie
- Act as official spokesperson of the chapter
- Plan and conduct annual mid-year Board Retreat
- Act as support/mentor to President Elect
- Submit budget needs for the following fiscal year
- Oversee performance of Chapter Administrator including monthly meetings and a yearly performance review

- Serve as liaison between the chapter and MPI Headquarter
- Ensure chapter compliance with MPI Headquarters

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Annual Board Retreat and Mid-Year Board Retreat
- Participate on MPI Training Webinars
- Attendance at official chapter activities and functions
- Attendance at Chapter Business Summit
- All other related activities

President Elect

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing with previous service in a Board position
- Knowledgeable of the activities/affairs of the chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Participate in scheduled MPI Global leadership Calls
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Serve as direct support to the Chapter President
- In the absence of the President, perform the duties of the President
- Keep knowledgeable about chapter activities in order to take over for or represent the President
- Meet with Board members one-on-one to discuss succession
- Ensure the chapter adheres to minimum chapter standards as prescribed by MPI

- Work with Leadership Development to conduct both transition meeting and orientation for incoming board members
- Participate with President and Immediate Past President in Chapter Administrator's Annual Review
- Work with President and Immediate Past President on transition plan
- Plan and execute Annual Board Retreat

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Annual Board Retreat and Mid-Year Board Retreat.
- Participate on MPI Training Webinars
- Attendance at official chapter activities and functions
- Attendance at Chapter Business Summit
- All other related activities

Immediate Past President

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing
- Completion of previous year's term as President

General Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Participate in scheduled MPI Global leadership calls
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Chair the Governance and Nominating Committee, ensuring compliance with Chapter Bylaws and policy, providing an open nominations & elections process, and ensuring compliance with MPI elections calendar requirements.
- Act as support/mentor to President.
- Promote and work with Leadership Development Committee to provide for continued involvement of past presidents to support the business plan of the chapter.
- Serve as MPI NF Representative on MPI Global South East Regional Council
- Review and update Chapter Bylaws and Chapter Policy Manual as needed.

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Annual Board Retreat and Mid-Year Board Retreat
- Attendance at all official chapter activities and functions
- Committee activities

VP of Finance

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Participate in scheduled MPI Global leadership calls
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities

- Manage and supervise chapter financial efforts
- Review and approve all expense reimbursement requests to ensure that they are within budget and coded properly
- Conduct monthly budget review with each area VP

- Research current funding, partnership and investment trends and topics pertinent to the chapter and report findings to Board of Directors
- Work with the Chapter Administrator to:
 - Conduct monthly reviews with the CA to review the P&L and make updates/notes as appropriate
 - Monthly review of banking and credit card statements
 - Present up-to-date financial statements at each Board of Directors meeting and each Chapter Retreat
 - Ensure safekeeping and monitor Investments & Reserves - CDs, mutual funds, prudent reserve – in approved banks and other institutions
 - Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and paying all authorized invoices
 - Assist with preparation of annual operating budget and ensure compliance once approved by the Board
 - Comply with all governmental tax regulations and work with Chapter Administrator to ensure chapter tax returns and annual business reports are filed as required
- Ensure chapter budget is always correct and up to date

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings, Board meetings and Executive Committee meetings
- Attendance at Annual Board Retreat and Mid-Year Board Retreat
- Potential attendance at Chapter Business Summit, as requested and approved by Board of Directors
- Attendance at official chapter activities and functions
- Maintenance of chapter financial records
- Committee activities

VP of Education

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors

- Responsible for the related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Participate in scheduled MPI Global leadership Calls
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise chapter educational efforts, including:
 - Monthly Programs Logistics
 - Professional Development - Educational Content & Speaker Sourcing, Chapter/Regional Education Conference (if applicable)
 - Develop annual education plan in accordance with chapter business plan and MPI standards
 - Manage the CMP Initiatives for the chapter
 - Communicate strategic issues relating to professional development to Board of Directors
 - Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors
 - Approve all bills of the committees within the Education category and forward appropriate paperwork to the VP of Finance

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Annual Board Retreat and Mid-Year Board Retreat
- Attendance at official chapter activities and functions
- Potential attendance at Chapter Business Summit, as requested and approved by Board of Directors
- Committee activities

VP of Membership

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees

- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Participate in scheduled MPI Global leadership calls
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Provide direction and leadership for the chapter's program to maintain and increase MPI membership
- Manage and supervise chapter membership efforts, including
 - Recruitment – member recruitment, new member orientation
 - Member Care – member retention, hospitality
 - Scholarships & Member Recognition – recognition programs, scholarships
- Determine and recommend volunteer appreciation gifts or event if part of annual business plan.
- Perform a chapter needs assessment survey as deemed necessary
- Communicate strategic issues relating to membership to Board of Directors
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of the committees within the Membership category and forward appropriate paperwork to the VP of Finance

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Annual Board and Mid-Year Board Retreat
- Attendance at official chapter activities and functions
- Potential attendance at Chapter Business Summit, as requested and approved by Board of Directors
- Committee activities

VP of Communications

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Participate in scheduled MPI Global leadership calls
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage the publications, marketing, advertising, public relations, community outreach, and advocacy efforts of the chapter, including:
 - Marketing
 - Website Content
- Public Relations - Media Relations, Press Releases, and Monthly Newsletter
- Social Media – Facebook, LinkedIn and Instagram, and other social media determined to be current and high reaching to current and potential members.
- Communicate strategic issues relating to communications/technology to Board of Directors
- Research current communications/technology trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of the committees within the Communications category and forward appropriate paperwork to the VP of Finance

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Annual Board Retreat and Mid-Year Board Retreat
- Attendance at official chapter activities and functions
- Potential attendance at Chapter Business Summit, as requested and approved by Board of Directors
- Committee activities

Director of Strategic Partnerships

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Participate in scheduled MPI Global leadership calls
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Secure cash and other sponsorships as determined by annual business plan
- Work with VP of Communications on Sponsorship agreement deliverables and fulfillment calendar
- Secure raffle items for educational luncheons and special events
- Work with Director of Venue Partnerships to develop, implement and maintain chapter's RFP process
- Present thank you card to sponsor upon contracting
- Approve all bills of the committees within the Strategic Partnerships category and forward appropriate paperwork to the VP of Finance

Reports to: VP of Finance

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Annual Board Retreat and Mid-Year Board Retreat
- Attendance at official chapter activities and functions
- Potential attendance at Chapter Business Summit, as requested and approved by Board of Directors

Director of Leadership Development

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Participate in scheduled MPI Global Leadership calls
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Develop and implement a mentoring program to encourage participation in chapter leadership
- Ensure promotion of leadership development efforts
- Responsible for related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Oversee Ambassador Program
- Maintain volunteer database and succession planning document
- Encourage member involvement in committees
- Work with committees to expand volunteer long-term involvement with chapter
- Work with VP of Membership and Director of Membership on New Member Orientation and Member Care

Reports to: President

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Annual Board Retreat and Mid-Year Board Retreat
- Attendance at official chapter activities and functions
- Potential attendance at Chapter Business Summit,, as requested and approved by Board of Directors
- Committee activities

Director of Venue Partnerships

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Participate in scheduled MPI Global leadership calls
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Oversee/manage venue site selection and contract negotiation for chapter activities including:
 - Monthly Luncheons and Board Meetings
 - End of Year Celebration/Member Awards Gala
 - After 5 Networking Events
 - Board Retreats (mid-year and annual)
 - Other events as determined by annual business plan
- Present thank you card to venue post-event
- Work with Director of Strategic Partnerships to develop, implement and maintain chapter's RFP process
- Approve all bills of the committees within the Venue Partnerships category and forward appropriate paperwork to the VP of Finance

Reports to: VP Finance

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Annual Board Retreat and Mid-Year Board Retreat
- Attendance at official chapter activities and functions

- Potential attendance at Chapter Business Summit, in conjunction with WEC, as requested and approved by Board of Directors
- Committee Activities

Director of Education

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Participate in scheduled MPI Global Leadership calls
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage speaker sourcing for all chapter educational events as determined by annual business plan
- Serve as speaker liaison for all chapter educational events; coordinating with Director of Operations to ensure all requirements are met
- Present thank you card to speaker post-event
- Communicate strategic issues relating to professional development to Board of Directors
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors (i.e. committee research, member survey, etc.)

- Approve all bills of the committees within the Program category and forward appropriate paperwork to the VP of Finance

Reports to: VP Education

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Annual Board Retreat and Mid-Year Board Retreat
- Attendance at official chapter activities and functions
- Potential attendance at Chapter Business Summit, as requested and approved by Board of Directors
- Committee activities

Director of Operations

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Participate in scheduled MPI Global leadership calls
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Work with Director of Venue Partnerships and Director of Education, coordinates logistics (venue, AV, speaker needs) for chapter programs to include:
 - Luncheons and Board Meetings
 - Other events as determined by annual business plan
- Support Director of Special Events
- Approve all bills of the committees within the Operations category and forward appropriate paperwork to the VP of Finance
- Lead community outreach efforts and implementation at educational events and onsite board meetings
- Onsite event liaison for educational events and board meetings

Reports to: VP Education

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Annual Board Retreat and Mid-Year Board Retreat
- Attendance at official chapter activities and functions
- Potential attendance at Chapter Business Summit, as requested and approved by Board of Directors
- Committee activities

Director of Membership

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Qualifications:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors and Executive Committee
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the related budget line items
- Participate in scheduled MPI Global leadership calls
- Conduct transition meeting with successor

- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Manage and supervise chapter membership recruitment efforts, including:
 - Recruitment – member recruitment/membership drives
 - New member orientation (MPI 101)
- Awards & Scholarships – recognition programs, scholarships
- Communicate strategic issues relating to membership to Board of Directors
- Research current membership trends and topics pertinent to the meetings industry and report findings to Board of Directors
- Approve all bills of the committees within the Membership category and forward appropriate paperwork to the VP of Finance

Reports to: VP Membership

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Annual Board and Mid-Year Board Retreat
- Attendance at official chapter activities and functions
- Potential attendance at Chapter Business Summit, as requested and approved by Board of Directors
- Committee activities

Director of Special Events

Term: One year or as determined by the Board of Directors and Chapter Bylaws (year is based on Chapter Fiscal Year)

Eligibility:

- Member in good standing
 - Willing to give the time, energy, talents and enthusiasm required of the position
- General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meeting
- Act as coach, advisor and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings

- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Develop, implement and manage chapter planning/sponsorship sales and events including (but not limited to):
 - MPI After 5's
 - Educon
 - Golf
 - Holiday Party/Member Awards
 - Any other special event that is deemed appropriate to the business plan
- Develop strategies to increase revenue and in-kind support for the chapter
- Monitor association/meetings industry trends to discover best practices in resource development

Reports to: VP Finance

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Annual Board Retreat and Mid-Year Board Retreat
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Leadership Conference, as directed by President
- Committee activities

Director of Communications

Term: One year or as determined by the Board of Directors and Chapter Bylaws (year is based on Chapter Fiscal Year)

Eligibility:

- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

- Serve as voting member of Board of Directors and Executive Committee
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, adviser and counselor to assigned committees
- Submit agenda items for Board of Directors meetings in advance of meetings
- Report on the strategies, successes and challenges of assigned committees to Board of Directors
- Responsible for the related budget line items
- Responsible for ensuring the fiscal responsibility of the committee(s) to which position is assigned.
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform other duties that may be delegated by the President and/or Board of Directors

Specific Responsibilities:

- Collaborate directly with VP of Communications & Marketing on chapter social media, publications, events, and sponsorship initiatives to oversee Social Media accounts, Email Communications, Monthly Newsletter, Event Photos, and Sponsorship & Advertising Agreements
- Work with Director of Strategic Partnerships on Sponsorship agreements and fulfillment calendar
- Advise committee members on public relations for chapter event communications
- Assist VP of Communication in registration and website support for all chapter events
- Oversee communication plan, schedule, and design for special event chapter communications
- Approve all bills of the committees within the Communications category and forward appropriate paperwork to the VP of Finance

Reports to: VP Communications

Time Commitment:

- Regular attendance at monthly meetings and Board meetings
- Attendance at Annual Board Retreat and Mid-Year Board Retreat
- Attendance at all official chapter activities and functions
- Potential attendance at Chapter Leadership Conference, as directed by President
- Committee activities

3.4 TRANSITION PROCESSES

Incoming Board Directors must meet with outgoing Board Director in their position for a transition of responsibilities and any physical materials/records and to review and familiarize themselves with processes and procedures pertaining to his/her committee and role.

3.5 ORIENTATION REQUIREMENTS

Incoming Board of Directors must attend formal Board Orientation. If Director is unable to attend on the scheduled date, they must meet with Incoming President to review and discuss orientation presentation.

3.6 CONTESTED SLATE POLICY

Once the Nominating Committee has developed a slate of nominees for election from all the Candidate Interest Forms submitted, the slate is sent to the membership. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Nominating Committee Chair by date provided and is supported by a minimum of 10% percent of the official chapter membership as of date provided. The nominee must identify the specific person he/she is running against in the general elect and must have already submitted a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the ballot submitted by the Nominating Committee will be deemed elected by acclamation and will be installed at the chapter's annual meeting. If additional nominations are received, a mail ballot will be sent to all chapter members for those positions having two or more candidates in contention.

3.7 SLATE PRESENTATION AND SUBMISSION

Chapter slate will be presented to membership on templates provided by MPI Global and allow 30 days for membership to contest prior to bylaw deadline of July 1. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before August 1 of each year.

3.8 BOARD TRAINING

Any incoming board member never serving on an MPI chapter board previously is required to attend the MPI Global Board 101 training on dates specified. Each candidate is required to sign the training acknowledgement form and submit to the President prior to December 15th of the fiscal term. All chapter leaders are encouraged to attend MPI Global trainings, Chapter Business Summit (CBS), and Chapter Leader Forum discussions. OOP and all VPS required to attend Chapter Business Summit.

3.9 BOARD RETREATS

Chapters are required to hold an annual board planning retreat each year between October and December of the fiscal year. Chapters are also required to hold a mid-year assessment retreat between May and July of each fiscal year. Chapters must engage with an external professional facilitator to oversee the process and flow of the retreat. Facilitators cannot be a Current Board member from your home chapter or chapter member that has served on the board in the last two years. All retreat facilitators must be approved prior to contracting with your Chapter Business Manager.

SECTION 4: BOARD COMPENSATION

4.1 COMPENSATION: Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director, but they may be reimbursed for reasonable expenses

incurred in the performance of their duties to the Chapter in accordance with such Chapter policies approved by the Chapter Board of Directors. The term “compensation” means direct or indirect remuneration, including gifts and benefits that are not insubstantial. Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director or receive any preferential discounts or considerations for attending chapter events.

4.2 GIFTS: Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.

4.3 A 25% off discount will be applied to chapter events for Board members and chairs of that event with promo code.

ARTICLE IV COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

1.1 STANDING COMMITTEES:

Standing committees of the chapter are:

Communications, Education, Finance, Leadership Development, Membership, Operations, Venue Partnerships Special Events, and Strategic Partnerships

COMMUNICATIONS COMMITTEE

Purpose: Manage the publications, marketing, advertising, public relations, community outreach, and advocacy efforts of the chapter.

Responsibilities:

- Designs, edits and publishes a professional and informative newsletter to serve as an educational and communication tool for members.
- Promotes the visibility of MPI North Florida and its activities through the website and other means as defined by the annual business plan
- Works with committees to implement updates and improvements to the chapter website.
- Promotes MPI North Florida initiatives through social media.

Board of Director Position Responsible: VP of Communications

Recommended number of volunteers: 10 - 15

EDUCATION COMMITTEE

Purpose: Develop and deliver an annual education plan of high-quality educational programs for professional development in accordance with chapter strategies and MPI standards.

Responsibilities:

- Manage and supervise chapter educational efforts, including

- Monthly Programs and Special Events – Logistics and Fundraising
- Professional Development – Educational Content & Speaker Sourcing
- Manage the CMP Education Group Initiatives for the chapter
- Communicate strategic issues relating to professional development to Board of Directors
- Research current education trends and topics pertinent to the meetings industry and report findings to Board of Directors

Board of Director Position Responsible: VP of Education

Recommended number of volunteers: 10 - 15

FINANCE COMMITTEE

Purpose: Manage and supervise chapter financial functions to ensure proper accounting procedures are executed by Chapter Administrator and that annual audit/review is conducted.

Responsibilities:

- Reviews and accounts for chapter financial functions, including:
 - Fundraising, Auctions, Special Events, Strategic Partnerships, Investments & Reserves.
- Maintains proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and paying all authorized invoices.
- Ensures that Annual Audit/Review is conducted in alignment with Finances & Budget section of Policies & Procedures.

Board of Director Position Responsible: VP of Finance

Recommended number of volunteers: 10 - 15

LEADERSHIP DEVELOPMENT COMMITTEE

Purpose: This committee works hand in hand with the membership committee in developing a mentoring and ambassador programs for existing, new and student members. Works with the Immediate Past President annually on the Board Succession Plan.

Responsibilities:

- Encourage member involvement with committees
- Identify and promote leadership within the chapter
- Assist membership committee with mentoring programs
- Collaborate with Membership Committee to present MPI 101
- Ensure promotion of leadership development efforts
- Serve as Ambassadors at Chapter Events

Board of Director Position Responsible: Director of Leadership Development

Recommended number of volunteers: 5 - 10

MEMBERSHIP COMMITTEE

Purpose: Responsible for membership recruitment and retention activities as defined by the annual business plan.

Responsibilities:

- Follow up with members regarding membership renewal and delinquent memberships
- Contacting potential new members/non-members attending events to promote benefits of membership
- Conducting member needs assessments and involved in various programs as defined by the annual business plan
- MPI 101/new member orientation
- Member care (i.e. member anniversary recognition)
- Membership drive
- Membership scholarships

Board of Director Position Responsible: VP of Membership

Recommended number of volunteers: 10 - 15

OPERATIONS COMMITTEE

Purpose: To execute chapter events which provide education, promote member networking and fundraising opportunities for the chapter.

Responsibilities:

- Manages the logistics for chapter events including luncheons and other special events
- Promote and manage community outreach programs as defined by annual business plan

Board of Director Position Responsible: Director of Operations

Recommended number of volunteers: 5 – 10

STRATEGIC PARTNERSHIPS COMMITTEE

Purpose: Focuses on creating and marketing sponsorship opportunities and annual auction activities.

Responsibilities:

- Maintain a database of current sponsors
- Solicit new sponsors for upcoming events
- Seek out and coordinate cash donations
- Oversee annual auction committee
- Serve as a liaison between strategic partnerships and communications

Board of Director Position Responsible: Director of Strategic Partnerships

Recommended number of volunteers: 5 – 10

SPECIAL EVENTS COMMITTEE

Purpose: To execute chapter events which provide education, promote member networking and fundraising opportunities for the chapter.

Responsibilities:

- Manages the logistics for chapter events including MPI After 5 events, Annual Member Awards Gala, Golf tournament, and other special events
- Assist in fundraising efforts for special events
- Promote and manage community outreach programs as defined by annual business plan.

Board of Director Position Responsible: Director of Special Events

Recommended number of volunteers: 5 – 10

1.2 COMMITTEE POLICIES & PROCEDURES

- Committee chairs not otherwise designated by the Chapter Bylaws are named by the President and approved by the board.
- Each committee shall have a board liaison and a committee chair or co-chairs.
- Anyone serving on a committee must be a member of MPI.
- Committee Chairs will come from the general membership and will report to the Board Director, according to chapter leadership structure.
- At the discretion of the President and President-Elect, a committee chair may be appointed to begin their term at any time during the chapter year.
- Committees shall be structured to offer as many members the opportunity to volunteer as is beneficial to accomplish required task(s).
- Any member is eligible to serve on no more than two (2) current/active committees during a program year without board approval. A member can only serve as Chair/Co-Chair of one Committee unless board approval is obtained.

- It is suggested that no committee chair or co-chair shall serve more than two consecutive terms in the same position on any given committee, unless approved by the Board of Directors.
- Appointed Committee Chair shall select Co-Chair who will be the intended Chair the following year.
- Each Committee Chair to develop yearly goals, based on the approved business plan, as set forth by chapter leadership.
- Each Committee to meet as needed. Committee meeting agendas shall be prepared and distributed to all committee members, Director, VP, Chapter Administrator and President prior to the meeting. The committee chair shall prepare the agenda.
- The proceedings for each committee meeting shall be recorded by preparing minutes. Those minutes shall be distributed to the committee members (including the Director, VP, Chapter Administrator and President) following each meeting.
- Committee chairs shall send a monthly committee report to his/her Board Director and VP by the 1st of each month.
- Committee chairs and co-chairs are required to have working knowledge of this document and the Chapter's Bylaws.
- Committees will follow the current business plan adopted by the chapter.
- Committee chairs will encourage active participation and involvement of all committee members in the implementation of the committee's program of work.
- Committees will ensure that the MPI chapter logo appears on all chapter publications, marketing materials, collateral and flyers.
- Committees will ensure that the MPI Chapter address appears on all forms including raffle donation and sponsorship and those forms are sent directly to the Chapter Office.
- Committee chairs shall send all BEOs for all paid or sponsored MPI North Florida programs to the VP and Board Director in department to review prior to being sent to the President for final approval and signature.
- Committees are not authorized to: 1) sign contracts or BEOs on behalf of the association, 2) commit funds without the consent of the Board of Directors, 3) finalize or distribute programs or event materials without the final approval of the Board of Directors.
- A member of the committee shall be appointed to take and distribute meeting minutes.
- Committee Reports are to be submitted to Board Director and/or VP to compile prior to the board meeting to submit to the Chapter Administrator for the board packet, which will be distributed to the Board of Directors at least one week prior to all Board meetings.
- Members must adhere to the Principles in Professionalism as outlined by MPI Global.
<https://www.mpiweb.org/docs/default-source/policies-and-manuals/principles-of-professionalism.pdf>

SECTION 2: ADVISORY COUNCILS AND TASK FORCES

2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. Include in each who is responsible for making the appointment for advisory councils/task forces and if a board vote is required.

SECTION 3: VOLUNTEER ROLES 7 RESPONSIBILITIES:

3.1 Expectations of Committee, Advisory Council and/or Task Force Chairs:

1. Clear communication on purpose/charge for the group. If changes in direction occur, communicate with the group in a timely manner.
2. Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
3. Complete any assignments by pre-determined deadlines.
4. Draft and disseminate minutes and summaries promptly.
5. Draft and submit progress report to assigned Chapter Board of Directors as needed.
6. Ensure volunteer reimbursement requests are submitted and paid within 60 days of funded meeting.

Expectations of Volunteer Members:

1. Focus on assigned purpose/charge for the group.
2. Attend meetings and conference calls.
3. Complete any assignments by pre-determined deadlines.
4. Communicate any challenges/concerns early to volunteer chair.
5. Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.
6. Comply with Conflict-of-Interest Policy, maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

ARTICLE V FINANCE

SECTION 1. ANNUAL BUDGET

1.1 The fiscal year of the chapter for financial and business purposes is January 1 through December 31 unless otherwise determined by the chapter with MPI Global approval.

1.2 Accounting:

MPI North Florida will utilize an accrual basis of accounting that recognizes income and expenses when they are incurred.

Taxes:

- Tax reports and payments are to be submitted prior to government and MPI deadlines.
- Copies of federal tax returns and financial statements shall be sent to MPI in a timely manner. The VP Finance shall work with the Chapter Administrator to ensure all taxes are filed in a timely and proper manner.
- The chapter's IRS 990 will be filed each year by a Certified Public Accountant as required by state law.
- The chapter carries indemnity insurance through MPI for all members of the Board.
- It is the policy to prohibit loans to employees and members under all circumstances.
- The chapter does not utilize a petty cash system.

- All financial records shall be stored for seven (7) years. All other records shall be retained for three (3) years. The destruction of all records must be approved by the Board.

Budget Draft & Approval:

Office of the President, VP of Finance, incoming President Elect and incoming VP of Finance will work with the chapter Administrator to prepare the annual budget. The incoming Board of Directors will review and discuss proposed budget during the Annual Retreat. After budget edits are completed, budget is to be presented to outgoing Board of Directors in December (or final) board meeting for approval.

Annual Review/Audit:

The accounts of this chapter shall be reviewed not less than annually by a Certified or Chartered Public Accountant or a committee of no fewer than two qualified individuals who do not have any financial authority within MPI North Florida and who shall be recommended by the Board within thirty (30) days following the completion of each fiscal period.

Budget Policy:

Expenses should not exceed income. If the chapter is in a position where this occurs, the Board must approve any movement of funds from the money market or investment account. All unbudgeted expenses must be approved by the Board. All changes to the approved chapter budget and or committee budget must be presented to and approved by the Board. Board members are responsible for monitoring their committees' expenditures.

Financial statements and account reports:

Financial statements, which report financial activity for the previous month shall be prepared monthly by the Chapter Administrator and transmitted to the President and VP of Finance. The Vice President of Finance shall review the statements, comparing them to the reconciliation reports, take appropriate corrective action, if necessary, and report to the board of directors at each board meeting.

Outstanding Debt:

Board members or any member that has an outstanding debt to the chapter are not permitted to join the Board until said debt is settled. Current board members will be automatically removed if outstanding debt is not repaid within 90 days of date due/date of event.

Debit/Credit Card:

The chapter authorizes the use of a debit/credit card to the Chapter Administrator in the name of the chapter to be used solely for chapter charges. Chapter Administrator is authorized to use Debit/Credit care for any budgeted items of \$500 or less without additional approval. Any transactions over \$500 requires pre-approval by President and VP of Finance. Any unbudgeted item requires Board approval.

VP of Finance is to review card statements from financial institution monthly and cross-check them to the reconciliation report, take appropriate corrective action, if necessary, and report to the board of directors at each board meeting. President and VP of Finance will receive text notifications of any transactions on debit or credit card.

Debit or credit cards shall be surrendered to the Chapter President no less than 10 days prior to the departure of the Chapter Administrator. Upon surrender of card, Chapter shall secure a replacement card for all future Chapter business.

Check Signatures:

All checks issued from the chapter require two signatures along with accompanying check request. A minimum of four signatures should be on file at the chapter's financial institution(s) to include President, President-Elect, Immediate Past President, VP of Finance and Chapter Administrator. In the case of a personal and/or professional connection between the Chapter Administrator, President, President-Elect, Immediate Past President or VP of Finance, the signatory on the check request and the signatory(ies) on the check shall not be the individual with the personal or professional connection to the payee.

No Board member has authorization to approve a check request form or a for-deposit only check on behalf of the chapter when the payee is the chapter member themselves or the company or organization they represent.

Uncollectible accounts, or delinquent accounts:

Will be handled in the following manner:

1. A telephone call will be placed by the VP Finance or the Chapter Administrator to inform the individual or business of the delinquency and to explain the chapter's policy and procedures regarding delinquent accounts.
2. After a reasonable amount of time if payment is not received, the delinquent account will be notified by a certified letter from the VP Finance or the Chapter Administrator or President.
3. The Board of Directors shall prohibit the delinquent account from future chapter functions until the account has been settled.
4. If a third party is involved in payment (for example, an advertising agency) full payment may be required prior to placement of the order.

1.3 Other Policies

1. Bank signatures shall be updated no later than December 15 following board transition.
2. Passwords with financial institutions shall be updated no later than December 15 following board transition.
3. Account numbers and current passwords shall be disclosed only to Chapter Administrator, President and VP of Finance.
4. Any files stored online (i.e. Basecamp) that include banking/investment account numbers or passwords should be password protected. Password shall be disclosed only to Chapter Administrator, current President and current VP

SECTION 2. RESERVE FUND

2.1 TERMS:

The term "Reserves" for financial purposes will be defined as funds set aside to be used in emergency cases or in the event of an investment by the Chapter to further its mission.

2.2 RESERVE TARGET:

Chapter will maintain a minimum reserve of 6-8 months operating funds. Operating funds will be defined as annual fixed expenses plus 25%. This timeframe is to be a minimum as it is recognized that external events in the industry, significant downturn in the economy or stock market could make a longer commitment necessary.

2.3 PURPOSE OF RESERVES:

MPI North Florida will maintain adequate reserves for the following purposes:

1. Unpredictable events which could substantially impact MPI's operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
2. Identification of a valuable investment opportunity for long term growth.

While most such opportunities are managed through budgeted expenditures, the right opportunity with a significant and dependable return on investment can warrant a decision on the part of the board to access the organization's reserves.

Any investments would require an acceptable ROI back to the organization and would be sustainable long term without the initial deemed reserve support.

3.4 INVESTMENT POLICY

MPI North Florida wishes to maximize the return on cash by using investments while balancing the need for liquidity and minimizing market risk. This policy is to establish investment controls over the operating and reserve accounts.

1. Preservation of capital is the primary objective of this policy; thus, risks should be minimized.
 - a. Credit Risk – A minimum of 50% of invested funds should be made in instruments backed by the full faith and credit of the U.S. Government or in accounts and certificates of deposit that are fully insured by the FDIC (checking, savings, money market and negotiable order of withdrawal accounts, CD's, cashier's checks or money orders, etc.).
 - b. Interest Rate Risk – Investments should be limited to 3-5 years or less and subject to limitations on operating cash investment terms outlined in paragraph 3 of this policy.
2. The funds shall only be used for lawful purposes of MPI North Florida and any withdrawals from such accounts shall only be by a check or transfer approval signed by those on the approved signing list.
3. Cash in the operating accounts of MPI North Florida may be invested for not more than 90 days, while cash in the reserve accounts may be invested for up to 3-5 years.
4. There should be no less than 6 months of cash available in the operating accounts at any time. This level will be determined annually by reviewing the approved budget and selecting the 6 contiguous months with the highest spending.

5. The Finance Committee will develop investment recommendations to present to the Board for approval.
6. A schedule of invested funds will be reviewed by the Finance Committee each month and reported to the Board at each Board meeting.
7. Consideration should be given to the balance between investment return and administrative burden. This should be interpreted to mean that management and the Board may elect to not invest funds if they determine that the cost of administering the investment policy exceeds expected return.

3.5 ACCESS TO RESERVES:

The access of the “reserve” shall first be referred to the VP Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 3. REQUEST FOR PROPOSALS:

3.1 MPI North Florida’s Strategic Partnerships Committee publishes a Sponsorship Opportunities document which is posted on the chapter website and includes opportunities available for businesses to sponsor chapter events and initiatives. Members and guests of chapter events are also made aware of exhibit opportunities in monthly survey e-mailed to all registered attendees and given the chance to note their interest in exhibiting at or hosting an upcoming meeting/event. Members will be given advance notice of opportunities and first right of refusal before opportunities are made available to the general public.

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

4.1. Conferences, Expenses & Reimbursement Policy:

Reimbursements: All requests for reimbursement should be submitted with a check request form with receipts attached to the VP Finance. VP Finance submits his/her own check requests to the Office of the President. The budget category for the expense must be indicated. Unbudgeted expenses being requested for reimbursement must be approved by the Board prior to reimbursement.

Based on the approved Board positions listed below and board-approved times when Chapter Administrator is to attend, the chapter will pay budgeted travel-related and registration expenses including conference registration, round-trip airfare, hotel stay, ground transportation between airport and hotel. Meals, excluding alcohol, may be reimbursed if there is not a conference-offered meal and if budget allows reimbursement.

For reimbursement, MPI North Florida representative must:

- Do their best to make budget-conscious decisions when incurring travel-related purchases, such as renting a sedan rather than an SUV or luxury vehicle or purchasing coach airfare rather than first class
- Purchase airfare no later than thirty days in advance of conference
- Not exceed MPI Global’s maximum allowable reimbursement amount provided by MPI Chapter Operations Manager, such as for airfare, by more than \$100

- Submit required reimbursement form and or check request as directed by due date
- Anything outside these parameters requires board approval

4.2 MPI Global Directed or Offered Travel:

For any travel directed or offered by MPI Global chapter board members will comply with expense and reimbursement guidelines outlined for such event by MPI Global procedures.

- 4.3 BUDGETED CHAPTER EXPENSES: All chapter expenses should be submitted via a receipt/invoice along with a completed Check Request Form to the VP of Finance for approval. If the VP of Finance approves the check request, he/she should forward the signed check request and supporting documentation to the Chapter Administrator. The Chapter Administrator will issue the check. Should the VP of Finance submit the check request, a member of the OOP will receive the check request and provide approval.

SECTION 5. SPONSORSHIPS

- 5.1 <https://www.mpi.org/about/privacy> and are responsible for protecting all data. As such, all member types have access to the Membership Directory <https://www.mpi.org/membership/member-directory>. There are no additional direct member benefits to access registration lists and/or member lists. Any lists provided via Sponsorship opportunities must account for opt-outs and be respective of the MPI Data Privacy Policy.

5.2 CHAPTER SPONSORSHIP POLICIES: Chapters have the ability to sell Sponsorship opportunities to partners that are members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must take into account opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and chapter business strategies. Members will be given advance notice of opportunities and first right of refusal before opportunities are made available to the general public.

5.3 CROSS PROMOTION POLICY:

MPI NF will work with other board approved organizations to promote MPI NF events to their members and their events to MPI NF members with the board's approval on a case by case basis and only if the following criteria is met.

Internal Requirements

1. Programs that conflict with MPI NF educational programs and events will not be promoted.
2. Educational programs must be of value to MPI NF members and offer CEUs.
3. Consideration needs to be made regarding how the cross promotion will affect the budget, educational calendar and strategic plan for the Chapter.

4. MPI NF Board of Directors must approve the use of Chapter's name and logo in any and all communications
5. If all criteria is met a formal motion will be required for board's approval.

Promoting Board Approved MPI NF programs to other organizations:

1. MPI NF will provide copy of their events to other board approved organizations
2. MPI NF will offer the non-member rate to other organization members. Member rates will be offered only with board approval with the intent of gaining new potential members.
3. The other organization will provide a link from their website to the event on the MPI NF website.
4. The other organization will provide MPI NF program information in their Chapter communications; if available, MPI NF will provide and approve the copy
5. Registration for event will be run through MPI NF website unless board approves otherwise
6. Letter of agreement will be sent to board approved organization.

Promoting other Board Approved organizations programs to MPI NF members:

1. MPI NF will provide a link to the event on the other organization's website through chapter social media platforms and monthly newsletter where feasible.
2. MPI NF will publicize the event in applicable communication vehicles and the frequency will be determined by MPI NF.
3. The other organization will provide copy for the event. MPI NF reserves the right to edit or reject said copy.
4. Letter of agreement will be sent to board approved organization.

SECTION 6. MANAGEMENT OF PAID STAFF

6.1 DUTIES:

Paid staff administrators must adhere to the standards and qualifications established by MPI Global. A minimum scope of services as outlined below will be included in administrator RFP and contracts. Additional services above the minimum requirements can be added by the Chapter at their discretion with board approval.

- Chapter Administrators and their support staff will represent the chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
- Chapter Administrators and their support staff will follow all MPI Global and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
- Chapter Administrators are required to adhere to all CAP (Chapter Administrator Program) guidelines and policies. See Program guidelines for specific requirements.
- Chapter Administrators or paid support staff must be licensed and insured with a minimum of \$1 million dollars in general liability insurance and provide proof of said policy to chapter and MPI Global annually by January 1.
- Non-compliance with these requirements will require termination of contract.

GENERAL SERVICES

- File necessary papers with MPI Global, State of Florida and the insurance company.

- Assist the Board of Directors in ensuring that policies and procedures are followed, make recommendations to the Board regarding policies and take a proactive role in determining the future course of the organization by providing advice and counsel.
- Participate in or have a suitable replacement for all scheduled chapter meetings and events. These include but are not limited to: chapter educational programs, special events, MPI After5 networking events, board meetings, board retreats. Attendance at any events located outside of the local chapter area (requiring travel) is subject to Board approval.
- Liaise with appropriate board members to make sure the nominations slate, educational program plans, the budget, taxes, board meeting minutes, business plan, Chapter Bylaws, monthly profit and loss statement, dashboard metrics and policies and procedures are completed, approved and submitted to the Chapter Operations Manager (COM) on or before their due dates.
- Ensure proper distribution of monthly board minutes to all board members and MPI Chapter Operations Manager.
- Provide continuity of information and direction for Board members year to year.
- Works with the Executive Committee and Chapter Operations Manager to develop strategic thinking skills and strategies for the chapter.
- Ensure that branding guidelines from MPI are adhered to for all chapter communications.
- Maintain a master working calendar for the Board
- Be familiar with and provide guidance regarding all MPI compliance regulations.

Chapter Business Plan

- Participate in the development and execution of the annual Chapter Business Plan.
- Update the business plan yearly with the new metrics and action items.

Dashboard Metric Reports

- The following items should be submitted via mpiweb.org in the Dashboard as applicable:
- Actual Chapter Volunteers
- Actual Revenue
- Actual Total Expense
- Actual Educational Content Expense
- Reserves on Hand
- Education Survey Total Score
- Education Survey Responses
- Member Goal Notes
- Financial Goal Notes
- Educational Meeting Attendance
- Planner Education Meeting Attendance
- Non-Member Education Meeting Attendance
- New Member Educational Meeting Attendance
- Regional Program Attendance
- Member Networking Event Attendance
- Non-Member Networking Event Attendance
- YTD Non-Member Conversion

- Engagement Goal Notes CA

Chapter Records, Stock & Supplies

- Maintain records, files and provide storage for chapter archives.
- Store chapter records electronically
- Store, maintain, track inventory and order collateral materials if applicable

EDUCATION / PROGRAMS / REGISTRATION

Registration

- Manage registration for all chapter programs and events
- Provide online registration training to all new Board members as needed.
- Coordinate advance online registrations for all monthly educational programs, MPI After5 networking and special events within two weeks or other timeline agreed to by the BOD.
- Provide updates 24 hours prior to each month's educational program, MPI After5 and special events to the Board of Directors for the following: list of new members, registration, event attendance count, food allergies and spreadsheet with attendee name identified by planner, supplier or student member as well as guests (non-members).
- Provide updates by the next board meeting after the meetings and events listed above to the Board of Directors for the following: meeting summary to include final attendance numbers, revenue analysis, no-show list and walk-in registrations. These should be compiled, consolidated and stored for each chapter meeting and event.

Monthly Programs

- Track and process all payments, refunds and guest inquiries revolving around monthly chapter meetings and special events.
- Track the chapter member/non-chapter member attendance and fees, ensuring that attendees are paying the appropriate fees and non-chapter members are attending no more than two meetings per year.
- Provide list of non-chapter member attendees to VP Membership and VP Leadership Development within two weeks of each meeting/event.
- Ensure that the post-event evaluation is sent to attendees within 24 hours of event and that the results are communicated to the Board of Directors within ten business days after the survey closing date.

Onsite Registration

- Coordinate on-site registrations for all educational seminars/monthly programs and special events.
- Staff registration desk at meetings and collect payments at door (cash, check and credit cards).
- Process payments and provide receipts for meetings.
- Provide dietary tickets or instructions for attendees with special dietary requests.

Name Badges

- Prepare name badges with appropriate designations for members and guests
- Tag Board members, new members, guests, speakers, CMPs, sponsors, committee members, etc. with the appropriate ribbons at each event.

Monthly Programs Promotion

- Assist Communications Committee with promoting meetings/events as necessary

CMP Study Group

- Process CMP Study Group participant fees.
- Maintain a list of interested CMP Study Group participants throughout the year.

MEMBERSHIP

Member Database

- Provide assistance to membership to update their personal profiles/data on the MPI website at www.mpiweb.org when assistance is required
- Keep track of member anniversary dates and notify VPs of Membership & Communications of anniversaries.

Membership Assistance

- Assist all members in information and requests as needed.
- Respond and follow-up to all inquiries and referrals within 1 business day.

Affiliate Members

- Monitor anniversary dates for affiliate members and bill accordingly.

COMMUNICATIONS/MARKETING

Chapter Newsletter

- Work with the VP Communications on continuous improvements and upgrades to the newsletter to include live links within the newsletter, look/feel, branding.

Chapter Website

- Respond to guest questions and inquiries within 1 business day.

Chapter Website/Newsletter Sponsorship

- Bill and collect revenue for sponsorships. Advise the VP of Communications, Director of Strategic Partnerships and the VP of Finance.

Chapter Email Lists

- Provide current email list to Communications Committee as needed for member communications.

COMMUNITY OUTREACH

- Maintain accurate financial records of monies donated and issue payment to charitable organization with completion of check requests.

BUDGET / FINANCE

Financial Management Duties

- Work in conjunction with the OOP, VP of Finance and incoming President-Elect and VP of Finance to prepare annual budget
- Oversee financial operations of chapter to ensure all involved adhere to budgets.
- Oversee bank communications in conjunction with the VP of Finance.
- Update signature cards from the Board as required and approved.
- Forward reconciled bank and merchant statements to the VP of Finance each month.
- Maintain financial coding system through QuickBooks in conjunction with VP of Finance.
- Upkeep of financials and coding of financials with check requests from board members.
- Generate a meeting summary that will include a headcount, revenue analysis and no-show list for each event. This is to be included in the subsequent board packet. Gather information from each area to create Event Recap Sheet. Serve as central point of contact for Event Recap sheets (includes attendance figures and financials). Compile, consolidate and store for each chapter event.
- Coordinate with VP of Finance and CPA to prepare annual IRS tax return and required IRS Schedules.
- Prepare annual compilation of all statements from financial institutions (including checking, savings and investment accounts, merchant service provider, credit cards and etc.) and the corresponding reconciliation reports for the Annual Review of chapter financials by chapter members or CPA, as required in Chapter Bylaws.
- Provide a detailed monthly revenue/expense report (P & L Statement) to Board of Directors.
- Practice and implement Generally Accepted Accounting Principles (GAAP) in all financial management and bookkeeping procedures.
- Additional fulfillment duties as directed by the Board.

Accounts Receivables

- Handle all accounts receivable functions including issuing invoices as required for monies received.
- Prepare and make deposits to the bank, reporting deposits to the VP of Finance.
- Follow up on monies from past due accounts.
- Invoice and monitor accounts receivables at 30/60/90 day intervals until payments are received and processed. After 90 days, the VP of Finance is to be notified and will advise the action to be taken.

- Record and deposit all cash, credit card payments and checks within one week of receipt.
- Enter deposits, write checks for signature at the monthly chapter meetings, file back-up documentation, and provide a budget report for the monthly Board meetings.
- Work with the VP Finance to provide a budget report that includes bank statement reconciliation monthly.
- Bill current meeting no-shows and accounts receivables within five business days of the meeting.
- Track online payments and process cash and check payments for all programs at monthly chapter meetings.

Accounts Payable

- Process checks for speakers and venues when needed once the approved paperwork has been received from the VP of Education.
- Issue and collect completed IRS Form W-9s from all vendors. Maintain file of completed W-9s.
- Issue IRS Form 1099s to vendors as required by IRS.
- Process approved check requests from Board/Committee Members.

SPONSORSHIP

- Oversee billing and receipt of payment for sponsors
- Assist Director of Strategic Partnerships with tracking and maintenance of annual sponsor contracts.
- Provide tax identification and W-9 information to organizations requesting information.
- Produce tent cards with sponsorships logos for tables at monthly programs and special events, as needed.

1.2 MANAGEMENT OF PAID STAFF:

Minimum scope of services of paid administrator shall include the following for the provision of professional management and administrative services:

- Provision of headquarter office and necessary technology to support all methods of communication with board and members
- Proven skills in basic administrative functions and support of associations
- Capable in bookkeeping services
- Capable in website management
- Capable in event management and registrations
- Capable in record keeping and documentation
- Capable in all facets of Chapter Board of Directors support

The contract with the Chapter Administrator should be set for a one maximum of one-year, with the possibility of renewal. Contract fees and responsibilities are reviewed by the President, President-Elect and Immediate Past President and set forth by a contract approved by the Board and signed by the current President. In the case of a personal and/or professional connection between any of these individuals to the Chapter Administrator, that reviewer will be recused from participating in the selection, contracting and renewal process and the Board will vote an alternate for that term to make decisions on behalf of this contract.

Six months prior to the Chapter Administrator's contract expiration date, the Immediate Past President, President and President-Elect have the option to recommend renewing the Chapter Administrator's contract for another one-year term. At this time, the Board of Directors shall approve or deny this recommendation. The decision will be communicated as soon as possible to the Chapter Administrator. Should the contract not be renewed, the RFP process will begin immediately to select a new Chapter Administrator.

The Office of the President shall retain the current Chapter Administrator's contract agreement.

If a new Chapter Administrator needs to be selected, the Immediate Past President will form a subcommittee (the subcommittee will be comprised of 5 people, Immediate Past President and four members at large) to lead the hiring and selection process. That subcommittee will then make the recommendation to the Board of Directors. The Board of Directors will make the final decision on the Chapter Administrator.

1.3 EVALUATION OF PAID STAFF & CONTRACT RENEWALS:

Each Chapter is required to complete an annual review of their administrative services prior to end of the Chapter's fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI Global. Additional processes can be deemed necessary at the Chapter's discretion. All Chapters must submit a copy of their paid staff evaluations and updated contracts for services (if applicable) to MPI Global at any time upon completion but no later than December 15.

A review and assessment of a new Chapter Administrator will be conducted at 30, 60, and 90 days upon the initial execution of the agreed contract and then annually thereafter. An established Chapter Administrator shall be evaluated annually. The Board of Directors will submit their Chapter Administrator's evaluation forms anonymously to the Office of the President to compile. The Immediate Past President will present the summary at the following Board meeting for a vote on the final review to be presented to the Chapter Administrator. The official review will be provided to the Chapter Administrator by the Immediate Past President, President, and President Elect. In the case of a personal and/or professional connection between any of these individuals to the Chapter Administrator, that reviewer will be recused from participating in the evaluation and evaluation meeting.

7.3. Contracts for any Chapter Administrators or paid staff services will require the following language included in contracts and/or scope of services. This includes all existing and future contracts.

- Chapter Administrators and their support staff will represent the Chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
- Chapter Administrators and their support staff will follow all MPI Global and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
- Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
- Chapter Administrators or paid support staff must be licensed and insured with a minimum of \$1 million dollars in general liability insurance and provide proof of said policy to Chapter and MPI Global annually by June 15.

- Non-compliance with these requirements will require termination of contract.

7.4. Chapter Administrators or paid staff cannot be family or an immediate relative of board members. Family or immediate relative is defined as, spouse, children, parents, siblings or grandchildren.

7.5. Chapter Administrators will work to hold Chapter Board of Directors accountable to all defined MPI Global performance standards, policies and Principles of Professionalism. Chapter Board of Directors will support Chapter Administrators in this process.

7.6. All administrative services must be contracted as a vendor for services, not an employee of the Chapter. In the event a Chapter is without capacity to support a paid staff administrator, consult your Chapter Operations Manager (COM).

ARTICLE VI CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

1.1 EDUCATIONAL PROGRAMS:

Educational meetings: The monthly educational meeting is generally held the 2nd Tuesday of each month. Information and registration will be listed on the website www.mpinf.org. Meeting dates and locations will be posted as soon as they are confirmed but not less than 3 months prior to event date. Registration will open no later than one month prior to program date.

Name badge: All attendees will receive a name badge at the monthly meeting. Badges will be collected at the conclusion of the meeting and reused for future meetings.

Event exhibit tables: A maximum of one exhibitor per MPI North Florida monthly luncheon event. This does not include sponsors who may receive a table as part of their sponsorship. A six-foot draped table and two chairs and one seat at the luncheon will be provided at no cost. The fee for an exhibit table will be \$200.

Sponsorship: Opportunities are available for anyone who would like to sponsor a monthly luncheon. The Director of Strategic Partnerships is responsible for coordinating sponsorships. Members will be given first right of refusal on sponsorship opportunities.

1.2 NETWORKING/SOCIAL PROGRAMS:

Networking/Social Events: Networking/social events will be held according to the current 18-month calendar created by the Board. Information and registration will be listed on the website www.mpinf.org.

Name badge: All attendees will receive a name badge at the event. Badges will be collected at the conclusion of the meeting and reused for future meetings.

Event exhibit tables: A maximum of one exhibitor per MPI North Florida special event. This does not include sponsors who may receive a table as part of their sponsorship. A six-foot draped table and two chairs and one seat at the luncheon will be provided at no cost. The fee for an exhibit table will be \$200.

Sponsorship: Opportunities are available for anyone who would like to sponsor a special event. The Director of Strategic Partnerships is responsible for coordinating sponsorships. Members will be given first right of refusal on sponsorship opportunities.

All Special Events Contracts will outline an anticipated number of guests.

Refund Policy: Written notice of cancellation received 72 in advance will be refunded. After 72 hours from event, no refunds will be issued regardless of circumstance.

1.3 EVENT ATTENDANCE:

Chapters must charge a member rate and a non-chapter member rate for all events. The price difference between member and non-chapter member rates is at the chapter discretion based on specific event needs. Anyone who is not a preferred or premier level member is required to pay the non-chapter member rates for events.

Partnership events with other industry organizations are excluded from this requirement.

Non-industry guests are exempt from this rule and can be charged a guest rate to be determined by the chapter.

Social Events Event require a registered attendance 2 weeks prior to event start date equal to 90% or more of the anticipated guest count included on venue agreement in order to move forward with hosting the event. Should attendance fall below 90% 2 weeks prior to the event, alternative arrangements will be made to cancel or postpone event at the board's discretion.

1.4 MEETING REGISTRATION FEE

The Board of Directors will review annually the registration fee and adjust it, as necessary. A charge equal to our bank's return fee will be applied to all returned checks. Fees for meetings outside of the greater Jacksonville area may vary slightly. The first meeting is free to first time guests registered by a Chapter Member for a qualifying VIP for Free meeting; first time free is not applicable to any registrants after early bird cutoff date. The Board of Directors reserves the right to prohibit the first meeting free promotion to first time guests from being applicable to certain meetings or events, based on expenses and or special circumstances around the meeting or event. As a standard, the maximum is five VIP for Free attendees at qualifying VIP for Free meetings; maximum number can be reviewed and voted on by the board to be more or less than the standard as budget permits for specific meetings in question.

Early bird registration rates end 5 days prior to meeting date at 11:59PM. Beginning at 12:00AM 4 days prior to meeting date, late fee will be applicable to all registrations received, including walk-ins. Registration closes 72 hours prior to the meeting date.

Reservations: RSVP for meetings must be made by 11:59PM on the day posted as the deadline on the event page on the MPI North Florida website. Reservations can be made on

the website. Cancellations MUST be made on the website by 11:59 PM on the day posted as the deadline on the event page on MPI North Florida website. If cancellation is not received prior to the deadline, all payments will be forfeited and cannot be applied towards a future event. Cancellations after the deadline without prepayment will be billed as a no show. We welcome walk – ins, although we cannot guarantee a meal should one be served at that event. Payment may be made at the registration desk via cash, check or credit card.

Non-members: The Membership and/or Leadership Development Committee will contact each guest after their first meeting to discuss their potential membership.

Evening meetings and special events have varying fees. These fees will be published on MPI North Florida website.

Delinquency on chapter fees may prevent participation in chapter functions and/or meetings until the delinquency is cleared. Chapter fees shall be defined as dues, meeting charges, advertising, or any other outstanding debt to the chapter. Outstanding fees must be paid to the chapter within 30 days of receipt. After 30 days, the bill will be considered delinquent.

As a standard, events are priced as follows:

- Educational Luncheons- \$42 member/ \$67 non-member
- Breakfasts- \$42 member/ \$67 non-member
- Special Fundraising Events- Varies by location
- Annual Awards & Board Installation - \$67 member & guest/ 2 for \$112
- Education Day - \$77 member, \$127 non-member
- Holiday Event - \$52 member & non-member & 2 for \$82 member & non-member
- After 5's Vary by location/ activity / inclusions Changes to these fees must be voted on by board.
- VIP for FREE - Maximum 3 VIPs for free for each luncheon or breakfast. VIP's need to be recommended by a current member in good standing.
- \$2.00 per person has been added to registration fees that will be distributed as a donation to the MPI Foundation in December.

1.5 CONTRACTS

All contracts must be signed by the President. Immediate Past President or President-Elect may sign in the event the President is not available.

ARTICLE VII COMMUNICATIONS

SECTION 1. CHAPTER COMMUNICATIONS

1.1 All Chapters must adhere to the MPI Chapter Logo and Identity Standards document provided. Any theme specific logos for events must not be in conflict with the MPI Global Brand Standards and must be approved by MPI Global prior to use.

SECTION 2. CHAPTER COMMUNICATIONS:

2.1 Website: www.mpinf.org is the official website for the MPI North Florida Chapter. The website is one of our chapter's most important portals for sharing information.

MPI North Florida maintains a contract with CVENT for all event/program registration services.

Updates to Website: The website will be updated on a regular basis. The Director or VP of each Committee is responsible for submitting necessary updates, graphics and information to the VP of Communications to be updated on the website for his/her committee's page/section of the website.

Job Bank: Meetings and hospitality related job openings will be posted for no more than 60 days.

Newsletter: The official newsletter of MPI North Florida is published monthly through the membership email list and the President's Message is published on the website. Members can contribute news/events to be published in the monthly newsletter. Contributions must be received two weeks prior to scheduled date for newsletter to be distributed and will be published as space allows.

Social Media: To be considered for placement on MPI North Florida Social Media Platforms, members can submit posts using the Social Media Request Form. Requests for submissions must offer new content/message (no repeat posts). Acceptable posts may include members news, job openings etc. MPI North Florida reserves the right to approve the quality of the content published.

ARTICLE VII MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY

1.1 MPI North Florida's Education Committee is responsible for selecting and recommending to the Board of Directors the recipient of any philanthropic activities and or donations and coordinating necessary activities to be able to support philanthropic activities recommended. Education Committee must work within its approved budget.

For alternate philanthropic support, a recommendation may be made by a member of MPI North Florida to the Board of Directors and must be approved by the Board of Directors.

SECTION 2. CHAPTER AWARDS

2.1 MPI North Florida's current Board of Directors nominates MPI North Florida members who are worthy of receiving an award by providing a name and description of why the member is being nominated for the following awards annually by end of year: Legacy Award, Planner of the Year, Supplier of the Year, Strategic Partner of the Year, Rising Star, Venue of the Year.

Categories/ Criteria:

Planner of the Year

This award recognizes an active planner member who has made significant contributions to the MPI North Florida Chapter over the last 12 months and demonstrates excellence in the meetings community in North Florida. Cannot be nominated in concurrent years.

Supplier of the Year

This award recognizes an active supplier member who has made significant contributions to the MPI North Florida Chapter over the last 12 months and demonstrates excellence in the meetings community in North Florida. Cannot be nominated in concurrent years.

Rising Star – Must be an up-and-coming leader (non-board member)

This Award recognizes an emerging leader that has made significant contributions to the MPI North Florida Chapter over the last 12 months and demonstrates the qualities of a future Chapter leader. Current board members not eligible. Cannot be nominated in concurrent years.

Strategic Partner of the Year

This award is to recognize a partner organization that have worked strategically with our chapter to support us this past year.

Venue of the Year

This awards recognizes the top venue host for their support of the Chapter and overall experience hosting a Chapter event.

Legacy Award – (non-board member)

This award is nominated and voted on by the Board of Directors and recognizes an active member who has made significant contributions to either the MPI North Florida Chapter and/or made significant contributions to the

industry serving as a leader and industry advocate over the last 12 months. Current board members not eligible. Award winner shall only receive award one time.

Award Eligibility

All members receiving the Volunteer of the Month in the preceding year will be automatically nominated for Planner or Supplier of the Year (as applicable).

All venues who hosted an MPI North Florida educational event, networking event, Board Retreat, or Board meeting are automatically nominated for the Venue of the Year award. The event the venue hosted will be listed next to the venue name on the nomination list.

The current President may also award a President's Award to an MPI North Florida member who excelled in serving the chapter, a Committee, the Board or the President in his/her official role. Current board members may not win more than two of the total awards given, excluding the President's Award.

Board of Directors will submit nominations to the President. Once nominations are submitted to the President, they will be presented to the membership for voting. Only members in good standing are eligible to vote and may only vote once.

The President review the votes and arrange for awards accordingly. In the event of a tie, the President will select the winner.

SECTION 3. SCHOLARSHIPS:

3.1 In the event that an MPI North Florida Scholarship is available, criteria, an application and procedures will be recommended by the responsible committee to the Board of Directors. Once approved, the committee overseeing the Scholarship will manage the application process, select the recommended scholarship recipient and present the recommendation to the Board of Directors for a vote.

SECTION 4. CHAPTER REPRESENTATION

4.1 Under no circumstances shall any member-at-large act as a representative of MPI or MPI North Florida, nor use MPI or MPI North Florida logo without prior written permission by MPI Global or MPI North Florida Board of Directors. This includes hosting meetings or events with the MPI/MPI North Florida name and using the MPI/MPI North Florida logo on any communications or meeting materials.

SECTION 5. NON-COMPLIANCE:

5.1 Chapters may forfeit awards and metrics incentives for non-compliance with the MPI Chapter Bylaws and the MPI Chapter Policy Manual.

SECTION 6. COMPLAINTS

6.1 In the event of a formal complaint submitted by a chapter member concerning another member, Office of the President will provide written notice advising the member of the complaint. Chapter Operations Manager and MPI Global should be advised and used as a resource to address complaints if the Office of the President is not able satisfactorily resolve the matter.

SECTION 7. MPI POLICY MANUAL:

7.1 Where there is a conflicting provision in this Chapter Policy Manual with the provisions of the MPI Global Policy Manual, or where there is a provision in the MPI Global Policy Manual that applies to a situation where this Chapter Policy Manual is silent, then the MPI Global Policy Manual shall control.