



NORTHERN CALIFORNIA CHAPTER

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

ANNUAL CONFERENCE & EXPO: Develop theme and plan annual Expo, including all logistics, securing event sponsors, food & beverage, décor and promotion. Work with the Special Programs Committee to plan educational content, select and book speakers, and manage logistics for conference workshops.

AUCTION: Solicit and obtain auction items for the Holiday Reception and year-end Gala & Annual Silent Auction. Funds raised from Auctions support educational programs.

AWARDS & RECOGNITION: Limited to Chair and Co-Chair only due to confidentiality. Assist in member recognition programs. Define awards, solicit nominees and select award winners based on points system. Coordinate scholarship programs. Plan recognition event for volunteers.

CMP UNIVERSITY: CMP designation required to serve on this committee. Develop and produce educational and support programs to help prepare individuals for the CMP examination and for re-certification.

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

GALA: Plan all aspects of annual year-end Gala, including site selection, event design and decor, marketing, entertainment and all event logistics.

HOLIDAY RECEPTION: Plan and produce chapter's annual Holiday Reception(s) in December. Includes site selection, planning and promotion.

MARKETING/PUBLIC RELATIONS: Develop community visibility and increase public awareness of chapter and meetings industry.

MEMBERSHIP RECRUITMENT/RETENTION: Help the chapter recruit new members and maintain existing members through personal contacts via phone and email. Identify new ways to target prospective members. Determine areas where the chapter could improve programs and services to better meet member needs.

NEW MEMBER CARE: Assist with new member orientation and Meet and Greet at monthly programs to welcome new members and first time attendees. Help create and promote interactive programs for members to interface at Professional Educational Programs.

PERSPECTIVE MAGAZINE: Help create and manage content and theme for all issues of our award-winning chapter magazine. Work with Editor on proofing and production timeline.

PROFESSIONAL BREAKFAST PROGRAMS: Plan breakfast educational programs including site selection, program development, speaker selection and promotion.

PROFESSIONAL EDUCATION PROGRAMS: Plan the educational programs and workshops, including site selection, program development, speaker selection and promotion.

SPECIAL PROJECTS: Plan workshops for special projects, such as the Annual Conference & Expo, including program development, targeted educational tracks and promotion.

SPONSORSHIP/PARTNERSHIPS: Identify and secure annual partnership opportunities with member vendors. Solicit and secure sponsors for all Professional Education and Professional Breakfast Programs.

STUDENT AFFAIRS: Lead chapter recruitment effort of new student members and build student relevant workshops and events.

TOURNAMENT: Plan and execute an annual tournament as a fundraiser for the chapter. Create an event filled with networking and sponsorship opportunities that will be engaging.

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

VOLUNTEER DEVELOPMENT: Manage intake and on-boarding for new volunteers. Help identify, recruit, train and develop chapter leaders. Provide direction for succession planning for the leadership team.

RETURN TO: MPINCC
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