



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

November 30, 2009

Dear MPINCC Member:

Ever thought about getting more involved in our Chapter? Now is the time! Our strong and vibrant MPI Chapter relies upon continued service from volunteers like you to allow us to deliver high-level results to our members. The Nominating Committee is seeking candidates for nominations for officers and directors to serve on the 2010-2011 Board of Directors. This is your chance to have a voice on the Board. Among the many benefits include:

- Hands-on opportunity to impact the Chapter's future
- Sharing your unique skills and industry experience while learning from key industry leaders
- Increasing your business potential by increasing exposure to prospective clients and vendors
- Opportunity to gain leadership experience in managing volunteers, budgets, and projects
- Meeting and networking with other Chapter leaders throughout the world

The following positions are currently available:

- (1) President-Elect: One-year term in 2010-2011, with automatic succession to President for the 2011-2012 term.
- (4) Vice Presidents: One-year term 2010-2011.
- (1) Director: Two-year term for 2010-2012.

Criteria Used for Nominations

The Nominating Committee will use the following criteria in considering nominated candidates:

- Leadership and management experience;
- Written responses to questions posed in this application;
- Stand up interview – President-Elect candidates only;
- Other considerations that indicate that a candidate is uniquely qualified to serve on the Board of Directors.

Qualifications and Eligibility:

- Be an active member of MPI for a minimum of 2 years,
- Be a member in good standing,
- Be willing to fulfill the obligations of office, in the capacity indicated,
- History of involvement, accomplishment and dependable service to MPI and/or the chapter
- Be willing to contribute time, energy and creativity to the chapter with written consent of your employer.
- At no time may two members of the same organization serve concurrently, except where approved by 2/3 majority vote of the BOD.
- Student members do not qualify unless appointed by the President and approved by 2/3 majority vote of the BOD.

Timeline for Nominations process:

- **November 30, 2009** Candidate Interest Forms distributed
- **January 6, 2010** Candidate Interest Forms due
- **January 13-28, 2010** Nominations Committee reviews applications
- **January 13-28, 2010** Applicant reference checks completed
- **January 29, 2010** Nominations Committee meets to discuss candidate submissions and selects Slate
- **February 17, 2010** Slate is sent to general membership for approval
- **March 31, 2010** Final Slate sent to MPI Headquarters
- **June 2010** Slate is sworn in during installation at annual Gala
- **July 1, 2010** Official Term Begins

Enclosed, please find the following attachments:

- Board of Directors Candidate Interest Application
- Board of Directors Candidate Consent Form
- Board of Directors Job Descriptions and Positions

Congratulations on embarking on a new venture in your personal and professional career and thank you for your continued commitment and support of MPINCC!

Warmest regards,

Molly Walsh, CMP
Chair, Nominations Committee
Immediate Past President, MPINCC

Enclosures

Meeting Professionals International
Northern California Chapter

2010-2011 CANDIDATE INTEREST APPLICATION

APPLICATION INSTRUCTIONS

Please **TYPE** your responses to the following questions. Answers should be complete and concise.

Name
Title
Company Name
Company Address
City, State, Zip
Phone, Fax, Email

Please list the phone number where you can be reached on Friday, January 29, 2010.

MPI Membership #:

MPINCC Member Since:

MPI Member Since:

List your appropriate MPI Membership Category:

Board of Director Positions

Please indicate your desired position below. A complete list of positions and job descriptions is located at the end of this application. Officer positions require at least one-year service as a Board Director. Officer positions are one-year terms and open Director positions are two-year terms. Please provide first, second and third choices in the space provided, by marking in **bold "1", "2" and "3"** below. (Note: We will do our best to accommodate your preferences but cannot guarantee that you will be assigned to one of your selections).

OFFICERS

(5 positions available)

- President-Elect*
- Vice President Communications
- Vice President Education
- Vice President Finance
- Vice President Membership

BOARD OF DIRECTORS

(1 position available)

- Fundraising & Sponsorship
- Marketing
- Member Administration
- Member Care
- Education
- Special Events

*If applying for the President-Elect position, you will be asked to meet with the Nominations Committee to provide your qualifications at the meeting. No more than 15 minute interviews will be assigned.

Professional Experience (enclose a copy of your resume)

1. Describe your current job, your leadership responsibilities and how you apply your personal leadership skills.
2. Describe how you have incorporated teamwork and mentoring into your daily professional life and note what rewards and challenges you have faced.
3. List *other* volunteer positions and professional affiliations (including other MPI Chapters) that you have held. Briefly elaborate on your duties and achievements in these positions.
4. Please provide us with the names, company affiliation and phone numbers of two references who can attest to your leadership capabilities. At least one must be a current MPI member.

Leadership Skills and Experience

1. List all MPINCC volunteer activities with which you have been involved. Include a brief description of your positions, duties, accomplishments, years on committees, and how each position impacted you personally and professionally.
2. Identify any awards or recognition you have received from MPINCC.
3. Please list your experience in working with, managing and motivating volunteer leaders and committee members?
4. What are your strengths?
5. What are your areas for growth?
6. If applicable, has your employer/supervisor approved your willingness to serve on the MPINCC Board of Directors and time requirements to fulfill your commitment?

Problem Solving

1. You are likely to experience a variety of chapter issues during your term on the BOD. Please select two (2) areas from the list below, or select another issue not listed, and describe how, as a chapter leader, you would approach these issues? List any actions/recommendations in regard to these issues.
 - Marketing & Promoting MPINCC Events
 - Educational Programs
 - Fundraising and Sponsorship
 - Member Participation/Involvement
 - Member Recruitment or Retention
 - Leadership Development/Succession Planning

2. What do you view as the 3 biggest challenges facing our chapter currently? How will you as a leader work toward improving these areas?

Industry Knowledge

Over the next year, what do you think will be the main challenges in our industry and geographic location? How can these challenges be addressed by and for our chapter members?

Your Motivation

Why do you want to serve on the MPINCC Board of Directors? Why is it important to you? What do you have to gain from a leadership role?

President-Elect Applicants Only

Please explain why you feel you are qualified for the position of President-Elect. Are you available on Friday, January 29, 2010 to be present or available on a conference call during the Nominations Committee Meeting for a short 15 minute interview with the committee?

SUBMIT COMPLETED APPLICATION

Please return completed application via mail, fax or email no later than **Wednesday, January 6, 2010** to:

**MPI Northern California Chapter
Attention: Nominations Chair
2440 Camino Ramon, Suite 273
San Ramon, CA 94583
Fax: (925) 355-1296
Email: dianes@mpincc.org**

For further information, please contact, Molly Walsh, CMP, Nominations Chair and MPINCC Immediate Past President at mollyw@keyevents.com.

Meeting Professionals International
Northern California Chapter

CANDIDATE CONSENT FORM

**(Please print this page, sign the bottom and fax back to the MPINCC
office no later than Wednesday, January 6, 2010)
for**

(print or type your name)

General Responsibilities of Board of Directors:

- Oversee submission of a monthly status report for assigned committees.
- Attend monthly board meetings (maximum of 6-8 annually, 1-3 hours each).
- Attend annual Summer and Winter Weekend Board of Directors Retreats, All Team Meetings, and Committee Day (held during August Professional Education Program).
- Select Officers are asked to attend the MPI Chapter Leaders Conference which will take place in Texas June 11-13, 2010.
- Attend regular Professional Education Programs, Professional Breakfast Programs, the Annual Gala and selected committee meetings.

This document will verify that I am familiar with the job descriptions and requirements to serve on MPINCC Board of Directors.

If elected, I have the professional and personal support necessary to allow me to serve in this capacity, and am willing to devote the time and energy required to fulfill this office for the 2010-2011 term.

Signature of Applicant

Date

Meeting Professionals International
Northern California Chapter

**BOARD OF DIRECTORS
JOB DESCRIPTIONS**

OFFICERS

Officer positions (one-year terms) are open to any member who has served a minimum of one year as a Director, except for President, who is qualified after serving two years on the board, at least one of which was as President-Elect.

PRESIDENT

MPI Northern California Chapter
Job Description

Beginning July 1 of each year (and for a one-year term), these are the responsibilities of the new President.

- Directly responsible for communicating with and supervising the Chapter officers and directors to ensure that all assignments are completed according to the Chapter's strategic plan and goals, and that the membership is advised of all progress.
- Preside over board meetings, chapter events and committee meetings. Welcome the membership and thank the committee and sponsors at the beginning of each Chapter event.
- Serve as chair of both the Board of Directors and the Executive Committee. President is also a member of the Budget/Finance Committee and Nominations Committee.
- Prepare agenda for each chapter board meeting and distribute to board members prior to each meeting.
- Prepare agenda for and present at the Chapter annual business meeting in August.
- Does not vote on issues brought to the Board of Directors, unless there is a tie.
- Work with the Vice President Membership and the management firm to update the President's welcome letter that appears in the New Member Packet.
- Compose the "President's Message" article for each issue of Perspective, website, the Annual Report, the Directory, the Trade Show and Awards Event.
- Plans all aspects of Winter and Summer Board of Directors Retreat.
- Assume responsibility as the liaison with International headquarters.
- Attend and represent the Chapter at the MPI World Education Congress and Professional Education Conference, and the Council of Chapter Presidents twice a year.
- Coordinate MPINCC member receptions during MPI WEC and MPI PEC Annual Conferences with other California Chapter Presidents as applicable.
- Member of the "Big 10," an informal group comprised of the Presidents of the 10 largest Chapters of MPI (Chicago, Greater New York, Potomac, Philadelphia, New England, Georgia, Dallas-Fort Worth, Northern California, Southern California, Toronto).
- Ensure adherence to Policy & Procedures and Chapter Bylaws by committees and Board.
- Attend monthly board meetings, chapter events and committee meetings.
- Entertain Board motions from assigned committees (budget or policy related).
- Approves all committee chairs for the Year.
- Act as coach, advisor and counselor to leadership team.
- Recruit members to leadership positions on committees and the board of directors.

PRESIDENT-ELECT

MPI Northern California Chapter

Job Description

Beginning July 1 of each year (and for a one-year term), these are the responsibilities of the new President-Elect.

- Preside at all official meetings and events of the Chapter in the absence of the President.
- Perform other duties that may be delegated by the President and/or the Board of Directors.
- Member of the Executive Committee, Budget/Finance Committee, and Nominating Committee.
- Attend monthly board meetings, chapter events and committee meetings.
- Organize Leadership Day for new volunteers.
- Work with Leadership Development and Immediate Past President to develop leadership succession plan.
- Work with VP Education to develop the annual education plan in accordance with planned theme and principles from MPI.
- Serve as the official liaison to the management firm.
- Assist with training of new board members and committee chairs.
- Each Board member has one vote.
- Assist President in coordinating MPINCC member receptions during MPI WEC and MPI PEC Annual Conferences with other California Chapter Presidents as applicable.
- Plans all aspects of Summer Board Retreat before officially taking office in July.
- Plans President's Reception and installation of BOD during Gala Dinner in June.
- Ensure adherence to Policy & Procedures and Chapter Bylaws by their assigned committees.
- Work with the management firm to update chapter letterhead, org chart, website and other pertinent materials with new board member names.
- Act as coach, advisor and counselor to committee chairs.
- Help committees obtain committee members as needed.
- Recruit members to leadership positions on committees and the board of directors.

IMMEDIATE PAST-PRESIDENT

MPI Northern California Chapter

Job Description

Beginning July 1 of each year (and for a one-year term), these are the responsibilities of the new Immediate Past-President.

- Responsible for Chairing Nominations Committee and selecting members for Nominations Committee to present to the Board by mid-November. Distribute interest forms to chapter members by November. Responses due by mid-December. Establish slate and present slate to the membership in writing by early February. If no contest of slate is made, then:
 - Send a copy of slate to MPI Dallas by March 31.
 - Present final, chapter approved, slate to members at monthly meeting in April.
- Attend monthly board meetings, chapter events and committee meetings.
- Update chapter Policies & Procedures Handbook throughout the year in conjunction with the management company. Updated copy to be distributed at first leadership day.
- Member of Executive Committee and Budget/Finance Committee.
- Coordinate Chapter of the Year Committee the chapter's application and

- submission for Chapter of the Year, if applicable.
- Perform other duties that may be delegated by the President and/or the Board of Directors.
- Serves as Chapter Liaison for MPI Foundation and communicate necessary information to membership.
- Each board member has one vote.
- Act as guardian of chapter's bylaws to ensure that they are up to date and in line with MPI bylaws.
- Responsible for ensuring the fiscal responsibility of the committees to which they are assigned.
- Ensure adherence to Policy & Procedures and Chapter Bylaws by their assigned committees.
- Entertain Board motions from assigned committees (budget or policy related).
- Act as coach, advisor and counselor to committee chairs.
- Recruit members to leadership positions on committees and the board of directors.

VICE PRESIDENT - COMMUNICATIONS

MPI Northern California Chapter

Job Description

Beginning July 1 of each year (and for a one-year term), these are the responsibilities of the Vice President, Communications.

- Manage, with the assistance of committees and Directors, all communications of the chapter including, but not limited to, the chapter newsletter, event marketing, press releases, the website and the membership directory. Serve as the voice of those committees to the Board.
- Oversee the Chapter's logo identity program and ensure that the logo is properly used on all chapter communications.
- Responsible for final sign-off of the Chapter's letterhead with the Board of Directors' listing to ensure its accuracy.
- Serve as the official Public Relations contact for MPINCC.
- Serve as the liaison with MPI's Public Relations and Marketing departments to ensure that our chapter's programs, activities and accomplishments are highlighted on an international level.
- Work with Executive Director, *Perspective* Editor to execute the Chapter newsletter, *Perspective*.
- Attend monthly board meetings, chapter events and committee meetings.
- Member of Executive Committee and Budget/Finance Committee.
- Each board member has one vote.
- Help committees obtain committee members as needed.
- Assist committee chairs with challenges and look for ways to effectively find solutions.
- Responsible for ensuring the fiscal responsibility of the committees to which they are assigned.
- Ensure adherence to Policy & Procedures and Chapter Bylaws by their assigned committees.
- Entertain Board motions from assigned committees (budget or policy related).
- Act as coach, advisor and counselor to committee chairs.
- Recruit members to leadership positions on committees and the board of directors.

VICE PRESIDENT - FINANCE

MPI Northern California Chapter

Job Description

Beginning July 1 of each year (and for a one-year term), these are the responsibilities of the Vice President of Finance.

- In charge of the Chapter's funds and financial records. Sign bank documents as required.
- Work with the management company to collect all funds and/or assessments, establish proper accounting procedures for the handling of funds, and keeping of the funds in such banks, trust companies, and/or investments as approved by the Executive Committee.
- Report on the financial condition of the Chapter at all meetings of the Board of Directors, and at other times when called upon by the President. Work with the management firm to send out monthly financial statements to board members.
- Provide current financial condition of chapter to the President or Executive Director for presentation at annual business meeting.
- Ensure management firm sends financial report and chapter tax reports to MPI International by the established deadlines. Reports must be submitted in order for chapter to submit for Chapter of the Year Award.
- Serve as voting member of Board of Directors and Executive Committee.
- Chair of the Budget/Finance Committee and responsible for chapter budget process beginning in March with finalized committee budgets distributed to committees at the June Leadership Day. (Chapter and MPI fiscal year is July 1 through June 30.)
- Work with all committee chairs and/or budget liaisons to ensure complete understanding of their committee budget.
- Responsible for ensuring the fiscal responsibility of the committees to which they are assigned.
- Entertain Board motions from assigned committees (budget or policy related).
- Act as coach, advisor and counselor to committee chairs.
- Manage and supervise chapter financial efforts, including:
 - Fundraising & Sponsorship - fundraising events, auction
 - Special Events - golf outing, special networking events
 - Strategic Alliances - Sponsorships, partnership marketing
 - Investments & Reserves - CDs, mutual funds, prudent reserve
- Maintain proper accounting procedure for the receipt and handling of funds, maintenance of financial records, and paying all authorized invoices.
- Ensure safekeeping of chapter funds in such banks, trust companies, and/or investments as approved by the Board of Directors.
- Prepare annual operating budget and ensure compliance once approved by the Board.
- Ensure chapter is incorporated according to chapter minimum bylaws.
- Comply with all governmental tax regulations and file chapter tax reports as required.
- Ensure chapter complies with MPI bonding requirements.
- Attend monthly board meetings, chapter events and committee meetings.
- Supervise the ongoing activities of one or more working committees for the chapter and serve as the voice of those committees to the board.
- Work closely with Sponsorship Team to obtain chapter annual sponsors.
- Each Board Director has one vote.
- Recruit members to leadership positions on committees and the board of directors.

VICE PRESIDENT – EDUCATION

MPI Northern California Chapter

Job Description

Beginning July 1 of each year (and for a one-year term), these are the responsibilities of the Vice President, Education.

- Work with President-Elect to develop the annual education plan in accordance with planned theme and principles from MPI.
- Serve as the liaison to MPI for all education programs, certifications, and training initiatives.
- Serve as liaison to related industry associations and research current education trends and topics. Report findings to Board, Monthly Programs Committee, Trade Show Committee, CMP Committee, and any other related committees.
- Member of Executive Committee and Budget/Finance Committee.
- Help committees obtain committee members as needed.
- Responsible for ensuring the fiscal responsibility of the committees to which they are assigned.
- Ensure adherence to Policy & Procedures Manual and Chapter Bylaws by their assigned committees.
- Attend monthly board meetings, chapter events and committee meetings.
- Each Board Director has one vote.
- Entertain Board motions from assigned committees (budget or policy related).
- Act as coach, advisor and counselor to committee chairs.
- Recruit members to leadership positions on committees and the board of directors.

VICE PRESIDENT – MEMBERSHIP

MPI Northern California Chapter

Job Description

Beginning July 1 of each year (and for a one-year term), these are the responsibilities of the Vice President, Membership.

- Assist management firm with New Member Packets so they are updated by July 1 (to include call for volunteers and President's letter, etc.).
- Supervise the ongoing activities of the Membership Committees and serve as the voice of that committee to the board.
- Work with "webmaster" on accuracy of membership information.
- Assist members with questions about the different committees and which committee would be the best for them to join. Follow up with Board Director and committee chair to ensure appropriate action is taken.
- Assist committee chairs with any problems the committee has.
- Ensure adherence to Policy & Procedures and Chapter Bylaws by the Membership Committee.
- Personally welcome all new members and thank all renewing members.
- Survey all dropped members to obtain reasons for dropping membership.
- Attend monthly board meetings, chapter events and committee meetings.
- Member of Executive Committee and Budget/Finance Committee.
- Each board member has one vote.
- Help committees obtain committee members as needed.
- Responsible for ensuring the fiscal responsibility of the committees to which they are assigned.
- Entertain Board motions from assigned committees (budget or policy related).
- Act as coach, advisor and counselor to committee chairs.
- Recruit members to leadership positions on committees and the board of directors.

DIRECTOR (6 positions)

MPI Northern California Chapter

Job Description

Beginning July 1 of each year (and for a two-year term), these are the responsibilities of the new chapter board directors.

- Supervise the ongoing activities of one or more working committees for the chapter and serve as the voice of those committees to the board.
- Help committees obtain committee members as needed.
- Assist committee chairs with any challenges that arise and work across the channels of the organization to communicate to effectively provide solutions.
- Responsible for ensuring the fiscal responsibility of the committees to which they are assigned.
- Responsible to work with committee chairs to develop a break-even budget and submit goals and objectives for the year.
- Responsible to review all board reports submitted by committee chairs in advance, prior to submitting to management office for inclusion in Board Packets.
- Recruit members to leadership positions on committees and the board of directors.