



Committee Interest Form

July 2012 - June 2013

The following Committee Interest Form (due by **December 15, 2011**) should be completed by persons interested in serving on a committee as a member, or in serving as a Committee Chair:

Contact Information:

Name:

Email:

Company:

Telephone:

Title:

Please Check One:

I am interested in serving as a member of a chapter committee

I am interested in being considered for a committee Chairperson position

Please consider me for the following committees: _____

(Check all that apply) _____

A summary of each committee's role within the chapter can be found on the next page.

- △ Membership
- △ Marketing/Communications
- △ Education
- △ Sponsorship & Fundraising
- △ Special Events
- △ Leadership Development

How long have you been a member of MPI ? _____ years MPI/NE? _____ years

Please list past committee work within MPI, the chapter and the year(s) those positions were held. Note any special achievements made during this time:

Please list any talents, skills or interests that you would like to pursue on a committee:

MPI/NE COMMITTEE DESCRIPTIONS

- Membership:** Develops and implements programs to promote new membership, retain existing members, recognize chapter volunteers, and welcome new members. Responsible for six basic sub-committees: Membership Recruitment and Retention, Membership Promotion, the Hospitality/Orientation, Student Mentoring and Awards/Recognition.
- Leadership:** Supports members' involvement in MPI and develops new leaders by providing training and resources. This committee is responsible for implementing the leadership development plan, recruiting new volunteers and soliciting nominees for Board and Chair positions. In addition, this committee will work with Board and Committee Chairs and the Chapter's association management company to develop, document and maintain chapter documents and a Procedures Manual that are necessary for volunteer orientation.
- Education:** Plans, organizes and implements the content, speakers and production of all aspects of MPI/NE's monthly educational meetings & Educational Institutes. Members will coordinate all meeting requirements from soliciting speakers, assisting with the copy for marketing materials, advising on the meeting logistics and communicating with different MPI/NE Committee Chairs and Board Members. In addition, this committee is responsible for managing the site selection and program evaluation processes. This commitment involves monthly meetings through out the year and a retreat to determine the upcoming year's monthly programs.
- Special Events:** Creates and produces a major fundraiser that will support MPI/NE's excellent educational programming. This event should encourage planners, hoteliers and corporate clients to spend a day together having fun while networking to build new relationships and to rekindle the old. The committee works within a budget while soliciting sponsorships to underwrite the selected event.
- Marketing/Communications:** Works with leadership and committees to gather relevant and data and information about MPI/NE events of interest and ensures timely promotion. Facilitates production, writing, proofreading, design and distribution of chapter printed materials to ensure the professional appearance and consistent "look" of the association brand in the newsletter, on the web site and in all other marketing vehicles. This Committee also oversees the web site content and is responsible for working with the Management Company to update the web site content (including the job bank) as a member resource. This committee is also involved in working with media contacts to generate publicity for MPI/NE events that are of interest to the New England business community and critiques and helps develop any and all printed collateral used by the chapter.
- Sponsorship** Works with the corporate partners of the Chapter along with other committees throughout MPI/NE to develop financial support for the operation of the Chapter's various program and services.