

ORANGE COUNTY CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

Dear MPIOC Member:

You may know that MPIOC is 100% volunteer-driven and you may also know that MPIOC operates by a fiscal year that begins July 1. So now is the time to ask yourself how you can be involved to provide you with vital professional development and ensure the chapter's progress.

The biggest benefit in store for you is **leadership development** - you will hone these skills by being involved on a committee. You will also **broaden your network and industry knowledge**.

Take a few minutes to educate, or re-educate, yourself on the committees that manage MPIOC, and select a committee that will assist you in a leadership role you want to develop. Not ready to chair or co-chair yet? Your role on a committee is determined by you. By responding to this request, you decide how you will grow with MPIOC this year.

Please refer to the MPIOC Committee Description listed below in order to review the different committee descriptions, and contact the Board of Director who is in charge of the committee(s) that interests you.

We look forward to great year!

Sincerely,
The 2008-2009 MPIOC Board of Directors

MPIOC Committees Descriptions 2008-2009

ADVOCACY COMMITTEE

Purpose & Objective of Committee: To be the liaison between the chapter and local, county and state government offices on issues involving the meetings industry. This is a part of the MPIOC Communications Committee.

of events throughout year: 2-4 committee meetings in person October - May. Attendance at Open Houses, Town Halls or other community events sponsored by government offices.

Time commitment: 1.5 to 2 hours per meeting

ANNUAL AWARDS & INSTALLATION DINNER

Purpose & Objective of Committee: To produce an event to present annual awards to outstanding members of the chapter and install the 2008-2009 Board of Directors.

of events throughout year: 3-4 committee meetings in person March - May.

Time commitment: 1.5 to 2 hours per meeting

Subcommittees: Audiovisual, logistics, décor, partnerships, photography, etc.

COMMUNITY OUTREACH

Purpose & Objective of Committee: To establish a community service program in which the chapter supports a charity as a means of giving back to its community.

of events throughout year: 4 – different community service projects with four separate non-profit organizations.

Time commitment: Each event is a different time commitment.

Subcommittees: Four – one for each event.

DIVERSITY

Purpose & Objective of Committee: The Fellows Program is an outreach initiative of MPIOC to encourage diversity within our profession. This program is intended to reach planners who serve people of color and/or GLBT (Gay, Lesbian, Bi-sexual, Transgender) communities. The Chapter's objective is to offer our educational resources and the collective professional expertise of our membership – in accessible and user-friendly formats – to assist individuals in building their organization's capacity and professional meeting skills. The Chapter's ultimate goal is to encourage greater numbers of persons from and/or persons serving culturally and ethnically diverse backgrounds to become active members of MPI and MPIOC and our profession. We believe that the result will be of significant mutual benefit, with the Chapter demonstrating MPIOC's value to those not familiar with the organization, and with the Fellows assisting MPIOC, both at the Chapter and International levels, to be more responsive to their needs and to those of the wider meeting planning community.

of events throughout year: None

Time commitment: Flexible. Different tasks to fit your schedule.

EDUCATIONAL CONFERENCE

Purpose & Objective of Committee: To produce annual all day educational conference.

of events throughout year 1

Time commitment: 9 months; time of commitment varies from month to month. Educational planning September - June.

Subcommittees 5 – speakers, exhibitors; sponsors; marketing; meeting management

FUNDRAISING

Purpose & Objective of Committee: To assist in soliciting silent auction donations, collecting silent auction donations, bundling of items into packages, preparing setup of auction the day of event.

of events throughout year – 2 – Annual Fundraiser in August and Holiday Party in December.

Time commitment: 5-6 hours prior to each event.

Subcommittees – 3 – Collecting, Displaying, Preparing documents & software before event

HOLIDAY PARTY & FUNDRAISER

Purpose & Objective of Committee: To showcase MPIOC, network among industry, raise money for MPIOC and collect toys for local charity (part of Community Outreach committee).

of events throughout year: 3-4 committee meetings in person September-December.

Time commitment: 1.5 to 2 hours per meeting

Subcommittees: Audiovisual, logistics, décor, photography, entertainment, etc.

LEADERSHIP DEVELOPMENT

Purpose & Objective of Committee: To identify people to serve in leadership positions in our Chapter, as well as create a Leadership Day. Leadership committee will offer support to committee members in accomplishing their goals, help build professional and personal leadership skills and to provide training through the MPIOC website and meetings throughout the year.

of events throughout year: 1 - 3-4 committee meetings in person September-March. Potential Day in March

Time commitment: 1.5 to 2 hours per meeting

Subcommittees: 3 – speaker coordination, venue coordination, marketing

MARKETING

Purpose & Objective: To serve as communicators and liaisons to the MPIOC committees, insuring that all collateral meets the guidelines set forth by MPIOC.

of events throughout year: Bi-monthly committee meetings

Time Commitment: On average, each committee member may dedicate up to 4 hours per month.

Subcommittees: 4 – create chapter brochure, bi-monthly email blast, website, monthly postcard

MEMBERSHIP

Purpose & Objective: To grow and maintain the membership roster within the Orange County Chapter including Student and Affiliate members.

of events throughout year: Participate in all key events which the chapter holds with a table with materials on benefits of membership

Time Commitment: Monthly one hour conference-call meetings and three face to face meetings with our Chairs and one meeting with Membership Committee.

Subcommittees: 5 Chairs (Ambassador, New Member Orientation – 8 months, New Member Reception, Recruitment and Student Program) who head Action Teams with specific goals and objectives

MONTHLY PROGRAMS

Purpose & Objective of Committee: To plan and implement 8 educational events partnering with other industry organizations. Execute consistent excellent events by enhancing MPI's name and brand.

of Events throughout the year: 8 events

Time Commitment: Approximately four - five hours monthly

Subcommittees: Appoint sub-committees for each of the events we plan. This can take an additional five - six hours per event (these responsibilities are shared by both Chairs and Committee Members).

NEWSLETTER

Purpose & Objective of Committee: To produce a timely and informative newsletter that keeps that maintains additional membership value for MPIOC. Role would be to follow up with all MPIOC Board of Directors for missing submissions needed for the newsletter.

of Events throughout the year: 12 newsletters; one per month

Time Commitment: 2-3 hours monthly; no committee meetings. Communicate with Director, Publications via phone and email. Initially need to meet to review roles and expectations.

STRATEGIC ALLIANCE

Purpose & Objective of Committee: To build a strong base of sponsorship support for MPIOC programs and activities. There are several objectives for the SAP:

- Support MPIOC committees in their goal to meet and exceed budgeted cash sponsorships, by managing the relationship with the chapter's contracted sponsorship sales organization through regular communication of committee needs and progress made toward the established financial goals for each event.
- Track and oversee sponsor "accounts" to confirm receiving their benefits

of events throughout year: As needed to report updates

Time commitment: 2-3 hours a month

Subcommittees: 2 – soliciting sponsorships, Alliance benefit representatives
