



Committee Interest Form
2011-2012

Date
Name
Title
Organization
Address
City
State
Zip Code
Phone
Fax
Email

I'm interested in participating in the following committees.

- Administration (registration/archives)
Membership (recruitment/retention)
Communications (newsletter/website/pr)
Golf Tournament
Education (programs/logistics/speakers)
Hospitality Showcase
Finance (audit/taxes)

Best day/time for me to attend committee meetings

[Empty text box for best day/time]

This is my first time serving on a committee for NM-MPI. Yes No

NOTE: We understand that your time is valuable and we appreciate any time that you can devote to the chapter. You may not be able to serve as a full-time committee member but if you have any special skills, please contact Sandy Zimmerman for consideration. MPI-NM is here for you!

PLEASE COMPLETE THIS FORM AND RETURN TO:
MPI-NM - Sandy Zimmerman, CMP
6075 Zenith Court NE, Rio Rancho, NM 87144
505-891-2664 Fax 505-891-4320
szimmerman@oa.org

NM-MPI Committees are organized to meet the primary objectives of the chapter, as listed below:

ADMINISTRATION

Provide registration support including:

- register attendees at monthly chapter meetings;
- register attendees at special events;
- reconcile monthly chapter meetings; and
- maintain chapter archives.

COMMUNICATIONS

Provide communications and marketing support including:

- support of the NM-MPI newsletter to include article solicitation, editing, editorial content and advertising solicitation of newsletter;
- coordinate development of NM-MPI membership e-directory to include Web site directory;
- coordinate management of NM-MPI Web site to include editing and posting of articles and information, oversight of Web site host and management procedures;
- maintain and update monthly a current press list to include submission to the board on a quarterly basis, categorized by type to better target specific media;
- maintain consistency in all written communications sent from the chapter ensuring consistent and constant branding;
- oversee the contracts for photographer, publications manager and Web site manager; and
- ensure proper media coverage for the various chapter activities to include production, press releases, photography and trade press liaison for monthly luncheons, educational forums or roundtables, summer social event, annual awards and gala event, educational retreat, etc.

FINANCE

Provide financial support including:

- auditing books; and
- reconciling checking account;

MEMBERSHIP

Solicits and promotes membership recruitment through:

- annual membership recruitment contest;
- monthly contest for recruitment efforts;
- membership leads program;
- member prospect mailings;
- trade show participation;
- database marketing; and
- networking recruitment events.

Promotes membership retention through member services and benefits to include:

- new member orientation;
- managing of onsite registration at monthly events;
- on-line job board and resume posting;
- annual committee fair;
- committee recruitment;
- new member welcome programs through the Buddy System;
- member retention programs; and
- table tent announcements.

PROGRAMS/EDUCATION

Provides program content and coordination for:

- monthly programs;
- educational forums;
- roundtables;
- prepare monthly articles on upcoming programs;
- prepare and follow-up on evaluations;
- maintains statistics on overall performance; and
- prepares agenda and manages lectern time during the monthly programs.

GOLF TOURNAMENT / SPECIAL EVENTS

Produces annual golf tournament and special events by:

- creating partnering opportunities for organizations;
- sponsorship solicitation;
- planning golf tournament;
- working with other committees to determine sponsorship needs;
- keeping information updated on web site; and
- designing and distributing marketing pieces.