



experience. connect. inspire. learn. meet. MPI Greater Calgary Chapter

Awards Chair

Serving as MPI GCC Awards Chair is a highly rewarding experience both personally and professionally.

The awards chair for the MPI GCC will oversee the MPI GCC Chinook Awards Program, which provides MPI GCC members with the opportunity to be recognized for their outstanding innovation, involvement, mentoring and leadership skills at the chapter level. The awards chair will be responsible for managing all aspects of the promotion, nomination, judging and presentation of the annual Chinook Awards.

You must maintain a high standard of collaboration, professionalism, ethics, volunteerism, and commitment; development and mentorship of volunteers is strategic part of GCC's success.

Primary Duties and Responsibilities

1. Reports to the VP of Operations
2. Chair the Awards Committee
3. Determine and develop the nomination process for the Chinook Awards
4. Determine and outline the judging criteria for the Chinook Awards
5. Develop and implement effective strategies to market the Chinook Awards program
6. Develop and implement effective strategies to solicit high quality nominations
7. Recruit and orient volunteer judges to form judging committee to select award winners
8. Coordinate attendance of finalists + award winners at Chinook awards
9. Coordinate with VP Education + Programs to present awards at an MPI GCC event
10. Design and order Chinook Awards for presentation at the event
11. Develop, administer and review policies and procedures which guide the Awards Committee
12. Evaluate all aspects of awards programs
13. Improve and expand MPI GCC's membership services and benefits

GCC Board of Directors serves as an ongoing leadership and volunteer resource for all current volunteers to ensure they are getting the most out of their role. The board members will work together to identify, encourage and develop volunteers within the chapter.

Awards Committee: The Awards committee will be comprised of judges and if required a nomination coordinator to assist the Awards Chair.

Time Commitment: 4 hours per month

1. Attendance at Chinook Awards event
2. Chairing the Awards Committee
3. Term: yearly

Benefits of being GCC Awards Chair

1. Expand your network
2. Meet people who are passionate about the event industry
3. Develop your leadership skills
4. Boost your resume with a Chair role
5. Become more knowledgeable of the volunteer process
6. Potential attendance at MPI Leadership Conference, as directed by President (3 days)
7. Potential attendance at GCC board retreats
8. 2 free and 2 50% off passes for you to participate in chapter events
9. Invitation to pizza party
10. Have lots of fun



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Leadership Promise

As a leader within our chapter, you have agreed to take on certain responsibilities. The role you play has an impact on the overall success of our chapter and ultimately on the value of membership. It is understood that the position you have accepted is as a volunteer. By accepting this position, you are committing to fulfill its responsibilities or to seek assistance when you are unable to do so.

The success of our chapter depends on each person's integrity to fulfill their commitment. By signing this promise, you are acknowledging your role and responsibility as a chapter leader.

I promise:

1. To respect the personal and professional demands on my fellow volunteers.
2. To offer a solution to any problem about which I express a concern.
3. To ask for guidance, assistance and/or clarity if needed on any task I am assigned.
4. To read and follow all policies and procedures and the by-laws of our chapter.
5. To not take on more than I am able to.
6. To be honest and ethical in all my capacities as a chapter leader.
7. To keep my word - to do what I say I will do.
8. To participate 100% in whatever assignment I undertake.
9. To be in full, open and honest communication and to do so in a responsible way.
10. To acknowledge and respect the contributions, talents, and efforts of every single chapter member.

Awards Chair - Signature

Print Name

President

Date

Witness

Date