



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

## **Member Outreach Chair (MOC)**

Serving as MPI-GCC MOC is a highly rewarding experience both personally and professionally. You will promote available member benefits both locally and with MPI Global to assist with growing MPI-GCC's overall membership and engagement. Implement initiatives that will foster interest in the chapter. You must maintain a high standard of collaboration, professionalism, ethics, volunteerism, and commitment; development and is strategic part of GCC's success.

### **Primary Duties and Responsibilities**

1. Reports to the Director of Volunteers, with guidance from the VP of Membership
2. Develop and implement effective strategies to recruit new members
3. Execute recruitment calls/emails to individuals on the prospect list (generated by the BOD)
4. Network at GCC monthly events when in attendance
5. Obtain list of non-member attendees and follow up post-event with membership information and support
6. Assist prospective members in finding the most suitable membership type for their role and interests
7. Providing guidance, support, and resources for prospective members
8. Plan and implement two recruitment events per year (October and February)
9. Evaluate all aspects of member recruitment programs and processes
10. 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 & MOC will work together to identify, encourage and develop members within the chapter.

**Time Commitment:** min 4 hours per month

1. Assigned tasks and activities
2. Term starts July 1st

### **Benefits of being GCC MOC**

1. Expand your network
2. Meet people who are passionate about the event industry
3. Develop your leadership skills
4. Mentor colleagues and help people reach their full potential
5. Serve MPI in one of the most important committees
6. Boost your resume with a Chair role
7. Become more knowledgeable of the MPI membership programs
8. Potential attendance at GCC board retreats
9. Invitation to monthly 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.

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Member Outreach Chair -Signature

Print Name

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President

Date

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Witness

Date