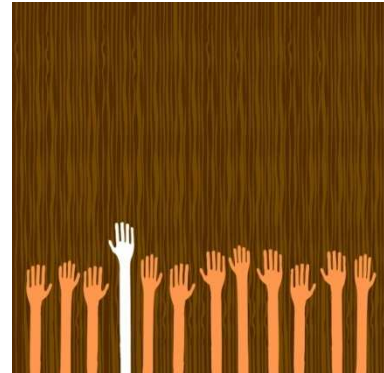


Lend A Hand!

Customizing Volunteer Opportunities to Meet Members' Needs

Lend A Hand is a program by which members can tell us what THEY would like to do and just exactly how much time they have to do it – and we will find just the right spot for them. We believe this "task-based" volunteer format where members can pick and choose individual tasks within a specific committee will increase the amount of volunteers we have at MPI-OC. If you can only give us one hour a month – then we will find a task that fits your needs and make sure you have the tools you need to be successful. If you would like more information about getting involved, please contact Midge Dobbs, CMP, President Elect at midge.dobbs@northp.com or (360) 635-2629.



Members ask all the time how to get the highest ROI on their membership dollars for joining MPI.

The one answer we can give them that continues to provide consistent results is - GET INVOLVED! We have a wide variety of options for members to get involved with chapter committees. View the committee descriptions below to see where you might want to lend a hand. For assistance on determining which committee would work best for you please complete the Committee Volunteer Form.

Please contact:

Midge Dobbs, CMP, President Elect

for a complete list of current committee openings.

email midge.dobbs@northp.com phone (360) 635-2629

2010-2011 Chapter Committees

 **Fundraising**– Co-Chairs: Amber Cagle (amber@riverhouse.com) and Camille Greenslade (camgreenslade@aol.com)

This committee creates opportunities to raise funds for member services. Committee members sell raffle tickets for cash at monthly meetings and solicit donations for the annual silent auction in the Spring. This committee meets primarily January - June. Committee members assist with soliciting donations as well as selling raffle tickets at monthly meetings.

 **Strategic Alliances** – Chair: Trina Gremaux (tcgremaux@stoel.com)

This committee helps coordinate all chapter sponsorship efforts under one umbrella. Committee members source sponsors for all chapter events. Mostly phone and email work.

 **Speaker Showcase** – Chair: Amy McKillop (sales@visitroseburg.com)


This committee works with the Oregon Employer Council to coordinate the logistics of the Annual Speaker Showcase, generally held in June. They are responsible for procuring exhibitors for the trade show and coordinate registration, payment, set up and on site details. In addition they procure door prizes from exhibitor participants and coordinate drawings throughout the event. This is a great opportunity for volunteers that are available for helping February – June.

 **Monthly Programs**– Co-Chairs: Kristina Griffith (kristina@teamcasino.net) and Michele Starry (michele@lansugarden.org)

This committee determines the topics and speakers for the monthly programs. This is a great opportunity for suppliers and planners to work together. Committee meets monthly via conference call for 30 minutes. Committee members chair 1-2 programs/year (7 monthly programs are scheduled), and take turns being liaison with venue or speaker.

 **Cascadia Education Conference**– Chair: Cathy Mason (cathy.m.mason@live.com)

This committee develops the educational content, creates an agenda, plans the food and beverage for networking events and meals throughout the conference. This committee also develops a marketplace for vendors, solicits sponsors and creates marketing pieces to be sent to prospective attendees. This committee works together via email, phone and face to face meetings September – March.

 **Professional Development** – Co-Chairs: Beth Quinn (beth.quinn@flir.com) and Kathleen O’Conner-McNew (koconnormcnew@hoodriverinn.com)

This committee works on developing and implementing a study group curriculum for the CMP study group programs. They also submit articles for newsletter and website communicating availability of study groups, deadline dates and exam information of the CMP and CMM programs. In addition they work with the education committee to provide additional professional development opportunities to our members through educational events.

 **Planner Think Tank** – Chair: Available

The Planner Think Tank is an event that is held specifically for our planner members, allowing them to network together, using the knowledge amongst their peers. This committee coordinates all aspects of the event, including site selection, logistics, education topics and speakers. Commitment time will depend on date of event, generally several months prior to event. Committee will communicate via phone and email mostly, with several face to face meetings as necessary.

 **Membership Recruitment** – Chair: Available

This committee works to attain the membership goal by following up on all leads. We might also try to do something with area colleges to introduce students to MPI. Additionally, we welcome and orient new members with letters and enclosures. Also, we have a new member orientations throughout the year so that we can meet new members, educate them on MPI-OC and introduce them to other members. Committee interfaces via the phone and email.

 **Membership Retention** – Chair: Tara Thomas (tara@pelicanbrewery.com)

This committee maintains membership retention and growth by communicating with and confirming members’ renewals and monitoring ROI for current members. This committee also provides the hospitality to our members at our monthly meetings by greeting members and welcoming guests. They develop and maintain an active campaign to retain members and encourage member involvement in committees. Committee interfaces via the phone and email.

 **Awards** – Co-Chairs: Royce Mason (royce@propshop.com) and Julia Leonard (jleonard@cportland.com)

The Oregon Chapter bestows annual awards to its members who individually and unselfishly contribute for the benefit of all. This committee coordinates the nominations process, judges selection committee and establishes criteria for chapter awards throughout the year, culminating in our Annual Awards Ceremony in June. Mostly face to face and email meetings with this committee which take place January - June.

 **Community Outreach** – Chair: Lisa Chan (lisachan@oregoncc.org)

We have volunteered and contributed resources throughout the years building our brand and reputation while strengthening our community ties and marketplace. Some of the organizations that we have collaborated in the past are Dress of Success, Children’s Relief Nursery, Habitat for Humanity, SMART (Start Making A Reader Today), and the Oregon Food Bank. Spread your volunteer wings by joining us and a taking another step in the spirit of contributing and making a positive impact in our community.

 **Scholarship** – Chair:

This committee facilitates and manages a scholarship program for chapter members to enhance their professional development and attend chapter and international conferences. Committee members ensure the promotion of the scholarship program, review all applicants and submit articles for the quarterly newsletter. Mostly phone and email meetings with this committee which take place September – March.

 **Online Magazine** – Chair: Shonda Feather (sfeather@silverfeatherevents.com)

This committee designs, edits and publishes a professional and informative quarterly online newsletter to serve as an educational and communication tool for members. Committee interfaces via the phone and email.

 **PR & Marketing** – Chair: Katherine Hoppe (kat@oregonsadventurecoast.com)

This committee helps promote the visibility of MPI and its activities through news releases and builds relationships with relevant local media. They develop press releases for monthly programs, special events, charity undertakings and award winners. They also coordinate articles for the Chapter Newsletter. Few if any face-to-face meetings; work done via phone and email.

 **Social Media** – Chair: Available

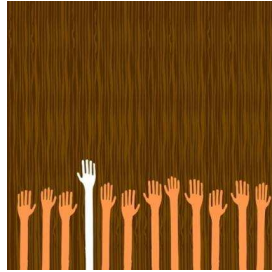
The social media committee works on establishing MPI-OC on LinkedIn, Facebook and Twitter. Committees interface via phone and email.

 **Website Development** – Chair: Beth Strasburger (beth.strasburger@gmail.com)

The website committee coordinates the technological needs of other committees for our website. Duties include updating the website on an as-needed basis, working with committee chairs/directors to ensure timeliness of information on website and troubleshooting problems.

 **Directory/Print Media**– Chair: Donna Meyers (dmeyers@greatwolf.com)

This committee works with a publication design company and MPI-OC Chapter Administrator to produce our annual membership directory publication. This directory is a resource and marketing piece that assists MPI-OC members in contacting one another. Committees interface via phone and email.



Lend A Hand! *MPI-OC Committee Volunteer Interest Form*

Please tell us about your interest and abilities so that we can recommend a corresponding open position.

Please send completed form to Midge Dobbs, CMP President-Elect: fax (360) 254-6100

email midge.dobbs@northp.com phone (360) 635-2629

First Name: _____ **Last Name:** _____

Company: _____

Phone: _____

Email: _____

Preferred Committee if any: _____

Type of position you prefer:

Special Event or Short-Term Projects
(3-6 month commitment)

Ongoing & Long-Term Projects
(1-10 month commitment)

Ongoing Hourly
(1-2 hours a month)

I'm open to anything!

Your Availability:

Only during business hours

Only after business hours

Either

Preferred Communication:

Phone

Email

Either

Time Commitment You Can Make (monthly)

Most committees meet monthly for approximately 1 hour either face to face or via phone.

1 hour

2-4 hours

4-6 hours

6-10 hours

Please identify additional hours you are available to work in your specific role: _____



Lend A Hand! MPI-OC Committee Volunteer Interest Form (continued)

Type of assistance you are able to provide (check all that apply):

- Telephone Calls, Creative Talents, Event Support, Website, Social Media, PR/Marketing, Newsletter, Fundraising, Sponsorships, Education, Retention, Recruiting

Information About You!

Please tell us about your areas of interest and capabilities, and how our Chapter can help you reach your professional objectives:

Horizontal lines for text entry.

Please send completed form to Midge Dobbs, CMP President-Elect: fax (360) 254-6100 email midge.dobbs@northp.com phone (360) 635-2629