



MPI-CAC Leadership Guide

PART V

MPI CHICAGO AREA CHAPTER INFORMATION

The details for effectively working as a Chair and Vice Chair in the Chapter. Your definitive source of information is always **Policies & Procedures** (may be found at www.mpicac.org under Leadership Operations).

MPI-CAC Facts

MPI-CAC's fiscal year begins July 1st and ends June 30th

Our Management Company is Meeting Expectations and is managed locally by Beth Chitnis.

Membership in MPI and the Chicago Area Chapter is on an individual basis.

Scheduling Information

Programs should utilize downtown and suburban locations.

Programs should not conflict with other industry events (local and national – see Chapter Calendar in the Leadership Documents Section).

Headquarters maintains a master calendar (can be found at www.mpicac.org under Leadership Operations). Chapter events must fit into the overall calendar and must be on the calendar and approved by the Board of Directors.

Big Picture

Take time to review the Chapter's **Business Plan** (hyperlink). **Review it with your board liaison and committees during the first meeting of the new fiscal year.** It's important that all committees work together throughout the year and keep the objectives of the **business plan** in mind as they make decisions about committee activities and resources.

Finance Facts

All purchases must be made in MPI-CAC's name, **not** the committee chair or member's name. Also, vendors shall be asked to send two copies of the invoices -- one to the committee or member and one to the Management Firm.

No payment will be made without an invoice or Check Request.

The Board must approve all unbudgeted expenses, prior to the expenditure being made.

All committee charge backs are to be a line item of the committee's budget.

All vendors should be advised that no deposits or payments will be made prior to the chapter's events unless approved by the VP of Finance and/or President.

The committee chair shall retain copies of all "Check Request" forms and invoices in case there are questions in the future regarding the bills.

Committee meetings, celebrations or site inspections are not valid expenses and will not be reimbursed.

Approximately in mid-April, you will be asked to provide budget input for the next year's budget.