



Policy and Procedure Handbook

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MiSGMP
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The Michigan Chapter Board of Directors abides by all SGMP Policies and Bylaws. This manual shall be seen as additional policies as determined by the MiSGMP Board. Some areas in this manual are restated from the SGMP Policy Manual.

MISSION STATEMENT

The Michigan Chapter of the Society of Government Meeting Professionals (MiSGMP) is dedicated to improving the knowledge and expertise of individuals in the planning and management of government meetings through education, training, industry relationships and mutual support.

SGMP MEMBER BILL OF RIGHTS

Members have the right to be respected.

SGMP will promote a membership environment of civility, respect, and accountability in all member activities, volunteer groups, and training initiatives.

Members have the right to a diverse, equitable, and inclusive environment.

SGMP will ensure a culture that continuously seeks opportunities to increase diversity in its membership, leadership, and external partners that is inclusive and welcoming of all individuals.

Members have the right to be heard.

SGMP will promote an environment that allows and encourages its members to communicate openly and ensures that all input is heard and valued.

Members have the right to have leaders who put the Society mission first.

SGMP will elect leaders who will honor the SGMP mission, bylaws, bill of rights, and its members.

Members have the right to lawful and ethical leadership.

SGMP members have the right to expect leadership who displays dedication, integrity, and the highest standards of ethical behavior.

Members have the right to participate in governance.

SGMP will operate democratically in its governance and will allow all members the right to vote for and seek leadership positions.

Members have the right to expect transparent fiscal accountability.

SGMP leaders will operate with utmost fiduciary responsibility and accountability to maintain appropriate financial management and internal controls. Leadership will be transparent in ensuring all funds are used for member activities and initiatives for today and future sustainability. Funds will be safeguarded against waste, fraud, unauthorized use, or misappropriation.

SGMP CODE OF ETHICS

The Society of Government Meeting Professionals (SGMP) hereby acknowledges the following: Government planners and suppliers provide related services within the meeting planning field.

- Cooperation between government meeting planners and suppliers will reduce the cost of meetings with advantages to the hospitality industry and to the national economy.
- Sound cost-effective transactions must be mutually beneficial.
- Diversity, equity, and inclusion are critical to industry success.

Definitions

SGMP acknowledges that understanding root causes of disparities is key to improving diversity, equity, and inclusion.

Diversity includes differences, perceived or actual, among individuals or groups. We embrace a broader definition of diversity that includes but is not limited to race, ethnicity, gender, mission-relevant experience, age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language(s) spoken, and physical appearance.

Equity is fair treatment, access, opportunity, and advancement for all people while working to identify and eliminate barriers that have prevented full participation of some groups. We will increase justice and fairness within the procedures and processes of institutions and systems, as well as in their distribution of resources.

Inclusion is a culture of making everyone feel welcomed, respected, supported, valued, and able to fully participate regardless of differences. An inclusive culture fosters diversity of thought, ideas, perspectives, and values. Inclusion creates an environment where individuals are accepted, reflected, and respected in SGMP membership.

We, therefore, subscribe to the following standards of professionalism in the relationship between government meeting planners and suppliers, and within the industry as a whole:

- To promote diversity, equity, and inclusion in all relationships, interactions, and collaborations within SGMP.
- To engage in business transactions in SGMP and other professional endeavors with honesty, integrity, fairness, inclusion, and confidentiality.
- To buy and sell based on value including quality of service and price.
- To respect obligations incurred that neither express nor imply a performance which you cannot reasonably expect to fulfill.
- To adjust and settle disputes based solely on facts and fairness.
- To avoid statements that may injure, discredit, or betray confidentiality of information with the intent of giving or receiving an unfair advantage in a competitive business transaction.
- To neither provide nor accept gifts or entertainment, under the guise of sales expense, where the intent or effect is to unduly influence the recipients in favor of the donor, and to renounce all forms of commercial bribery.
- To strive constantly for education and growth of knowledge within the profession.
- To counsel or mentor — and to accept counsel from colleagues — whenever the occasion permits, for the advancement of the profession and SGMP.
- To not use SGMP, or allow SGMP to be used, for overt commercial or personal purposes.

BOARD MEMBER JOB DESCRIPTIONS AND RESPONSIBILITIES

Job descriptions of the voting members of the Chapter Board (officers, directors and the immediate past president are voting members) shall include, but are not limited to, the following duties and responsibilities. [This serves as a guideline that should be customized to fit the operating procedures of the individual chapter.]

All Board Members

- Elicit the support of the board member's agency/company in order to commit to the time and efforts needed to perform board duties.
- Uphold the SGMP Code of Ethics.
- Comply with and adhere to the SGMP Bylaws.
- Attend monthly board meetings, monthly education programs, special events, and outreach functions as required.
- Attend MiSGMP Annual Education Conference (AEC).
- Attend annual Chapter Board retreat.
- Attend SGMP National Education Conference.
- Prepare monthly committee report for presentation to Chapter Board members.
- Support and promote the membership recruitment and retention efforts of the chapter.
- Serve as board liaison or committee chair.
- Contribute written article(s) for the chapter newsletter as needed/required.

President

- The President shall be a Government Planner or Contract Planner member.
- Newly elected Presidents shall travel to the SGMP National Education Conference for orientation and training prior to the beginning of their term of office.
- The President shall be the official chapter representative in the activities of the Society on all levels and acts as the sole person responsible for speaking for the chapter in an official capacity.
- The President shall set the agenda and preside over all meetings of the Chapter Board and shall serve as an ex-officio member on all committees, except Nominations and Elections.
- The President shall preside over/lead each monthly chapter meeting.
- In the Treasurer's absence, the President may be authorized to sign disbursements.
- The President shall attend Joint Leadership meetings held annually with the National Board, Executive Director, and fellow Chapter Presidents and Second Vice Presidents at the National Education Conference (NEC).
 - The chapter shall pay all expenses for the Chapter President to attend the NEC, including the Joint Leadership Meeting, if applicable.
 - SGMP and chapter elected leaders are required to stay at the host hotel, without exception, to prevent any liability or attrition issues.
- The President is responsible for recommending replacement board members, should a current board member be removed for cause or by resignation. This must be voted/approved by the entire Chapter Board, and board changes must be forwarded to SGMP Headquarters within 15 days of the change.
- The President authors the President's Message for website and monthly newsletter, as well as written correspondence as needed for welcome letters, thank you letters, etc.
- The President shall facilitate an annual Chapter Board retreat.
- The President shall perform an annual membership survey/State of the Chapter address.
- The President shall serve as the liaison between chapter membership and the SGMP National Board and shall participate in scheduled quarterly regional conference calls.

Monthly Reports:

- Submit Monthly Chapter Summary Report to SGMP Headquarters.
 - *Due date for submissions to SGMP: Buy the 10th of the following month. (If the 10th of the month falls on a Saturday, Sunday, or Federal Holiday, the report will be due the next business day.)*

Annual Reports:

- The Treasurer and President should lead the entire Chapter Board in the development of the chapter's annual fiscal year budget to be submitted to SGMP Headquarters.
 - *Due date for submission to SGMP Headquarters: July 31st of each year (subject to change to an earlier July date).*
- Prepare and submit a Year-End Financial Report.
 - *Due date for submission to SGMP Headquarters: August 10th of each year (If the 10th of the month falls on a Saturday, Sunday, or Federal Holiday the report will be due the next business day) (subject to change to an earlier July date).*
- Chapter Annual Education Calendar
 - *Due date for submission to SGMP Headquarters: September 10th of each year (If the 10th of the month falls on a Saturday, Sunday, or Federal Holiday the report will be due the next business day) (subject to change to an earlier July date).*

Chapter Meeting Responsibilities

Before the Meeting

Prepare announcement to make during meeting (see Appendix B: Announcements/Closing Comments for Monthly Meetings).

- Assign Board Members to sit with guests and first-time attendees.
- Thank hosting member and ask her/him to make welcoming comments.
- Thank registration sponsor (if applicable).
- Make announcements as needed.
- Remind members to check in on social media.
- Introduce Education Committee Chair who introduces speaker(s).

After the Meeting

- Thank speaker, host, and registration sponsor (if applicable).
- Announce next meeting date, location, and topic.
- Other announcements as needed.

Chapter Meeting Responsibilities

Before the Meeting

- Notify the Education Committee Chair and/or Logistics Coordinator of any required room set-up, audiovisual equipment needed, etc.
- Contact Board members and Committee Chairs to complete committee reports and to determine what items need to be included on the agenda.
- Prepare an agenda and documents that include:
 - Minutes of previous meeting
 - Treasurer's report
 - Committee reports (see Appendix A)
 - Old Business from previous meeting(s)
 - President's report
 - Issues suggestions by members

- Other information as required for the monthly chapter report to SGMP
- Send meeting reminder notice with agenda and relevant documents to Board members and other appropriate Chapter members. Include location of Board meeting and or link for virtual and/or hybrid meeting.

During the Meeting

- Arrive early to check the readiness of the room and/or link viability.
- Call the meeting to order promptly at the scheduled time and verify whether a quorum is present.
- Conduct business according to the agenda and Robert's Rules of Order.
- Give all members an opportunity to speak on an issue.
- Restate the motion before calling for a vote. The President does not vote unless the vote is by ballot and her/his vote would change the outcome. After taking the vote, announce the result. If the Secretary has questions about the motion or vote, clarify the information for the minutes. When all business has been completed, request agenda items for the next meeting and entertain a motion to adjourn.

Annual Education Conference (AEC) Responsibilities

- Prepare and present a State of the Chapter Address.
- The Chapter shall cover the cost of housing for the President at AEC.

1st Vice President

- The 1st Vice President shall be a Government Planner or Contract Planner member.
- The 1st Vice President shall serve for the President in the absence of the President, or when so requested by the President.
- The 1st Vice President shall assume the duties of the President in the case of resignation, death, or other cause.
- The 1st Vice President shall serve as committee liaison or committee chair and shall perform all other duties as prescribed by the Chapter Board.

2nd Vice President

- The 2nd Vice President shall be a Supplier or Contract Planner member.
- The 2nd Vice President shall preside in the absence of the President and First Vice President.
- The 2nd Vice President shall serve as committee liaison or committee chair and shall perform all other duties as are incident to the office or as may be prescribed by the Chapter Board.
- The 2nd Vice President acts as liaison to the SGMP Board for the Chapter's Supplier members.
- The 2nd Vice President shall serve as a chapter representative and shall participate in scheduled quarterly regional conference calls.
- The 2nd Vice President shall attend Joint Leadership meetings held annually with the National Board, Executive Director, and fell chapter 2nd Vice Presidents and Presidents at the National Education Conference.
 - The chapter shall pay all expenses for the Chapter 2nd Vice President to attend the NEC, including the Joint Leadership Meeting, if applicable, as funds allow.
 - SGMP and chapter elected leaders are required to stay at the host hotel, without exception, to prevent any liability or attrition issues.

Secretary

- The Secretary shall be a Government Planner or Contract Planner member.
- The Secretary shall be responsible for the proper notification of Chapter Board meetings to board members.
- The Secretary shall record the proceedings of the Chapter Board and any meetings or sessions as shall be requested by the Chapter Board.
- The Secretary shall maintain the chapter's official records and the chapter's Policy and Procedures Manual unless otherwise assigned.
- The Secretary shall maintain a log of the voting actions of the meetings.
- The Secretary shall assure all official and historical records of chapter are maintained and preserved.
- The Secretary shall submit minutes to the Chapter President for review two weeks after the date of the meeting or by the end of the meeting month, whichever occurs first.
- The Secretary shall submit minutes for review and approval from the Chapter Board in a timely manner.
- The Secretary shall submit approved minutes to the Chapter President in a timely manner for inclusion in the President's monthly chapter summary report to SGMP Headquarters.
- The Secretary shall write and mail general correspondence, including thank you notes.
- The Secretary should adhere to national standards of minute taking.
- The Secretary shall be the authorized person on the bank accounts to authorize additions or deletions of named person(s) on the accounts.

Treasurer

- The Treasurer shall be a Supplier or Contract Planner member.
- Newly elected Treasurers shall travel to the SGMP National Education Conference for orientation and training prior to the beginning of their term of office.
- The Treasurer shall ensure the accurate financial records of the chapter are kept in accordance with the Society's financial policies and procedures.
- The Treasurer shall be responsible, in conjunction with the President, for the safekeeping of funds in such depositories as are approved by the Chapter Board.
- The Treasurer shall be the principal signatory on all disbursements.
- The Treasurer shall maintain Chapter funds in an approved local bank insured by the FDIC.
- The Treasurer is responsible for ensuring all spending transactions are properly approved.
- The Treasurer is charged with the responsibility and custody of the chapter's bank accounts and assets and must accurately account for all transactions that take place within the chapter's financial accounts.
- The Treasurer must maintain accurate records of the chapter's income and expenses on a monthly basis on the SGMP-approved chapter budget form.
- The Treasurer must ensure that the chapter's non-profit status remains in good standing.

Annual Reports:

- The Treasurer and President should lead the entire Chapter Board in the development of the annual fiscal year budget, to be submitted to SGMP Headquarters.
 - *Due date for submission to SGMP Headquarters: July 31st of each year (subject to change to an earlier July date).*

- The Treasurer shall prepare and submit a year-end fiscal report.
 - *Due date for submission to SGMP Headquarters: August 10th of each year. (If the 10th of the month falls on a Saturday, Sunday, or Federal Holiday, the report will be due the next business day.) (Subject to change to an earlier July date.)*
- *All year-end Treasury records (original documentation) must be sent to SGMP Headquarters by August 10th and kept for seven years (SEE Policy CF-11). (If the 10th of the month falls on a Saturday, Sunday, or Federal Holiday the report will be due the next business day.)*

Monthly Reports

- The Treasurer shall submit a written report on the financial standings of the chapter on a monthly basis, to be presented to the Chapter Board and the President, for inclusion in the President's monthly chapter summary report to SGMP Headquarters. The written report shall include copies of the bank statement and all back-up documentation for both checking and savings accounts.
- Accurate records for all chapter income and expense transactions must be reconciled with the chapter bank statement each month.
 - *Due date for submission of copy of bank statement to SGMP Headquarters: 10th of the month for previous month that closed out. (If the 10th of the month falls on a Saturday, Sunday, or Federal Holiday, the report will be due the next business day.)*

- The Treasurer must submit the month-end report to SGMP Headquarters each month.
 - *Due date for submission of Treasurer's Report to SGMP Headquarters: 10th of the month for previous month that closed out. (If the 10th of the month falls on a Saturday, Sunday, or Federal Holiday, the report will be due the next business day.)*

Budgeting

Prior to each fiscal year, the chapter President and Treasurer shall lead the chapter board in the development of the budget. The budget shall be approved by the board and submitted to SGMP by July 31st.

Directors (3)

- There will be three Directors: one Government Planner, one Supplier and either one Government Planner, Contract Planner, or Supplier.
- The Directors serve as committee liaisons or committee chairs and shall perform all other duties as are incident to the office or as may be prescribed by the Chapter Board.
- In addition, the President may assign duties as needed to Directors.

Immediate Past President

- The Immediate Past President serves in an advisory capacity to the Chapter Board and is a voting member of the Chapter Board.
- The Immediate Past President serves as Chair of the Nominations and Elections Committee and shall perform all other duties as are incident to the office or as maybe prescribed by the Chapter Board.
- A Chapter Board's Immediate Past President vacancy must be filled by the first available chapter past president in closest success to that for which the vacancy exists. The Chapter Board has the option of not filling a vacant immediate past president position.
- A chapter president who did not serve 12 months in that role, or who resigned or was removed from that position, is ineligible to serve in the Immediate Past President position on the Chapter board.
- The Immediate Past President may not serve in an additional Chapter Board position while serving her/his term as Immediate Past President. In addition, the Immediate Past President may not serve on the Chapter Board if elected or appointed to a position on the SGMP Board of Directors or the Gilmer Institute of Learning.
- A past president in the Retiree membership category is eligible to fill this vacancy and shall have all Chapter Board voting rights. Voting rights only pertain to Chapter Board issues.

FINANCIAL POLICIES IN ADDITION TO NATIONAL SGMP POLICIES

Federal Employer Identification Number (FEIN) The Michigan SGMP FEIN is: 38-2908850.

SGMP is a 501(c) (6) tax-exempt organization and, therefore, **cannot** accept tax-deductible contributions.

All finances pertaining to the Michigan Chapter of the Society of Government Meeting Professionals will be handled according to the following guidelines, established, and approved by the Board of Directors. These guidelines will be reviewed annually at the Board Retreat. If, at that time, it is determined that adjustments to the guidelines are deemed necessary, the revised guidelines must receive new Board approval.

The Treasurer is responsible for all Chapter finances and will prepare a monthly report of those finances for Board approval. All accounting will be calculated on a per month basis with reconciliation with the monthly bank statement; this shall include checks written in one month even if they have not cleared the checking account.

The Treasurer will pay all invoices and bills by paper or electronic check within thirty (30) days of receipt. All bills for payment will be discussed at monthly board meetings. Payment of invoices already approved within individual line items, i.e., monthly meeting speakers, food, and beverage, will not require additional Board approval.

The Treasurer or another Board member as assigned will deposit all chapter funds within 7 days of receipt. All deposits/payments are recorded appropriately.

The Chapter checking account and, if maintained, any other financial accounts, plus all financial records will be reviewed annually by at least two (2) members of the Board of Directors.

If approved by the Board and available from the Chapter's financial institute, a bank check/debit card may be issued to the sitting President and the sitting Treasurer for purchases needed to properly operate the Chapter. The Treasurer will be notified in writing of these expenditures within two (2) days. The President will be responsible for ensuring there are sufficient funds in the Chapter budget for the expenditure.

All reimbursements of Chapter expenditures will be documented on the MiSGMP Expense Report (see Appendix K). The report will identify specific requirements for reimbursement and must include the original receipts. All requests for reimbursement must be approved by a Board member/Committee Chair (other than the Treasurer) and submitted to the Treasurer within thirty (30) days of the expenditure.

The Board will approve all Chapter expenditures. If there is a need to expend Chapter funds not already approved in the annual Budget, the expenditure is limited to \$500.00 and must be approved by either the Treasurer or the President.

The Treasurer will not write a check to himself/herself. The sitting President or the Immediate Past President must sign any disbursement to the Treasurer. All applicable receipts and expense form must accompany the request for reimbursement.

Checks accepted by the Chapter for charity donations shall be payable to the order of the name of the charity.

Chapters shall not cash or deposit any membership dues checks, and in turn, write checks to SGMP. See SGMP Policy Manual, Policy No. C6, for exceptions and when it is permitted.

Collecting Money

When accepting funds at chapter meetings or other events, the following basic procedures shall be followed.

Another Board member along with an assigned chapter member shall collect money at monthly events. The Treasurer shall verify the amount of money after it has been collected. If the Treasurer must collect the money, it shall be verified with another board member prior to taking the money from the meeting.

Cash shall always be verified by another person prior to taking the money from the meeting.

Approved NEC Expenses

- Airfare or Mileage at Chapter approved rate – mileage reimbursement not to exceed the average flight cost.
- Baggage fees – 1 bag each way.
- Hotel Parking – if driving to NEC, when hotel parking fees plus mileage reimbursement does not exceed the average flight cost.
- Hotel (days will be determined annually based on available flights).
- Basic Wi-Fi at conference hotel.

Not Approved NEC Expenses

- Ground transportation including to/from home airport; to/from conference location airport; and miscellaneous transportation during conference.
- Meals in transit and meals not provided by conference.
- All other expenses.

MONTHLY MEETING PROCEDURES

Registration Policy

- Registration ends the Thursday prior to the meeting/event at 5:00 pm.
- Registrations after 5:00 pm the Thursday prior the meeting/event **must be** approved by the Education Chair.
- Onsite/walk-in registration is not available.
- Refunds will be provided only when cancellation notification is received prior to 5:00 pm the Thursday before the meeting.
- A guest may attend a maximum of two MiSGMP sponsored programs/events at the applicable guest rate. To attend additional MiSGMP sponsored programs/events, one must become a MiSGMP member.
- All registration fees shall be paid prior to the meeting/event unless prior arrangements to pay with cash or check in-person the day of the meeting/event have been made. Credit card payments will no longer be accepted on-site the day of the meeting/event.
- The names and affiliations of registrants for a MiSGMP event/meeting are shared with registrants, speakers, and/or sponsors for that event/meeting.

Hosting an SGMP Meeting at Your Facility

Monthly meetings are routinely held within 100 miles of Lansing. Meetings in the months of November, December and February are preferred to be held in the greater Lansing area.

The property selected will be recognized as the meeting host and will receive the following benefits from MiSGMP.

- Marketing of Host Property through social media and all e-blasts regarding the event.
- Two minutes of podium time during the meeting and the opportunity to brand the room and/or provide a promotional item to all attendees following the meeting.
- Listing as a Preferred Vendor on the MiSGMP website and recognized as such at our Annual Education Conference.

Host Property Commitments

- Complimentary meeting space.
- Complimentary audio visual; negotiable if audio visual is not available in house.
- Complimentary capacity, services, and equipment to facilitate hybrid and/or virtual meetings; negotiable if applicable.
- Complimentary parking; negotiable if applicable.
- Complimentary food and beverage (lunch) for 25 attendees. MiSGMP will pay for lunches exceeding 25 at the current State of Michigan government rate. This is negotiable if applicable, especially for planner host properties (offices/conference rooms) and/or unique venues (i.e., libraries, museums, other).
- One complimentary guest room if the speaker requires housing.
- Three additional guest rooms available at the current State of Michigan government rate. Individuals are responsible for their own reservations and all room charges.
- No attrition.

Food and Beverage

Food and beverage costs shall comply with the current State of Michigan government per diem rates applicable to the site's geographic location, exclusive of tax and gratuity/service charge.

COMMITTEES

Committees are comprised of members of the Board of Directors and the Chapter membership. Each committee develops a plan that outlines the committee's objectives and the steps for achieving those objectives. Committees meet as needed to complete tasks.

A specified Board member shall serve as a liaison to each committee. The Board member will select the chair or co-chairs of their respective committees. Chairs or co-chairs can be government meeting planners, contract planners or suppliers.

Member participation in committees is mandatory to receive scholarships from the Chapter and/or SGMP.

Committees are authorized by the Chapter President.

ADVERTISING/SPONSORSHIP COMMITTEE

Responsible for website and email advertising, soliciting sponsorships for special events and marketing the chapter brand.

The Advertising/Sponsorship Committee:

- Creates bundling packages in the third quarter, prior to Supplier member's budget cycles.
- Contacts previous sponsors about new bundling package, reminding sponsor of what was purchased in previous year.
- Sends bundling information to all current supplier members of the Chapter to attract additional sponsors.
- The Treasurer is a standing member of the committee.

MiSGMP offers different options for ads in our newsletter (6 times a year). The Board determines ad costs, annually.

See Advertising/Sponsorship Bundle Package – Appendix E

ANNUAL EDUCATION CONFERENCE (AEC) COMMITTEE

Responsible for the planning and implementation of the Chapter's Annual Education Conference.

The AEC Committee coordinates all aspects of AEC:

- Develops the RFP for site selection
- Secures speakers
- Prepares promotional materials
- Creates the preliminary and final programs
- Assists with securing sponsorships
- Coordinates logistics on site

The Treasurer is a standing member of the committee.

See AEC Task/Timeline – Appendix F

COMMUNICATIONS COMMITTEE

Responsible for monitoring all publications and communications of the Chapter, including but not limited to email, website, and social media.

The Communications Committee:

- Recommends to the Chapter Board any refinements which will further the purpose of the Chapter and of the Society.
- Is responsible for providing information on Chapter activities to the membership and for the regular communications and notifications to the Chapter membership of the Chapter's regular meetings, annual conference, and special events.
- Maintains the archives of the Chapter.

Monthly Responsibilities

- The Committee chair will appoint a member to write an article about the previous month's meeting for the newsletter or website.
- Provide all proofed Newsletter content to Developer by predetermined dates.
- Distribute, by email, program reminders periodically and one week prior to the event.
- Other communication as requested by the Board.
- Email evaluation survey within 2-3 days of program.

Annual Responsibilities

- **Communications of the Year (COY)** – The Communications Committee completes the application as defined by SGMP for the COY and submits application to SGMP by established due date.
- Create a calendar for Newsletter content and publication dates.
- Create Facebook and LinkedIn Calendars for posts.

Newsletter Subcommittee

Responsible for creating bi-monthly e-Reels for email distribution to membership.

Social Media Subcommittee

Responsible for maintaining and updating the Chapter's social media accounts.

See Social Media Policy and Facebook and LinkedIn Privacy Policy – Appendix L

Website Subcommittee

Responsible for maintaining and updating the website of the Chapter.

COMMUNITY SERVICE COMMITTEE

Responsible for planning and implementation of Chapter's charitable activities.

The Community Service Committee:

- Investigates charitable organizations for the Chapter to support via member suggestions, committee ideas, and direct requests.
- Researches ideas, suggestions, requests and/or current areas of need within various sections of the state.
 - Determines if the Chapter can support the needs of the organization.
 - Considers the timing in terms of the Chapter's schedule of monthly meetings, the location of the meetings, and other criteria.

- Develops a plan to implement successful activities as well as a method of measuring the successful completion of the activity/donation/presentation.
- Presents ideas to the Board for discussion, suggestions, and approval.
- Provides advertising, marketing, and promotions for approved activities through Chapter announcements, articles, emails, and social media including the what, when, where, and participation details.
- Conducts a minimum of one community service activity/project per calendar year. More may be conducted depending on the time and financial commitment required.

EDUCATION COMMITTEE

Responsible for soliciting proposals for regular meeting sites and speakers. Also responsible for determining, establishing, and promoting the educational programs of the Chapter.

The Education Committee:

- Ensures the Chapter has a minimum of six educationally focused meetings per calendar year. These meetings should cover topics related to meeting management as outlined by SGMP's nine core competencies of education. The subject matter of the remaining meetings/events may pertain to meeting management, career and/or personal development, or be focused around networking. Educational programs should be no less than one hour in length and are not required to be face- to-face meetings.
- Is responsible for submitting the Chapter's fiscal year meetings calendar to SGMP Headquarters by September 15. In addition, a promotional description of each meeting with the speaker and location must be provided to SGMP Headquarters no later than 45 days prior to each meeting.
- Explores SGMP educational programs available for Chapter use.

Monthly Reports to the Board

Each month the Education Committee provides a written report for the Board meetings. It includes:

- Number of planners and suppliers attending previous program.
- Summary of evaluations from previous program.
- Program title, category, and speaker for current month.
- Information about upcoming programs.
- Summary of costs associated with previous meeting.

Annual Responsibilities

At the end of the fiscal year, the Education Committee compiles a summary report for the Board retreat that includes:

- Topics and speakers for educational programs during that fiscal year.
- Number and percentages of planners and suppliers attending each meeting,
- Costs for program and speakers.
- Other pertinent information requested by the Board.

Programming of the Year (POY) – The Education Committee completes the application as defined by SGMP for the POY and submits completed application to SGMP by established due date.

See Education Committee Task/Timeline – Appendix G

GMS CERTIFICATE COMMITTEE

Responsible for overseeing the implementation of the GMS Certificate Program.

The Government Meeting Specialist (GMS) is a MiSGMP voluntary certificate program recommended for planners and suppliers seeking the knowledge needed to effectively carry out the functions of a meeting professional. Participants must be current members of SGMP.

The GMS Certificate Committee:

- Administers the GMS Certificate Program.
 - Creates and provides core competency tracking sheets.
 - Reviews applications and determines if certificate requirements have been met.
 - Prepares and provides certificates for eligible applicants.
 - Prepares and mails letters of congratulations to successful applicants and applicants' supervisors.
- Assists the Education Committee in determining the Core Competencies needed for monthly meetings and AEC on a two-to-three-year rotation.

HONORS AND AWARDS COMMITTEE

Responsible for the development and implementation of an awards program giving recognition to Chapter members who have significantly contributed to the objectives of the Chapter and to the Society.

The Honors and Awards Committee:

- Reviews the honors and awards criteria, and makes recommendations to the board for changes, if applicable.
- Reviews nominations and submits recommendations to the Board.
- Creates and/or arranges for certificates to be created.

Any member of this Committee nominated for an award is excluded from voting upon the award for which s/he is nominated.

The Treasurer is a standing member of this committee.

Zenith Awards (Planner and Supplier)

The purpose of the Zenith Award is to recognize a MiSGMP member's dedication and contributions to MiSGMP in a leadership role. The Zenith Award is awarded annually, to one planner and to one supplier, when there are eligible nominees. Nominations are solicited from the entire Chapter membership. The Zenith Awards are awarded at the Chapter's Annual Education Conference (AEC).

A member can only receive a Zenith Award once, per category, in a ten-year period. MiSGMP board members are not eligible during their term or terms serving on the MiSGMP Board.

President's Award

An optional award, presented annually, as determined by the President.

Supplier Longevity Recognition

The Honors and Awards Committee maintains a list of supplier longevity and creates certificates in 5-year increments. Suppliers are presented the certificates at the Annual Education Conference.

MEMBERSHIP COMMITTEE

Responsible for the recruitment and retention of Chapter Society members.

The Membership Committee:

- Develops, promotes, and maintains the Chapter membership among eligible individuals and organizations interested in meeting planning in accordance with the Chapter Bylaws.
- Is responsible for assisting with the membership application and renewals of new members and existing members and maintaining records of the Chapter membership and guests.
- Performs other functions as deemed appropriate by the Chapter Board.

Ratio

The Chapter must maintain a 50:50 ratio of planner and supplier members with planner members exceeding supplier members. The supplier membership application **must** include the planner match.

Membership Definitions

Government Planner: Individuals who are employed by federal, state, and local government as meeting planners, including military and quasi-government associations and organizations. A “planner” is anyone who has the responsibility for the planning and the implementation of any type of meeting, conference, or convention as part of their official duties. Employees of private organizations where a majority of whose membership is comprised of government employees may also qualify as Government Planners if they plan and implement meetings as part of their official duties.

Contract Planner: Individuals, organizations or companies that are operating under contract to government agencies and are receiving said payments directly from government agencies to assist in the planning or implementation of meetings, conferences, or conventions. Individuals who are the sole proprietor of or are employed or engaged by (including those that receive commission from hotels), a meeting management company or site selection company; and provide meeting services including strategic and financial management and/or professional meeting management services to/for government clients.

Supplier: Organizations that are providing facilities and services to Government Planners or Contract Planners. Supplier organizations may include, but are not limited to, hotels, transportation, audio-visual, travel services, convention and exhibit services, trade publications, tour operators, professional speakers, caterers, and convention bureaus.

Educator/Student: Individuals who are students/interns or interested educators. Includes educators and students/interns who are interested in government meeting planning, but who are not involved in meeting planning or supplying services to meeting planners, and who do not otherwise qualify for any other membership category. This is a non-voting category and does not count toward the matching requirement.

Retiree: Individuals who are members of the Society in good standing at the time of his/her retirement. As long as this member remains in retired status, they will continue to qualify for Retiree membership. If a Retiree member becomes willfully employed and eligible for other Society membership, he/she shall forfeit their Retiree membership. This is a non-voting category and does not count toward the matching requirement.

Duties of Membership Committee

New members shall receive the following after their application is processed.

- Welcome letter/memo/email.
- Committee sign-up sheet.
- Sponsorship opportunities.
- Schedule of upcoming meetings/events.
- Latest communication/newsletter.

Renewing members

- Send a letter/memo/email encouraging members to renew their membership.
- Thank members for renewing their membership.

Monthly Responsibilities

- Include names of new, renewing, and transferred members in communications to the membership.
- Provide Board members a monthly membership report that includes the ratio, new, renewing, transferred, and dropped members.
- Upon receipt of the updated member roster from SGMP, upload to StarChapter. Contact members whose memberships are expiring 30-60-90 days out and those whose memberships have dropped.
- Send out sorry we missed you emails to members who did not attend the monthly meeting but paid for the meeting, including the link the recorded session if applicable.
- Recruit members for the Member Spotlight section of the e-Reel.

Quarterly

- Run the no attendance log and contact members who have not attended meetings.

NOMINATIONS AND ELECTIONS COMMITTEE.

Responsible for identifying members interested in running for Chapter Board positions.

The Nominations and Elections Committee:

- Is directed by the SGMP Board's process for elections.
- Is chaired by the Immediate Past President.
- Meets every two years.

REGISTRATION COMMITTEE

Responsible for completing registrations for all members and guests at monthly meetings, including the preparation of name badges and a registration check-in list.

The Registration Committee member assigned to the registration process is responsible for the following items:

- Prior to the Meeting
 - Print name badges; bring to meeting.
 - As applicable, bring ribbons to identify categories such as first-time attendee, Ambassador, Board Member.
 - Print a registration list including name, company, email address, payment status, special needs for registration check-in.
 - Recruit Chapter members to assist at the registration desk.

- At the Meeting:
 - Check individual members into the meeting using the printed registration list and/or StarChapter website.
 - Check-in may include collecting any outstanding funds for registrations. Enter payment information, if applicable, into StarChapter. A receipt will be immediately sent from the website.
 - Connect new members/first-time attendees with Ambassador and/or Board members.
 - Give each attendee a name badge.
 - Reconcile the funds collected with the amounts indicated on the attendance sheet and give all funds to the Treasurer or Treasurer designee.

A certificate of attendance is emailed to attending members after the meeting.

SCHOLARSHIP COMMITTEE

Responsible for distributing, accepting, and awarding of Chapter scholarships for the Chapter's Annual Education Conference (AEC) and the National Education Conference (NEC).

Scholarship opportunities are determined annually, based on the annual budget and/or funding available.

The Scholarship Committee:

- Uses the SGMP approved forms for scholarship applications.
- Recommends any amendments to the SGMP form to the Board for consideration/action.
- Distributes scholarship application forms to the membership.
- Reviews submitted applications and provides recommendations to the Board for approval.

The Treasurer is a standing member of this committee.

CGMP Scholarships – if funds allow, CGMP scholarships may be established and offered, for eligible planner and/or supplier members. To apply for a CGMP scholarship, if offered, one must first pass the CGMP exam. The scholarship may include reimbursement of up to the full amount of the exam fee that cannot be reimburse by any other source. Lodging and travel expenses may be reimbursed, in part or in full, as funds allow and in accordance with the scholarship guidelines.

SPECIAL EVENTS COMMITTEE

Responsible for Chapter functions that do not fall under the jurisdiction of the Education Committee, i.e., auction at AEC, initiation of officers, annual special event, and/or other special or fundraising events.

The Special Events Committee:

- Develops the RFP for the annual special event for Board review/approval.
- Reviews proposals received for the annual special event and makes recommendations to the Board.
- Works with the CVB on all aspects of the annual special event.
- Solicits donations for the auction held at AEC.
- Sets up and manages the auction at AEC.
- Coordinates all Chapter special and/or fundraising event.

See Appendix H – RFP for 2023 Annual Special Event

COLLABORATIVE PARTNERSHIP AGREEMENT

To facilitate collaborative partnerships, MiSGMP developed a Collaborative Partnership Agreement template. The Agreement details the expectations, responsibilities, and rights of all parties identified in the Agreement. A Collaborative Partnership Agreement must be approved by the MiSGMP Board and signed by all parties.

See Appendix P – Collaborative Partnership Agreement.