

National Coalition of Black Meeting Planners



WILLINGNESS TO SERVE APPLICATION

for

COMMITTEE APPOINTMENTS

Please Return completed form to:

National Coalition of Black Meeting Planners, Inc.

Headquarters Office

8630 Fenton Street - Suite 126

Silver Spring, MD 20910

Phone: 202-628-3952

Fax: 301-588-0011

[E-mail: ncbmp.hq@verizon.net](mailto:ncbmp.hq@verizon.net)

DUTIES OF STANDING COMMITTEES

Awards Committees (Ad Hoc)

To solicit recommendations for NCBMP awards; to review and qualify nominations for awards; to make recommendations to the Board of Directors for qualified awardees to receive the NCBMP Meeting Planner of the Year Award, Charles Wright Supplier of the Year Award, NCBMP Corporate Award, and the NCBMP Pioneer Award.

Budget and Finance Committee

In conjunction with the National Office, develop and review the Annual Budget of NCBMP and perform such other duties in connection with the finances of NCBMP as the Board of Directors may determine from time to time. The committee shall review periodically (at least quarterly) the balance sheet and income and expenses statements provided by the accountant.

Bylaws and Recommendations Committee

To receive, review and recommend to the Board of Directors all proposed amendments to the Bylaws. The Committee shall also recommend editorial and other changes for the Bylaws to the Board of Directors as necessary. To review, evaluate, and make comments or further recommendations regarding written proposals and concerns of the Membership. The committee will eliminate any duplication and consolidate similar proposals when feasible.

Conference Planning Committee

In conjunction with the National Office, to develop programs for the spring and fall conferences; to select conference themes; to work with the Marketing Committee to develop a marketing campaign for the promotion of conferences and educational programs.

Educational Assistance Committee (Scholarship Fund)

To maintain accountability for all funds for the Scholarship Program; to recommend to the Board of Directors all disbursements of the funds; to prepare a budget and recommendations for annual operational control of the funds; to solicit candidates for scholarship funds and establish the selection process to be used for candidates; to establish criteria and guidelines for scholarships, grants, and loans, and to provide annual follow-up on all students who receive funds from NCBMP.

Fundraising Committee

To identify and recommend fundraising activities; to identify and recommend resources that can provide funds for NCBMP; to review and make recommendations for the revision of the NCBMP Sponsorship Brochure.

Marketing and Communications Committee

To prepare and ensure distribution of press releases and press advisories as approved by the Board of Directors; to assist with the arrangement of press conferences; to develop and initiate a marketing campaign for membership recruitment and retention in conjunction with the Membership Committee; to develop and initiate a marketing campaign for conferences and other special NCBMP programs in conjunction with the Conference Committee; to solicit positive newsworthy articles and prepare a quarterly newsletter.

Membership Committee

To review the design of the Application for Membership and recommend changes; to review the membership profile at periodic intervals and make recommendations to the Board of Directors regarding recruitment, retention, and reclamation strategies; to review periodically the categories of membership and make recommendations to the Board for changes in membership categories; to review complaints lodged against members for cause; and to review and make recommendations to the Board of Directors on ethical considerations related to the code of professional conduct. To work with the Marketing Committee to develop effective member recruitment and member retention campaigns.

Nominations Committee

To solicit from all financial meeting planners and suppliers, applications for membership on the Board of Directors; to review these applications, and interview by telephone or in person those applicants who have met the minimum qualifications. The Committee shall recommend to the Board of Directors individuals to serve on the Board of NCBMP.

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Contact Information				
Name:			Date:	
Company:				
Street Address:				
City:		State:	Zip Code:	
Home Phone:				
Work Phone:				
E-Mail:				
NCBMP Membership (Please check one)				
<input type="checkbox"/> Meeting Planner/Association Executive		<input type="checkbox"/> Supplier		<input type="checkbox"/> Faculty
How long have you been an NCBMP member?				___ Years
How long have you worked in the meetings and hospitality industry?				___ Years
How many NCBMP conferences have you attended?				
NCBMP Activities (Please list offices held and dates)				
COMMITTEE	CHAIRPERSON	CO-CHAIR	MEMBER	DATE
AWARDS				
BUDGET & FINANCE				
BYLAWS & RECOMMENDATIONS				
CONFERENCE PLANNING				
EDUCATIONAL ASSISTANCE				
FUNDRAISING				
MARKETING & COMMUNICATIONS				
MEMBERSHIP				
NOMINATIONS				
Areas of Meeting Planning Experience (Please check all that apply)				
<input type="checkbox"/> Conferences	<input type="checkbox"/> Conventions	<input type="checkbox"/> Seminars	<input type="checkbox"/> Exhibits	<input type="checkbox"/> Special Events
Education				
College/University:			Major:	
Degrees		Certifications		
<input type="checkbox"/> B.A./B.S.		<input type="checkbox"/> CMP	<input type="checkbox"/> CHSE	
<input type="checkbox"/> M.A./M.S.		<input type="checkbox"/> CAE	<input type="checkbox"/> CHE	
<input type="checkbox"/> Doctorate		<input type="checkbox"/> CEM	<input type="checkbox"/> Other	

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Committee Selection	
I submit my name to be considered for appointment to the following NCBMP Standing and Ad Hoc Committees. (If you choose more than one committee, please number your selections by marking "1" as your first choice.)	
	COMMITTEE
	Awards
	Budget & Finance
	Bylaws & Recommendations
	Conference Planning
	Educational Assistance (Scholarship Fund)
	Fundraising
	Marketing & Communications
	Membership
	Nominations
Agreement and Signature	
By submitting this application, I affirm that the facts set forth in it are true and complete.	
<ul style="list-style-type: none"> • I understand that if I am accepted as a committee member, chairperson or co-chairperson, any misrepresentations, omissions, or other false statements made by me on this application may result in immediate dismissal. 	
NCBMP committee meetings are held in conjunction with the spring and fall conferences and conducted by telephone conference calls throughout the year.	
<ul style="list-style-type: none"> • I understand I will be responsible for expenses associated with attending committee meetings or participating in committee conference calls. 	
Name: (Printed)	
Signature:	
Date:	
Our Policy	
It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.	
Thank you for completing this application form and for your interest in volunteering to serve on an NCBMP committee.	

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