



Committee Application

The **Indiana County Young Professionals Organization** Planning Committee is seeking nominations for the 2021 YPO Planning Committee. Return completed application by to jmountain@indianacountychamber.com
For questions call (724)-465-2511.

Nominee

Name: _____

Business: _____

Phone: _____

Email: _____

Nominated by (self or other): _____

Interested in: (only one)

- Vice-Chair
- Philanthropy Chair
- Committee Member
- Social Media Chair
- Secretary
- Treasurer

Community Involvement:

Chamber Involvement:

Attributes that would make you a good committee member, chair, vice-chair, secretary, treasurer:

Why do you want to be on the Young Professionals Planning Committee?

POSITION DESCRIPTIONS

The **Indiana County Chamber of Commerce Young Professionals Organization** is dedicated to uniting young professionals by encouraging them to **FOCUS, CONNECT** and **ENGAGE** in Indiana County.

Planning Committee:

Length of term: Two years

Time commitment: Must attend monthly planning committee meetings.

A Planning Committee Member is tasked with approving and directing the young professional's vision and mission by working with all appointed committee members. The Planning Committee is tasked with planning YPO events.

Chair:

Length of term: Two year

Time commitment: Must attend one steering committee meeting per month. Attend Focus, Connect and other meetings as needed.

The Chair proposes policies and practices, presides over meetings, works with other chairs, submits various reports to the Indiana County Chamber board and performs other duties as the need arises.

The Chair is the primary liaison between the Young Professionals Organization and the Indiana County Chamber of Commerce Board. The Chair meets periodically with the chamber president and or other chamber staff members.

Primary responsibilities:

- Coordinate with on speakers on Lunch and Learn events
- Schedules monthly meetings with YPO committee
- Hold committee members accountable for their performance
- Discusses issues confronting the organization with Williamson County Chamber of Commerce leadership.
- Coordinate professional development opportunities for the steering committee.
- Collaborate with other young professional organizations to partner on events (with vice-chair).

Vice-Chair (Chair-Elect):

Length of term: Three years – Vice-Chair (one year), to Chair (two year)

Time commitment: Must attend one steering meeting per month. Attend Focus, Connect and other meetings as needed.

The Vice-Chair assists the Chair with all programs, initiatives and other duties as needed, oversees all development of new initiatives and assists Chair(s) in all scopes and duties whenever possible or requested. In the absence of the Chair, the Vice-Chair oversees membership meetings or other meetings where Chair is needed.

Vice Chair Primary responsibilities :

- Assist in coordinating meeting locations for monthly meetings
- Participate closely with Chair to develop and implement new initiatives

- Fulfill duties on Chair in the event of absence or vacancy
- Participates closely with Chairs to develop and implement plans
- Support Chair's responsibility to monitor overall governance
- Performs other responsibilities assigned by committee
- Collaborate with other young professional organization members to partner on events.

Philanthropy Chair:

Length of term: Two year

Time commitment: Must attend one steering meeting per month. Must attend all philanthropy events.

Seek out and execute service at least one charitable event for the young professionals of Indiana County. Events will be designed to support worthy charitable and service oriented, non-profit organizations in a hands-on effort to give back to our community and foster an atmosphere of selflessness, charity, and service by young professionals. All events must be approved by steering committee.

Primary responsibilities:

- Coordinate at least one philanthropic event for young professionals to participate in.
- Seek out and build relationships with local non-profits.
- Provide updates to steering committee of upcoming events and report on past event.
- Coordinate member involvement of events and ensure service organizations are 100% satisfied with outcome.
- Handle social media for each event.
- Create philanthropy committee to assist in duties as needed.

Social Media Chair:

Length of term: Two year

Time commitment: Must attend committee meetings.

Maintain the proper image for the Young Professionals Organization through social media. Coordinate with attendees to post pictures and promote upcoming events. Ensure the integrity of the group on all online platforms.

Primary responsibilities:

- Promote all upcoming YPO events with Chamber staff
- Provide photo and event updates from past events
- Maintain a high standard of integrity for YPO social media presence
- Work with staff to make sure only approved content is promoted and advocated

Secretary

Length of term: Two year

Time commitment: Must attend committee meetings.

Primary responsibilities:

- The Secretary shall be responsible for the recording of the proceedings of all meetings of the YPO, the Board and the Planning Committees. Copies of the Secretary's reports will be provided to the Chamber Board of Directors and will be housed in the Chamber office.
- The Secretary will also prepare articles on the activities of the YPO for the Chamber's YPO page in the Chamber's monthly newsletter. These articles will then be submitted to the Chamber staff.
- The Secretary will also be responsible for monitoring the Chamber's YPO Social Media Platform for negative content.
- The Secretary will gather YPO registrations on Social Media Platforms and report them directly to the Administrative Assistant of the Indiana County Chamber of Commerce in a timely manner.
- The Secretary will also be responsible for maintaining and updating the Chamber's YPO membership list and their contact information.

Treasurer

Length of term: Two year

Time commitment: Must attend committee meeting and all fundraising activities.

Primary responsibilities:

- The Treasurer shall be responsible for receiving funds raised at all YPO sponsored events.
- He/She shall keep account of all monies raised by the Chamber's YPO.
- The Treasurer will deliver all monies raised by the Chamber's YPO to the Administrative Assistant for deposit.
- The Treasurer will collect invoices from event vendors and submit them to the Chamber of Commerce Administrative Assistant for payment.
- The Treasurer will create a monthly financial statement to present at the YPO Committee meeting. Copies of this financial statement will be provided to the Chamber President and will be housed in the Chamber office.