

Committee/Officer Roles 2007

Membership (Recruitment & Retention)

- Membership database entry/updates
- Membership Card Distribution/benefits
- Membership Survey
- Membership statistics/reports
- Pass on contact info of committee interests to chairs
- Answer membership-related e-mail
- Committee Meetings
- Setting up/organizing Quarterly Meetings (January, May, August, November)

Marketing

- Image Campaign
- Flyers/Ads
- Press Releases
- Developing Target Groups/Companies/Individuals
- Correspondence with Targets (as well as welcoming new members/guests)
- Proofreading all correspondence
- Developing Presentations
- Answering marketing-related e-mails
- Committee Meetings

Social

- Plan Mixers (at least 3 months in advance)
- Plan misc. networking events (speed networking, etc.)
- Plan Social Networking trips (Browns game, etc.)
- Answer social/networking-related e-mails
- Committee Meetings

Education

- Organizing 40/40 Forums in conjunction with Quarterly Meetings
- Developing/Organizing Student Membership Program
- Organizing Educational Speaking (overlap w/ marketing – educating others about the organization/our members speaking to others about living here/mentoring, etc.) and Partnerships (Educational institutions)
- Organizing State of the Valley/Cities Event
- Organizing Art Mob (Quarterly)
- Answer education-related e-mail
- Committee Meetings

Charitable (Young Philanthropist Fund)

- Oversee internal structure and operations of YPF
- Target NFP groups for membership
- Oversee internal structure of NFP membership
- ELSO page web updates (w/ webmaster) and message forum updates for NFP
- Answer charitable-related e-mails
- Committee Meetings

Finance (chaired by Treasurer)

- Maintenance of financial records
- Invoicing for memberships
- Preparing monthly reports as well as any necessary filing
- Preparing annual budget

40 under 40

- Event Planning
- Reporting progress to board/members
- Liaison between honorees and organization (transitioning into membership)

Individual Roles

Recording Secretary

- Schedule/Announce Board Meetings
- Keeping Board Meeting minutes
- Maintaining master calendar (to avoid scheduling conflicts)
- E-mail list (currently)
- Coordinates Strategic Development Plan

Vice President (Internal Leader)

- All Committees report to V.P. (with exception to 40/40, Finance, and Marketing who report to the President)
- Sits on YPF/Charitable Committee
- Sits on Membership Committee
- Runs Board Meetings
- Represents group in absence of President

President (External Leader)

- Represents group at other organizations/events
- Primary speaker for recruiting, marketing, etc.
- Sits on 40/40, Finance, and Marketing Committees (those committees report to President)

Webmaster

- Coordinates all web updates/e-mails/message board
- Liaison to outside providers

Director of Strategic Development

- Implements/Updates Strategic Plan
- Keeps group mission on task

Board of Trustee Member

- Attendance at monthly meetings held on 2nd Monday of the month at 5:00pm
- Responsible for operations of the Club
- Serve as Officer (President, Vice President, Secretary, Treasurer), Committee Chair or Co-Chair (Membership -2, Marketing, Social, Education, Charitable, Finance, 40 under 40 -2), or serve as Director of Strategic Development or Webmaster – 15 total.