

Young Professionals Roles & Responsibilities

Executive Committee

The Young Professional Executive Committee's primary goal is to direct and provide leadership in areas of membership, recruiting, and outreach. As representatives of the Young Professionals, the Executive Committee assists in the implementation of goals and objectives, and fulfillment of MVYP mission. As the primary governing/advising body of the Young Professionals, the Executive Committee also has the responsibility to establish and evaluate membership guidelines, recruitment, education, and orientation.

The Executive Committee includes Co-Chairs, Secretary, Treasurer, and Social Chair. Active members who do not currently serve on the Executive Committee are encouraged to help in any capacity they would like.

Executive Committee members must be present for all monthly meetings, attend events and service days while promoting the mission of the MVYP organization to their personal networks. To join the Executive Committee, active members must commit to attending monthly meetings and planned activities.

Co-Chair Positions

The Co-Chairs of the Magic Valley Young Professionals are responsible for providing executive leadership in all decision-making, promoting, and advancing the mission and goals of the organization, positively representing the organization during all meetings and events, and cultivating relationships with business and community leaders.

Tasks include:

- Advising Executive Committee and overseeing committee progress toward goals.
- Attending networking events or presentations on behalf of MVYP.
- Convening the Executive Committee on a monthly basis with prioritization on goals, outcomes, and deliverables.
- Reporting to Chamber Staff liaison and assist with creation of meeting agendas.
- Maintaining timely communication with the **Secretary**.

Secretary

The Secretary of the Magic Valley Young Professionals is responsible for internal communications to the Executive Committee and other active members. Secretary will work in close contact with the chair to ensure that all member contact information is up to date and that all members are receiving accurate and timely information.

Tasks include:

- Documenting and distributing meeting minutes in a timely manner
- Working with Executive Committee to communicate information to members regarding all events and activities.

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Treasurer

The Treasurer of the Magic Valley Young Professionals is responsible for managing the group's budget and processing all expenditures, donations, or sponsorships through the Chamber office in a timely manner.

Tasks include:

- Provide an up to date financial statement at each Executive Committee meeting.
- Work with the Staff Liaison to process expenses and any revenue.
- Generating sponsor recognition in a timely manner, when necessary.

Social Chair

The Magic Valley Young Professionals Social Chair is responsible for the group's different social media platforms. This includes the Facebook and Instagram profiles for the Magic Valley Young Professionals.

Tasks include:

- Posting to promote any Magic Valley Young Professionals events.
- Working with the Executive Committee to keep both social media profiles content up to date, engaging, and interactive.
- Creating materials for social and documenting the events with photo or video.

Staff Liaison

The Magic Valley Young Professionals Staff Liaison is responsible for advising and providing technical assistance for the Young Professionals, while ensuring all communications and events align with the Chamber of Commerce.

Tasks include:

- Attending all Executive Committee meetings, fundraising events, and social events.
- Providing members with marketing materials and talking points in order to promote the mission to their networks
- Reviewing all communications, both internal and external, to ensure compliance with Twin Falls Area Chamber of Commerce policies and procedures.
- Advising members on nonprofit structure and governing protocols.
- Working with the Co-Chairs to ensure goals are achieved and group is functioning optimally.
- Supporting Executive Committee as needed in their responsibilities.
- Ongoing promotion of the mission of the Magic Valley Young Professional program.