

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, outreach, and fundraising. 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 a President, Secretary, Treasurer, multiple Executive Chairs, and members-at-large who can provide technical assistance as needed. Active members who do not currently serve on the Executive Committee are encouraged to join the fundraising, service, or social committees and provide support to the respective Executive Chairs.

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 serving as an Executive Committee member-at-large before being considered for a chair position.

President

The President of the Magic Valley Young Professionals is 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 Chairs and overseeing committee progress toward goals.
- Attending networking events or presentations on behalf of MVYP.
- Convening Executive Committee on monthly basis with prioritization on goals, outcomes, and deliverables.
- Reporting to Chamber Staff liaison (J.J.) and assist with creation of meeting agendas.
- Maintaining timely communication with **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 recruitment 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

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- Working with event, service, and social chairs to communicate information to members regarding events, service opportunities, upcoming meetings, industry tours, leadership development, and happy hours.

Treasurer

The Treasurer of the Magic Valley Young Professionals is responsible for managing the group's budget (income and expenses), processing all donations and sponsorship revenue through the Chamber office in a timely manner while maintaining fiscal health.

Tasks include:

- Providing an update/financial statements at each Executive Committee meeting
- Working directly with the MVYP Development Associates to process expenses and revenue along with generating Sponsor recognition in a timely manner.
- Creating brief cost/benefit analysis for potential fundraising events and professional development opportunities.
- Researching and soliciting potential sponsors for events or service activities.

Recruitment Chair

The Magic Valley Young Professionals Recruitment Chair is responsible for cultivating relationships with new members, stewarding them appropriately within the group based on their skills and interests, and reaching out to members who receive communications but are not active in the group.

Tasks include:

- Attending recruiting and networking events in the community with young professionals in attendance
- Keeping accurate and up to date records of all new or interested members and working with the secretary to ensure they are receiving appropriate communications
- Identifying skill sets and interest areas for each new or interested member
- Stewarding new members by encouraging them to attend meeting, tour the chamber, connect with a staff liaison.
- Promote and advance the mission of the organization to new members using approved marketing materials.
- Work together with the President to be the face of the Young Professionals in the community.
- Reaching out in a timely manner to interested members following social events or from email/website inquiries.

Fundraising & Events Chair

The Magic Valley Young Professionals Fundraising & Event Chair is responsible for coordinating all fundraising opportunities and events, identifying new opportunities, and working with the treasurer to report on progress toward reaching goals as well as securing donations and sponsorships.

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Tasks include:

- Identifying fundraising opportunities both large and small scale.
- Coordinating the logistics for all events including venue, timing, and run of show.
- Working with treasurer to determine budget for events and with marketing chair to create promotional materials for events.
- Being the face of fundraising events- i.e. coordinating with representatives from the venue, networking with attendees, sponsors, etc.

Service Chair

The Magic Valley Young Professionals Service Chair is responsible for collaborating with the local agencies/businesses to coordinate meaningful service activities for Young Professionals members in the community.

Tasks include:

- Serving as the point of contact for all local agencies/businesses for volunteer work.
- Maintaining communication with agencies/business contacts about volunteer needs for upcoming events.
- Coordinating service days for all interested members to visit the agency and complete a group service project.
- Coordinating drives or opportunities for service in the Magic Valley.

Social Chair

The Magic Valley Young Professionals Social Chair is responsible for scheduling and organization all social activities, identifying opportunities to socialize with other nonprofit young professionals' groups, increasing morale and promoting network-building.

Tasks include:

- Coordinating all logistics for social events/mixers.
- Working with the fundraising/event chair to identifying ways to enhance the social event with a fundraising component.
- Working with the marketing chair to promote the social event
- Working with the Secretary to communicate information about the event internally.
- Working with the recruitment chair to make sure all social event attendees are recorded as new/interested members with accurate contact information.
- Being the face of the social event- welcoming all attendees, distributing marketing materials, thanking the venue, maintaining a positive and upbeat atmosphere.

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Social Media/Marketing Chair

The Magic Valley Young Professionals Social Media/Marketing Chair is responsible for promoting the mission of the Magic Valley Young Professionals externally through new and traditional media, managing social media accounts, creating marketing materials for social and fundraising events, and documenting all events through photo and video.

Tasks include:

- Working with the Staff Liaison (J.J.) to manage MVYP Facebook account.
- Working with fundraising and social chairs to create promotional materials for upcoming events.
- Attending fundraising and social events and taking photographs or video to be included in future marketing materials and on social media.
- Maintaining event calendar for both the Chamber and the Young Professionals.
- Work with recruitment chair to identify new opportunities to spread the word about the MVYP.

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 President to ensure goals are achieved and group is functioning optimally.
- Supporting Executive Committee Chairs as needed in their responsibilities.
- Ongoing promotion of the mission of the Magic Valley Young Professional program.