

PRESIDENT-ELECT Job Description

Job Responsibilities

- Chair YPAL’s Advisory Council and keep them updated on Board activities
- Organize biannual Advisory Council meetings – usually one with the Board
- Must be a current YPAL Board member to apply for President Elect
- Plan winter Board retreat
- Advise YPAL President, Board, and Executive Committee as needed
- Head Strategic Planning Committee
- Oversee Vice Presidents with development of their individual Directors’ “mission statement” and business plan for each committee so members have a clear of understanding of (i) the goals of his/her committees and (ii) how to achieve such goals

General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Assist in committee activities
- Recruit new members to the organization
- Recruit a successor for your office
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director’s successor is elected to the Board.
- Raise a minimum of \$5,000

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, but also aid in consistency in events according to master schedule
- In addition to regular board meeting, also attend Executive Committee meeting for approximately one hour per month
- Work with other Executive Committee members to address strategic issues
- Seek opportunities outside of the immediate job responsibilities to assist in the continued growth and success of the organization, e.g., special projects, etc.

VICE PRESIDENT OF COMMUNITY Job Description

Job Responsibilities

- Oversee committee directors for Community Outreach and Public Issues
 - Ensure assigned committees' activities follow mission/strategic plan
 - Conduct quarterly meetings with assigned committee directors
- Assist President, President Elect, and staff in execution of strategic plan action items and measurements
- Serve as the primary liaison between the Executive Committee and the Community Outreach and Public Issues Directors
 - Help Directors build a “mission statement” and action plan for committee so members have a clear understanding of why they are serving on a committee and what their role and responsibility is
- Oversee any advocacy initiatives of the organization (should be channeled through Public Issues Committee)
- Plan one Quarterly Lunch

General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Assist in committee activities
- Recruit new members to the organization
- Recruit a successor for your office
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$5,000

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, but also aid in consistency in events according to master schedule
- In addition to regular board meeting, also attend Executive Committee meeting for approximately one hour per month
- Work with other Executive Committee members to address strategic issues
- Seek opportunities outside of the immediate job responsibilities to assist in the continued growth and success of the organization, e.g., special projects, etc.

VICE PRESIDENT OF PROGRAMMING Job Description

Job Responsibilities

- Oversee committee directors for Leadership and Professional Development
 - Ensure assigned committees' activities follow mission/strategic plan
 - Conduct quarterly meetings with assigned committee directors
- Assist in training of new leaders within the organization (i.e. chairs of special committees and initiatives, subcommittee chairs, etc.)
 - Assist in development of materials to support new leaders
- Assist President, President Elect, and staff in execution of strategic plan action items and measurements
- Serve as the primary liaison between the Executive Committee and the Leadership and Professional Development Directors
 - Help Directors build a "mission statement" and action plan for committee so members have a clear understanding of why they are serving on a committee and what their role and responsibility is
- Plan one Quarterly Lunch
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General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in Summer; one in late Fall/early Winter)
- Assist in committee activities
- Recruit new members to the organization
- Recruit a successor for your office
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$5,000

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, but also aid in consistency in events according to master schedule
- In addition to regular board meeting, also attend Executive Committee meeting for approximately one hour per month
- Work with other Executive Committee members to address strategic issues
- Seek opportunities outside of the immediate job responsibilities to assist in the continued growth and success of the organization, e.g., special projects, etc.

VICE PRESIDENT OF PUBLIC RELATIONS Job Description

Job Responsibilities

- Oversee directors for Technology, Communications and Social Media
 - Ensure assigned committees' activities follow mission/strategic plan
 - Conduct quarterly meetings with assigned directors
- Oversee Request for Proposal process for enhancements to information technology systems and public relations/marketing contracts, as identified by the President
- Oversee all non-event, institutional branding campaign efforts
- Assist President, President Elect, and staff in execution of strategic plan action items and measurements
- Serve as the primary liaison between the Executive Committee and Technology, Communications and Social Media Directors
 - Help Directors build a "mission statement" and action plan for committee so members have a clear understanding of why they are serving on a committee and what their role and responsibility is
- Plan one Quarterly Lunch

General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in Summer; one in late Fall/early Winter)
- Assist in committee activities
- Recruit new members to the organization
- Recruit a successor for your office
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$5,000

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, but also aid in consistency in events according to master schedule
- In addition to regular board meeting, also attend Executive Committee meeting for approximately one hour per month
- Work with other Executive Committee members to address strategic issues
- Seek opportunities outside of the immediate job responsibilities to assist in the continued growth and success of the organization, e.g., special projects, etc.

VICE PRESIDENT OF ENGAGEMENT Job Description

Job Responsibilities

- Oversee directors of Recruitment, Membership, and Diversity & Inclusion
 - Ensure assigned committees' activities follow mission/strategic plan
 - Conduct quarterly meetings with assigned committee chairs
- Oversee and plan logistics for the YP Unite Summit and maintain communications with regional YP groups in regards to the Summit
- Oversee yearly initiatives of YPAL and help all directors coordinate events supporting the initiative
- Assist President, President Elect, and staff in execution of strategic plan action items and measurements
- Serve as the primary liaison between the Executive Committee and special committees and initiatives
- Plan one Quarterly Lunch

General responsibilities as a Board member

- Attend all signature events
- Attend monthly board meeting (approximately two hours a month)
- Attend two board retreats (one in summer; one in late fall/early winter)
- Assist in committee activities
- Recruit new members to the organization
- Recruit a successor for your office
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$5,000

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, but also aid in consistency in events according to master schedule
- In addition to regular board meeting, also attend Executive Committee meeting for approximately one hour per month
- Work with other Executive Committee members to address strategic issues
- Seek opportunities outside of the immediate job responsibilities to assist in the continued growth and success of the organization, e.g., special projects, etc.

SECRETARY Job Description

Job Responsibilities

- Take minutes at all Board meetings, Executive Committee meetings, and any other special meetings
- Make minutes of Board and Executive Committee meetings available to the Board or Executive Committee, as applicable, before the next scheduled Board or Executive Committee meeting (or earlier upon request, provided that the Secretary shall have at least five business days to deliver the minutes upon such request).
- Keep official YPAL records (including but not limited to):
 - 501(c)(6) records
 - Bylaws and revisions
 - Policies and procedures
 - Annual report to Secretary of State
 - Articles of Incorporation (a copy of which can be retrieved from the Kentucky Secretary of State's website)
 - All contracts and agreements entered into by YPAL (with appropriate vendors, sponsors, etc.)
- Obtain executed Conflict of Interest and Confidentiality Agreements from all Board members
- Review and approve all contracts (or have appropriate designee review and approve)
- Keep active and up-to-date register of contact information (including, but not limited to mailing addresses, e-mail, phone numbers, etc.), for all Board members and Advisory Council members
- Assist the Executive Director with writing corporate, government, and foundation grant applications and ensure compliance with any resulting reporting requirements
- Collect committee reports from each VP prior to monthly Board meeting
- Prepare YPAL meeting agendas and distribute prior to each meeting
- Coordinate review of and updates to the policies and procedures

General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Assist in committee activities
- Recruit new members to the organization
- Recruit a successor for your office
- Responsible for keeping and posting the content pertaining to your events, if any, up-to-date on the website at all times
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$5,000

SECRETARY
Job Description (Con't)

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, but also aid in consistency in events according to master schedule
- In addition to regular board meeting, also attend Executive Committee meeting for approximately one hour per month
- Work with other Executive Committee members to address strategic issues
- Seek opportunities outside of the immediate job responsibilities to assist in the continued growth and success of the organization, e.g., special projects, etc.

TREASURER Job Description

Job Responsibilities

- Serve as liaison with financial vendors, including recommending classification of revenues and expenses and reconciling of expected revenues and expenses to actual
- Tracking and collection of receivables and payables
- Summarize event budgets for reporting to the Board on a monthly or as-needed basis
- Present a monthly report to the Board including:
 - Income statement
 - Budget (actual vs. budget)
 - Event summary (with previous year comparisons if applicable)
- Co-sign with the President on checks over \$250
- Review monthly packet from financial vendors with invoices, etc., and ensure approval of invoices
- Review monthly bank reconciliation and sign-off
- Review monthly merchant statement and sign-off
- Oversee investment policy
- Work with payroll vendor to get all payroll forms complete for any YPAL employee and provide them the payroll information for biweekly payroll
- Ensure compliance with IRS filing requirements (Form 1099) by February 28 of each year. Form 1099 must be filed on behalf of any individual or vendor that provides services to YPAL for payment equal to or in excess of \$600

General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Recruit a successor for your office
- Responsible for keeping and posting the content pertaining to your events up-to-date on the website at all times
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$5,000

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, but also aid in consistency in events according to master schedule
- In addition to regular board meeting, also attend Executive Committee meeting for approximately one hour per month
- Work with other Executive Committee members to address strategic issues
- Seek opportunities outside of the immediate job responsibilities to assist in the continued growth and success of the organization, e.g., special projects, etc.



DIRECTOR OF COMMUNICATIONS

Job Description

Job Responsibilities

- Oversee all contact with media
- Develop strong relationships with media partners
- Coordinate media interviews for the President or Executive Director
- Create a committee to assist in PR efforts for the organization.
- Provide a way for committees to have access to PR assistance in their planning process.
- Provide templates and standards for PR-related issues to committee Directors/VPs as needed, e.g., PR checklist or plans for YPAL events, etc.
- Write and distribute the Weekly Update E-mail and E-blasts
- Maintain media database
- Write press releases and distribute (with the help of Committee Directors)
- Generate consistent media opportunities for YPAL
- Plan and execute 1 event in the Connect, Engage and Develop Series

General responsibilities as a Board member

- Attend all signature events
- Manage committee to ensure requirements set forth in committee description, goals and bylaws, as applicable, are abided
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in Summer; one in late Fall/early Winter)
- Maintain communication with all committees to ensure there is some recruitment element to ALL events.
- Maintain communication with all committee members, which include emailing monthly meeting reminders and meeting minutes/recaps.
- Recruit new members to the organization
- Recruit a successor for your office
- Responsible for keeping and posting the content pertaining to events up-to-date on the website at all times
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$1,000

Public relations and photography experience is a plus for this board position.



DIRECTOR OF COMMUNITY OUTREACH Job Description

Job Responsibilities

- Execute a community outreach plan that helps achieve strategic plan initiatives and YPAL's mission of "engaging" in the community
- Work with the Executive Director to posted volunteer opportunities and open nonprofit board positions via YPAL's Nonprofit Spotlight Blog
- Coordinate quarterly community service events and opportunities
- Coordinate and plan Community Connections (held once -a-year)
- Plan and execute 1 -2 events in the Connect, Engage, and Develop Series

General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Manage committee to ensure requirements set forth in committee description, goals and bylaws, as applicable, are abided
- Maintain communication with all committee members, which include emailing monthly meeting reminders and meeting minutes/recaps.
- Recruit new members to the organization
- Recruit a successor for your office
- Responsible for keeping and posting the content pertaining to your events up-to-date on the website at all times
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$1,000

DIRECTOR OF DIVERSITY & INCLUSION
Job Description

Job Responsibilities

- Serve as liaison with the community on diversity issues
- Plan every other month calls or meetings with community groups listed below
- Maintain relationships and partnerships with:
 - Louisville Urban League Young Professionals (LULYP)
 - Crane House Young Professionals
 - Junior League of Louisville
 - Other community/membership groups
- Create opportunities for minority participation in all YPAL events and programs
- Work with the Director of Recruitment to recruit members from diverse industries and areas of town
- Oversee and coordinate all activities for the Industry Groups, including but not limited too:
 - MailChimp email lists
 - Scheduling and locations for networking events (quarterly)
 - Selection of programming and speakers for events (if necessary)
 - Additions and removals of specific groups (ex: legal, finance, healthcare, etc.)
- Plan and execute 1 -2 events in the Connect, Engage and Develop Series
- Plan and execute quarterly 5:48 Networking events

General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Maintain communication with all committees to ensure there is a diversity and inclusion element to ALL events.
- Recruit new members to the organization
- Recruit a successor for your office
- Complete event trackers as needed for all events
- Responsible for keeping and posting the content pertaining to your events up-to-date on the website at all times.
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$1,000

**DIRECTOR OF LEADERSHIP
Job Description**

Job Responsibilities

- Plan and execute 2 Drinks and Details events and actively recruit participants for ELP.
- Coordinate with VP of Public Relations to facilitate the marketing of ELP.
- Oversee and execute the twice annual Emerging Leaders Program (ELP) including liaising with the program facilitator(s), obtaining speakers, managing logistics for the classes, and building the curriculum.
- Coordinate with the VP of Programming to complete Strategic Plan items related to ELP
- Obtain feedback from ELP participants and adjust the program based on feedback

General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Manage committee to ensure requirements set forth in committee description, goals and bylaws, as applicable, are abided
- Recruit new members to the organization
- Maintain communication with all committee members, which include emailing monthly meeting reminders and meeting minutes/recaps.
- Recruit a successor for your office
- Responsible for keeping and posting the content pertaining to your events up-to-date on the website at all times
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$1,000

DIRECTOR OF MEMBERSHIP Job Description

Job Responsibilities

- Develop plan to retain members and strive for 75% retention rate
- Oversee Ambassador program
- Coordinate active outreach on membership renewal and recruitment with the Directors of Recruitment and Inclusion
- Coordinate with the Executive Director to oversee Membership Benefits and coordinate with the Director of Technology to maintain their posting on the YPAL Website
- Help Board leadership clarify and sustain the mission of the YPAL to members
- Create “Member Only” events
- Create and maintain a membership retention plan
- Respond to potential member and member inquiries
- Work in conjunction with Director of Technology to solicit member feedback (e.g., member survey, reviewing feedback on non-renewals), etc.
- Coordinate with the Executive Director and VP of Engagement on all membership surveys
- Maintain and build relationships with other key community organizations in order to increase member benefit and involvement in other community organizations
- Plan and coordinate all Meet & Mingle events
- Coordinate with the Executive Director on sponsorships to identify corporate membership opportunities

General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Manage committee to ensure requirements set forth in committee description, goals and bylaws, as applicable, are abided
- Maintain communication with all committee members, which include emailing monthly meeting reminders and meeting minutes/recaps.
- Recruit new members to the organization
- Recruit a successor for your office
- Responsible for keeping and posting the content pertaining to your events up-to-date on the website at all times
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director’s successor is elected to the Board.
- Raise a minimum of \$1,000

**DIRECTOR OF PROFESSIONAL DEVELOPMENT
Job Description**

Job Responsibilities

- Plan and execute four Excelerate Workshops including identifying topics, speakers, facilitators and logistics for the program
- Coordinate with VP of Public Relations to facilitate the marketing of Excelerate Workshops
- Coordinate with the VP of Programming to complete Strategic Plan items related to Excelerate Workshops
- Obtain feedback from Excelerate Workshop participants and adjust the program based on feedback

General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Manage committee to ensure requirements set forth in committee description, goals and bylaws, as applicable, are abided
- Recruit new members to the organization
- Maintain communication with all committee members, which include emailing monthly meeting reminders and meeting minutes/recaps.
- Recruit a successor for your office
- Responsible for keeping and posting the content pertaining to your events up-to-date on the website at all times
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$1,000

DIRECTOR OF PUBLIC ISSUES
Job Description

Job Responsibilities

- Organize events on “hot topics” and events with elected officials in the community
- Manage committee to assist in organization and planning
- Promote “Get out the Vote” election years
- Organize YP Day at the Capitol during State Legislative Session
- As necessary, update the Board on “hot topics” in the community
- Plan and execute 1 -2 events in the Connect, Engage and Develop Series
- Manage Advocacy Policy

General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Manage committee to ensure requirements set forth in committee description, goals and bylaws, as applicable, are abided
- Recruit new members to the organization
- Recruit a successor for your office
- Maintain communication with all committee members, which include emailing monthly meeting reminders and meeting minutes/recaps.
- Responsible for keeping and posting the content pertaining to your events up-to-date on the website at all times
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director’s successor is elected to the Board.
- Raise a minimum of \$1,000

DIRECTOR OF RECRUITMENT Job Description

Job Responsibilities

- Create a member attraction plan
- Plan and organize quarterly YPAL 101
- Coordinate outreach strategies with the Directors of Membership and Inclusion
- Partner with committees to utilize events for membership recruitment
- Maintain updated membership one-sheeter and PowerPoint
- Manage and update website content related to recruitment on YPAL's website
- Respond to potential non-member inquiries
- Work in conjunction with Director of Membership to solicit new member feedback
- Maintain relationships with organizations and corporations to provide a system for recruiting new members. This includes establishing and retaining memberships with other external young professional organizations.
- Plan and execute Road Shows
- Plan and execute 1 -2 events in the Connect, Engage, and Develop Series

General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Maintain communication with all committees to insure there is some recruitment element to ALL events.
- Recruit new members to the organization
- Recruit a successor for your office
- Responsible for keeping and posting the content pertaining to your events up-to-date on the website at all times
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$1,000

DIRECTOR OF SOCIAL MEDIA Job Description

Job Responsibilities

- Oversee social media posts including Facebook, Twitter, LinkedIn, YouTube and Instagram
- Engages with YPAL attendees on social media and answers questions
- Follow potential and current YPAL members on social media
- Organize advertising placements
- Handle posting paid social campaigns
- Oversee ad designs, maintain ad calendar and submit ad artwork
- Plan and execute 1 event in the Connect, Engage and Develop Series
- Plan and execute at least 2 Get Healthy Event
- Ensure that YPAL is following our design standards for promotional materials
- Handle creating any promotional printed materials that are handed out at signature events

Design and photography experience is a plus for this board position.

General responsibilities as a Board member

- Attend all signature events
- Manage committee to ensure requirements set forth in committee description, goals and bylaws, as applicable, are abided
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in Summer; one in late Fall/early Winter)
- Maintain communication with all committees to ensure there is some recruitment element to ALL events.
- Maintain communication with all committee members, which include emailing monthly meeting reminders and meeting minutes/recaps.
- Recruit new members to the organization
- Recruit a successor for your office
- Responsible for keeping and posting the content pertaining to events up-to-date on the website at all times
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$1,000

DIRECTOR OF TECHNOLOGY Job Description

Job Responsibilities

- Develop YPAL technology, both internal and external
- Develop and implement Technology plan for organization
- Manage process for directors to submit information for email updates
- Respond to member requests/questions to the YPAL Administration e-mail address
- Maintain the YPAL website and associated assets
 - Domain Name
 - Hosting Vendors
 - Third-Party Platforms
- Plan and execute 1 event in the Connect, Engage and Develop Series

General responsibilities as a Board member

- Attend all signature events
- Attend monthly Board meeting (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Manage committee to ensure requirements set forth in committee description, goals and bylaws, as applicable, are abided
- Maintain communication with all committee members, which include emailing monthly meeting reminders and meeting minutes/recaps.
- Recruit new members to the organization
- Recruit a successor for your office
- Responsible for keeping and posting the content pertaining to your events up-to-date on the website at all times
- Each member of the board of directors should keep detailed notes of his or her YPAL activities electronically, in a binder, or in another manner that will ensure a smooth transition when each Director's successor is elected to the Board.
- Raise a minimum of \$1,000