



YOUNG PROFESSIONALS
Association of Louisville

2023-2024 BOARD OF DIRECTORS JOB DESCRIPTIONS

Presidential-Suite roles are estimated to be about 20 hours of YPAL investment per week. Applications are only accepted for the President-Elect position at this time.

PRESIDENT (filled)	2
PRESIDENT-ELECT	3
IMMEDIATE PAST PRESIDENT (filled)	4

VP, Secretary, and Treasurer Roles are estimated to be about 10 hours of YPAL investment per week.

SECRETARY	5
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Director roles are estimated to be about 5 hours of YPAL investment per week.

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PRESIDENT

This is the second of a three-year term (one term as President-Elect, President, and Immediate Past President).

Job Responsibilities

- Manage strategic direction of the organization
- Manage full-time Executive Director
- Solicit sponsors to maintain financial health and direction of organization (with help from the Executive Director and Executive Committee)
- Maintain existing sponsor relationships
- Assist President-Elect with Advisory Council relationship management
- Communicate with Presidential Suite on major initiatives and organizational changes
- Responsible for making non-budgeted, immediate decision on YPAL's behalf
- Act as main representative to other community YP groups
- Serve as YPAL liaison on the following board of directors:
 - Louisville Downtown Partnership (LDP)
 - Leadership Louisville Center (LLC)
- Represent YPAL at community events
- Drive overall initiatives of the organization in accordance to strategic plan
- Plan and execute two board retreats
- Ensure VPs and Directors have the information and relationships needed for a successful year
- Help with YP Unite Summit details and execution
- Assist with member retention, recruitment, and ensure that YPAL reflects community industries, races, etc.
- Interact with local leaders and decision makers to keep YPAL top-of-mind
- Act as the YPAL spokesperson to media outlets
- Help President-Elect select Nominating Committee

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend and lead two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Ensure that each board member should keep detailed notes of their YPAL activities and pass them to their successor to ensure a smooth transition
- President is responsible for raising a minimum of \$10,000 in collaboration with YPAL Executive Director.
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, and aid in event consistency according to master schedule
- In addition to regular board meetings, also attend and lead the one Executive Committee meeting 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.

PRESIDENT-ELECT

Must be a current YPAL Board member to apply for President-Elect. This is the first of a three-year term (one term as President-Elect, President, and Immediate Past President).

Job Responsibilities

- Chair YPAL's Advisory Council and keep them updated on monthly Board activities
- Organize bi-annual Advisory Council meeting
- Maintain involvement of AC members and its representation and reflection of our community
- Help President plan retreats
- Advise YPAL President, Board, and Executive Committee as needed
- Head Strategic Planning Committee, if applicable
- Oversee Vice Presidents with development of their individual Directors' and business plan for each committee so members have a clear understanding of (i) the goals of his/her committees and (ii) how to achieve such goals
- Serve as YPAL representative on the YPAL Foundation board
- Serve as the YPAL Liaison on the Metro United Way's Board of Directors
- Manage YPAL Board/Advisory Council mentor/mentee matching process
- Assist President in organizing annual meetings with Mayor, Louisville Forward representatives
- Organize Nominating Committee during board interview process

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- 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
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Executive Committee members are responsible for raising a minimum of \$5,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, aid in event consistency according to master schedule
- In addition to regular board meetings, also attend the one Executive Committee meeting 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.

IMMEDIATE PAST PRESIDENT

This is the third of a three-year term (one term as President-Elect, President, and Immediate Past President).

Job Responsibilities

- Manage Lunch for 11 Series
- Assist President in organizational goals to ensure overall success
- Serve as the YPAL representative on the Fund for the Arts Board of Directors
- Help President plan retreats
- Advise YPAL President, Board, and Executive Committee as needed
- Help President-Elect select Nominating Committee
- Assist President-Elect with Advisory Council relationship management
- Assist President in organizing annual meetings with Mayor, Louisville Forward representatives
- Assist President, President-Elect, and staff in execution of strategic plan action items and measurements

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Executive Committee members are responsible for raising a minimum of \$5,000 in collaboration with YPAL Executive Director
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, and aid in event consistency according to master schedule
- In addition to regular board meetings, also attend the one Executive Committee meeting 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

Legal analysis, contract, and compliance experience is recommended for this position.

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
- 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 (Kentucky Secretary of State's website)
 - All contracts and agreements entered into by YPAL with vendors, sponsors, etc.
- Obtain executed Conflict of Interest and Confidentiality Agreements from all Board members and staff
- 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 and Advisory Council members
- Provide general counsel advice, as qualified
- Prepare YPAL meeting agendas and distribute prior to each meeting
- Coordinate review of and updates to the policies and procedures
- Assist President, President-Elect, and staff in execution of strategic plan action items and measurements

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Executive Committee members are responsible for raising a minimum of \$5,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, and aid in event consistency according to master schedule
- In addition to regular board meetings, also attend the one Executive Committee meeting 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

Finance and accounting skills are recommended for this position.

Job Responsibilities

- Serve as liaison with financial vendors, including recommending classification of revenues and expenses and reconciling expected revenues and expenses to actual
- Track the collection of receivables and payables
- Summarize 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)
- Review monthly financial statements with invoices and other supporting documentation to ensure proper reporting and accurate financial picture for the organization, bank reconciliation, and monthly merchant statement
- Review weekly financial activity including expense reports (ensure proper documentation and account designation) and bank account balances to ensure proper cash balances for uninterrupted business activity
- Oversee investment policy
- Work with the Executive Director, President and President-Elect to determine the budget for a 6-month period to be presented to the board of directors for approval (2 times per year)
- Work with Executive Director and 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 & Form 990)
- Assist President, President-Elect, and staff in execution of strategic plan action items and measurements

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Organize two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Treasurer is responsible for raising a minimum of \$10,000 in collaboration with YPAL Executive Director.
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, and aid in event consistency according to master schedule
- In addition to regular board meetings, also attend the one Executive Committee meeting 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

Public relations and marketing skills are recommended for this position.

Job Responsibilities

- Oversee Directors of Technology, Communications, and Social Media
 - Ensure assigned activities follow the mission and 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 press releases
- Cultivate relationships with local media
- Oversee all institutional branding campaign efforts
- Serve as the primary liaison between the Executive Committee and Directors
- Plan one Lunch for 11
- Annual audit of communications mediums
- Ensure YPAL representative is present at each event to capture content (pictures, videos)
- Assist President, President-Elect, and staff in execution of strategic plan action items and measurements

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Executive Committee members are responsible for raising a minimum of \$5,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, and aid in event consistency according to master schedule
- In addition to regular board meetings, also attend the one Executive Committee meeting 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 CONNECTION

Job Responsibilities

- Oversee Directors of Recruitment, Membership, and Diversity & Inclusion
 - Ensure assigned activities follow mission and strategic plan
 - Conduct quarterly meetings with assigned chairs
- Oversee and assist in planning logistics for the Voice for YP annual survey and event
- Serve as the primary liaison between the Executive Committee and Directors
- Plan one Lunch for 11
- Assist President, President-Elect, and staff in execution of strategic plan action items and measurements

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Executive Committee members are responsible for raising a minimum of \$5,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, and aid in event consistency according to master schedule
- In addition to regular board meetings, also attend the one Executive Committee meeting 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 Responsibilities

- Oversee Directors of Community Outreach and Public Issues
 - Ensure assigned activities follow the mission and strategic plan
 - Conduct quarterly meetings with assigned directors
- Serve as the primary liaison between the Executive Committee and Directors
- Oversee any advocacy initiatives of the organization (should be channeled through Public Issues Committee)
- Plan one Lunch for 11
- Lead YPAL support for YP Unite Summit committee, details, and execution
- Assist President, President-Elect, and staff in execution of strategic plan action items and measurements

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Executive Committee members are responsible for raising a minimum of \$5,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, and aid in event consistency according to master schedule
- In addition to regular board meetings, also attend the one Executive Committee meeting 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 DEVELOPMENT

Job Responsibilities

- Oversee Directors of Leadership and Professional Development
 - Ensure assigned activities follow the mission and strategic plan
 - Conduct quarterly meetings with assigned directors
- Serve as the primary liaison between the Executive Committee and Directors
- Plan one Lunch for 11
- Help Director of Leadership oversee Emerging Leaders Program
- Help Director of Professional Development oversee Excelerate Workshops and professional development programming
- Manage the application, judging, and announcement of YPAL Awards and ensure the awards are representative of our community.
- Assist President, President-Elect, and staff in execution of strategic plan action items and measurements

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Executive Committee members are responsible for raising a minimum of \$5,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

Additional responsibilities as an Executive Committee member

- Ensure continuity in committee strategies, update as needed, and aid in event consistency according to master schedule
- In addition to regular board meetings, also attend the one Executive Committee meeting 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

Public relations experience and strong writing skills are recommended for this position.

Job Responsibilities

- Collect content, write and distribute the YPAL Weekly Email
 - Maintain up-to-date event details in the YPAL Weekly Email
- Collect content, write and distribute weekly REACH alert texts
- Write press releases and distribute (with the help of VP of PR)
- Maintain media database
- Oversee all contact with media
- Develop strong relationships with media partners
- Coordinate media interviews for the President or Executive Director
- Generate consistent media opportunities for YPAL
- Work with Executive Director to support YPAL sponsorship assets
- Audit email sign-ups and press release pick-up annually
- Execute a communications plan that helps achieve strategic plan initiatives and advances YPAL's mission

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in Summer; one in late Fall/early Winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Directors are responsible for raising a minimum of \$1,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

DIRECTOR OF SOCIAL MEDIA

Content creation and social media management experience is recommended for this position.

Job Responsibilities

- Create and execute content calendar using Hootsuite with regular communication with VP of PR and Executive Director
- Create event and campaign promotion materials including graphics, flyers, etc. using Canva
- Oversee social media channels including Facebook, Twitter, LinkedIn, and Instagram
- Post on YPAL social media daily
- Engage with YPAL attendees on social media and answers questions daily
- Organize advertising placements including designs, maintain calendar, and submit artwork
- Handle posting both paid and unpaid social campaigns
- Manage Members in Motion and takeover campaigns
- Plan and execute 1 social media event
- Ensure that YPAL is following organizational design standards for promotional materials
- Audit social media channels annually including Facebook, Twitter, LinkedIn, Instagram, etc.
- Execute social media goals that help achieve strategic plan initiatives and advances YPAL's mission

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Directors are responsible for raising a minimum of \$1,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

DIRECTOR OF TECHNOLOGY

Information technology and website design experience is recommended for this position.

Job Responsibilities

- Maintain and perform monthly audit of YPAL website and associated assets:
 - Domain Name (Wordpress)
 - Hosting Vendors (SiteGround)
 - Membership Software (MembershipWorks)
 - Payment Integration (Stripe)
 - Internal Listserv (Google Suite)
 - Internal Partnership Tracking (Salesforce)
 - Internal Document Retention (Box)
 - Other Third-Party Platforms
- Create and maintain a document of all YPAL alumni with contact information
- Responsible for building out and analyzing all YPAL's surveys
- Gather Louisville demographic data and utilize it to guide the organization
- Respond to Board members' data needs requests
- Plan and execute 1 technology event
- Execute technology and data management goals that help achieve strategic plan initiatives and advances YPAL's mission

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Directors are responsible for raising a minimum of \$1,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

DIRECTOR OF RECRUITMENT

Job Responsibilities

- Plan and execute YPAL Road Shows (mobile recruitment events) within organizations around community
- Plan and organize quarterly YPAL 101 events
- Coordinate outreach strategies (i.e. community tabling) with the Directors of Membership and Diversity and Inclusion
- Maintain updated membership one-sheeter and PowerPoint
- Manage and update YPAL website content related to recruitment
- Respond to non-member inquiries concerning potential membership
- Work in conjunction with Director of Membership to solicit new member feedback
- Maintain and build new relationships with companies to provide a system for recruiting new members
- Coordinate with the Executive Director on sponsorships to identify corporate membership opportunities
- Execute recruitment goals that help achieve strategic plan initiatives and advances YPAL's mission

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Directors are responsible for raising a minimum of \$1,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

DIRECTOR OF MEMBERSHIP

Past YPAL Ambassador program participation is recommended for this position.

Job Responsibilities

- Oversee the Ambassador program including recruitment, engagement, onboarding, and accountability
- Coordinate active outreach on membership renewal and new membership with help from the Ambassadors and Board of Directors
- Coordinate with the Executive Director to oversee Membership Benefits and coordinate with the Director of Technology to maintain their posting on the YPAL website
- Create “Member Only” events with Executive Director to enhance member experience
- Work with the Director of Technology, Executive Director, and VP of Connection to solicit member feedback through all membership surveys and make changes based on feedback, as applicable
- Execute membership retention plan that helps achieve strategic plan initiatives and advances YPAL’s mission
 - Develop a New Member Onboarding plan (events, welcome, etc.) to make sure all members know how to get involved, learn more and connect with current membership
 - Execute regular membership connection opportunities (i.e. Meet ups, Pop-Ups, etc.)

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Directors are responsible for raising a minimum of \$1,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL’s values of growth, community, diversity & inclusion, integrity and service

DIRECTOR OF DIVERSITY & INCLUSION

Job Responsibilities

- Plan and execute quarterly 5:48 Networking, Behind the Scenes and Virtual Networking events
- Work with Presidential Suite to maintain and create new relationships with community partners
- Report Diversity, Equity, Inclusion, and Belonging Action Plan progress update to Board of Directors monthly
- Ensure YPAL events and programming are accessible to the community and representative of our community
- Execute a Diversity, Equity, Inclusion, and Belonging Action Plan that helps achieve strategic plan initiatives and advances YPAL's mission

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Directors are responsible for raising a minimum of \$1,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

DIRECTOR OF COMMUNITY OUTREACH

Job Responsibilities

- Coordinate quarterly community service events and volunteer opportunities
- Coordinate relationships with local non-profit organizations and partners
- Plan Community Connections event
- Work with the Executive Director and Director of Communications to post volunteer opportunities and open nonprofit board positions in YPAL Weekly Email
- Coordinate any YPAL tickets to community events to ensure presence
- Execute a community outreach plan that helps achieve strategic plan initiatives and advances YPAL's mission

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Directors are responsible for raising a minimum of \$1,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

DIRECTOR OF PUBLIC ISSUES

Job Responsibilities

- Organize YP Day at the Capitol during State Legislative Session
- Manage Advocacy Policy
- Plan and execute Session Kick-Off and Session in Review events before and after State Legislative Session
- Organize Coffee with the Candidates events with candidates for office
- Create initiatives around civic-related activities, including, but not limited to, “Get out to Vote”, the U.S. Census, and other events
- As necessary, update the Board on important public issues in the community
- When appropriate, work with the VP of Engagement and VP of PR to poll the membership on important public issues
- Execute public issues activities that help achieve strategic plan initiatives and advances YPAL’s mission

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Directors are responsible for raising a minimum of \$1,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL’s values of growth, community, diversity & inclusion, integrity and service

DIRECTOR OF LEADERSHIP

Past YPAL Emerging Leaders Program (ELP) participation is recommended for this position.

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 Fall and Spring classes ELP annually - this includes liaising with the program facilitator, managing logistics for the classes, and building the curriculum in collaboration with program facilitator and Presidential Suite
- Obtain feedback from ELP participants, share with program facilitators and Presidential Suite, and adjust program curriculum based on feedback
- Create and execute nomination and application forms and review processes.
- Execute ELP goals that help achieve strategic plan initiatives and advances YPAL's mission

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Directors are responsible for raising a minimum of \$1,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service

DIRECTOR OF PROFESSIONAL DEVELOPMENT

Job Responsibilities

- Plan and execute at least 3 Excelerate Workshops through identifying topics, speakers, facilitators and logistics for each event based on member feedback
- Plan and execute four events for the Health(Y)P Series including identifying speakers, facilitators, and logistics for each event
- Coordinate with VP of Public Relations to facilitate the marketing of professional development events
- Obtain feedback from professional development event participants and adjust the program based on feedback
- Execute professional development activities that help achieve strategic plan initiatives and advances YPAL's mission

General responsibilities as a Board member

- Represent YPAL Leadership at at least two YPAL events per month
- Attend monthly Board meetings (approximately two hours a month)
- Attend two Board retreats (one in summer; one in late fall/early winter)
- Recruit new members to the organization
- Keep detailed notes of your YPAL activities and pass them to your successor to ensure a smooth transition
- Directors are responsible for raising a minimum of \$1,000 in collaboration with YPAL Executive Director
- Recruit a potential successor at the end of board term
- Work consistently to advance YPAL's values of growth, community, diversity & inclusion, integrity and service