



YOUNG PROFESSIONALS  
Association of Louisville

## 2024-2025 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
TREASURER	6
VICE PRESIDENT OF PUBLIC RELATIONS	7
VICE PRESIDENT OF CONNECTION	8
VICE PRESIDENT OF ENGAGEMENT	9
VICE PRESIDENT OF DEVELOPMENT	10

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

DIRECTOR OF COMMUNICATIONS	11
DIRECTOR OF SOCIAL MEDIA	12
DIRECTOR OF TECHNOLOGY	13
DIRECTOR OF RECRUITMENT	14
DIRECTOR OF MEMBERSHIP	15
DIRECTOR OF DIVERSITY & INCLUSION	16
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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
- Annual audit of communications mediums
- Facilitate video / photography content with the director of social media and executive director
- 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
- Assist the director of social media with the Members in Motion campaign

### **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 Canva: the VP of PR and ED have access of this to see what is being added daily.
- Oversee the event and campaign promotion materials like graphics, flyers in Canva, that the YPAL intern will make. Social Media Director will revise if necessary.
- Oversee social media channels including Facebook, Twitter, LinkedIn, and Instagram Post on YPAL social media weekly.
- Oversee Business Suite with content results, data and performance of the content posts, videos, Reels and stories.
- Engage with YPAL attendees on social media and answers questions daily
- Organize advertising placements including designs and maintain calendar
- Handle posting both paid and unpaid social campaigns
- Coordinate with VP of PR and manage Members in Motion posting on Mondays
- Ensure that YPAL is following organizational design standards for promotional materials
- Audit social media channels quarterly (Facebook, Twitter, LinkedIn, Instagram)
- 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 the non-profit fair event and non-profit CEO roundtable 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 the community outreach plan that helps achieve strategic plan initiatives and advances YPAL's mission
- Update the annual community outreach one-pager

### **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