

Roles in the Organization

Board

The Board shall:

1. Set policies.
2. Approve actions of officers and committees.
3. Provide guidance to the organization.
4. Approve contracts.
5. Approve expenditures

Officers

The officers shall:

1. Make day-to-day operating decisions.
2. Execute contracts and expenditures.
3. Assist and provide oversight for committees.
4. Coordinate between committee

Committees

Committees shall:

1. Plan programs and events.
2. Present ideas board for approval.
3. Carry out programs and events.
4. Provide ways for members to get involved

Offices

President

The President shall:

1. Act as chair of the Board of Directors.
 - a. Prepare meeting agendas.
 - b. Lead Board discussions.
2. Act as the “face” of the organization and ambassador to members.
3. Act as chief executive officer.
4. Act as ex officio member of all standing committees.
5. Appoint interim directors.
6. Conduct officer and committee chair elections.
7. Act as chair of the Executive Committee.
 - a. Prepare meeting agendas.
 - b. Lead Executive Committee discussions.
 - c. Oversee all other officers.

Vice President of Operations

The Vice President of Operations shall:

1. Act as a liaison between the administrative committees.
2. Chair Governance Committee.
3. Provide oversight for administrative tasks and projects.

4. Oversee Secretary of State and Internal Revenue Service registrations as well as the Attorney General's office regarding charitable organizations.
5. Act as parliamentarian.

Vice President of Programming

The Vice President of Programming shall:

1. Act as a liaison between programming committees.
2. Provide oversight for events.
3. Chair ad hoc nominating committee for Vice President of Operations replacements.

Treasurer

The Treasurer shall:

1. Act as the chief fiscal officer.
2. Provide yearly organizational budgets.
3. Assist the Secretary with director elections.
4. Register the organization with the IRS and provide tax information.
5. Maintain an organizational bank account.
6. Sign checks of the organization.
7. Chair for the Finance Committee.

Secretary

The Secretary shall:

1. Take minutes for Board and Executive Committee meetings.
2. Conduct director elections.
3. Maintain all organizational records.
4. Act as the organization's historian.
5. Send meeting agendas and minutes to directors.
6. Register with the Secretary of State, when needed.

Committees

Each of the committees shall:

1. Prepare monthly committee reports and provide them to the Board.
2. Propose, research and plan events or proposals with the assistance of the Vice President when necessary.
3. Provide opportunities for member and board involvement.

Governance

The Governance Committee shall:

1. Recruit, vet, and nominate members to fill open Board positions.
2. Develop and revise the organization's strategic plan.
3. Review the Code of Regulations and Policies and Procedures every three years.
4. Meet as needed, not less than quarterly.

Finance

The Finance Committee shall:

1. Create yearly organizational budgets.
2. Assist other committees with project and event budgeting.
3. Make spending recommendations to the Board.
4. Manage and report the overall financial health of the organization.

Membership

The Membership Committee shall:

1. Maintain the member database.
2. Set and collect dues from members.
3. Propose and impose membership requirements.
4. Provide and compile a list of member benefits.
5. Recruit new members at events.
6. Contact and welcome new members, as well as potential members.

Marketing & Communications

The Marketing & Communications Committee shall;

1. Maintain the web site, with one member designated as webmaster.
2. Maintain social networking sites and accounts.
3. Provide advertising for all organization events and programs.
4. Create and distribute press releases.
5. Take photos at all events and programs.
6. Create marketing materials as requested and required.
7. Keep current members informed of YPC events and other possible events of interest to members via e-mail or newsletters.

Professional Development

The Professional Development Committee shall.

1. Propose, plan, and execute professional development events, including but not limited to:
 - a. Networking opportunities.
 - b. Board experience opportunities.
 - c. Career and job oriented development opportunities.
2. Identify possible events of interest to members.
3. Propose event partnerships with other organizations.
4. Maintain partnerships with other organizations.

Social/Cultural

The Social/Cultural Committee shall:

1. Propose, plan, and execute social and cultural events, including but not limited to:
 - a. Happy hours.
 - b. Musical and theatrical events.
 - c. Family events.
2. Identify possible events of interest to members.
3. Propose event partnerships with other organizations.
4. Maintain partnerships with other organizations

Philanthropy

The Philanthropy Committee shall:

1. Propose, plan, and execute philanthropic events.
2. Identify possible events of interest to members.
3. Propose event partnerships with other organizations and charities.
4. Recommend organizations and charities to donate organizational funds to.

Development

The Development Committee shall:

1. Explore sponsorship opportunities with other organizations and individuals.
2. Ensure compliance with Ohio laws and regulations involving charity.
3. Create event sponsorship opportunities.
4. Cultivate relationships with sponsors.

Miscellaneous

At-Large (4)

The At-Large Directors shall:

1. Act as a liaison between community organizations, city-wide issues, professional leaders, and businesses for YPC
2. Assist and contribute to various YPC committees
3. Initiate and lead special projects as needed

The following positions may be held by any member.

Webmaster

The Webmaster shall:

1. Maintain and update the organization's web site.
2. Suggest upgrades and improvements to the web site.
3. Be an ex officio member of the Marketing & Communications Committee.

Legal counsel

Legal counsel shall:

1. Review all contacts and agreements.
2. Help prepare and draft contracts and agreements.
3. Answer legal questions from committees and directors.
4. Oversee presidential action.
5. Act as a liaison with the outside counsel when necessary.
6. Be an ex officio member of the Board.