



Young Professionals Network Operating Guidelines



Purpose

The purpose of the *Young Professionals Network* (YPN) is to plan, schedule and coordinate quality, cost-effective training programs and networking events that enhance the personal and professional development of young professionals and help to connect them to The Chamber, community and each other.

Mission Statement

The *Young Professionals Network* is designed to provide opportunities for young professionals to build a network and develop the skills they need to succeed in their chosen profession or occupation.

Program Goals

- To incorporate the views of the *Young Professionals Network* into the collective voice of Chamber advocates
- To provide innovative, skill enhancing networking and educational programs that are relevant to young professionals
- For the *Young Professionals Network* to become recognized as a resource for young professionals
- To provide networking opportunities in an environment that is attractive to young professionals
- To educate Young Professionals about The Chamber and encourage them to play a participatory role in the organization.

Committee Structure

The Chamber's Young Professionals Network consists of a one overall planning committee and five sub-committees, which include:

- Professional Development Sub-Committee (includes Mentorship)
- Social Sub-Committee
- Membership Service Sub-Committee
- Corporate Cup Sub-Committee
- Entrepreneur's Anonymous Sub-Committee

The planning committee shall consist of 11 members:

- Past Chair
- Chair
- Vice Chair
- Professional Development Sub-Committee Chair
- Social Sub-Committee Chair
- Corporate Cup Sub-Committee Chair
- Membership Services Sub-Committee Chair
- Entrepreneur's Anonymous Sub-Committee Chair
- One at-large member
- Two Chamber board liaisons

Committee responsibilities include:

- Call committee meetings
- Preside at all meetings or arrange for a substitute (vice chair)
- Assist with the solicitation of committee members
- Provide all committee members with a clear understanding of the committee objectives and appropriate role
- Promote an environment conducive for the self-expression of all committee members
- Motivate and guide the committee toward the achievement of its objectives
- Delegate specific responsibilities of the committee to members, set deadlines for completion and follow up on work in progress
- Inform the Board of Directors, through the Board Liaisons, of the committee's accomplishments; present recommendations
- Serve as a spokesperson for the committee

The vice chair of the committee is to fulfill the requirements of the chair in his/her absence.

Planning Committee Responsibilities

- Regular attendance at monthly planning meetings to be held on the second Friday of the month at 11:30 a.m. at a location to be established by the planning committee.
- Plan YPN training programs
 - i. Use relevant topics of current interest for young professionals
 - ii. Use a variety of Chamber-member venues, speakers and panelists
 - iii. Serve as hosts and event moderators
- Plan YPN networking socials and Happy Hour events that appeal to young professionals
 - i. Utilize a variety of Chamber-member venues
 - ii. Serve as event hosts
- Assist the program coordinator in marketing the YPN program to Chamber-member firms and the public at large.

Committee Membership

YPN committee membership shall consist of men and women representatives from a variety of Chamber member firms who are in good standing with The Chamber. Committee members must hold a current membership in the *Young Professionals Network* to be eligible to serve on the planning committee. Only one individual from a given company may serve on the planning committee at any given time.

Annual Membership Dues

\$30 for employees of Chamber member businesses

\$50 for employees of non-Chamber member businesses

Appointments and Terms

Appointments to the committee shall be confirmed by a majority vote of the committee members. No term limits shall be enforced.

Resignations and Dismissals

A committee member may resign from the committee at any time without any advance notice. The program coordinator shall be notified immediately by the member regarding their intent to resign.

A committee member may be dismissed from the committee by a majority vote from the committee members at a monthly planning meeting. A committee member may also be dismissed by order of the President & CEO and/or the Board of Directors. Should a member be absent from two consecutive regularly scheduled Board meetings without advanced notice to the program coordinator, the committee members shall review the member's attendance record to determine if he or she should remain on the committee.

YPN Professional Development Committee By-Laws

Mission: Works to provide young professionals with learning opportunities and resources that will help them achieve success in their chosen profession.

Goals:

1. Our Committee has the understanding that professional development means something different to all YPN members. Committee's goals are to ensure that we cover 5 key areas to meet a wide variety of interests and needs.
2. Plan monthly events in the following areas:
 - Individual/Business Professional Development Workshops
 - Business Tours
 - Feature Entrepreneurs/Business Leaders as Speakers
 - Provide quarterly networking opportunities through progressive networking lunches
 - Provide Mentorship opportunities by connecting Young Professionals to Mentees

Committee Structure:

1. **Chair:** The chair of the Professional Development Committee will also serve on the YPN Leadership Committee. The chair will act as the liaison between the PD Committee and the YPN Leadership Committee.
2. **Election Procedures:** In all scenarios, the person receiving highest number of votes is elected.
 - Chair: Nominated and voted in by the YPN Leadership Committee.
 - Vice Chair: Nominated by the Professional Development Committee Chair and or PDC members they serve followed by vote.
 - PDC Members: Elected via nomination and volunteer process and voted in via PDC.
2. **Meeting Time:** The Professional Development Committee meets the second Tuesday of each month from 4-5 p.m. at the Chamber of Commerce.
3. **Marketing:** Planned activities will be communicated with the YPN program coordinator for marketing the activities and to ensure activities are acceptable by Chamber standards.
4. **Committee Member Requirements:** PDC's goal is to have 12 active committee members serving diversifying in company and industry. All members must make a commitment to attend 10 out of the 12 meetings throughout the year.
5. **Potential Committee Member Guidelines:**
 - Must be a member of YPN.
 - Must have attended at least two or more YPN events
 - Must have attended one or more Professional Development Committee meetings to gauge level of interest.
6. **Terms:** All Professional Development Committee members must serve a minimum term of one year, maximum term is three years. Terms will be staggered in effort to keep continuity within the group.
7. **Terms Expire/Renew:** January

YPN Social Committee By-Laws

Mission: Provide an outlet for young professionals to meet, network, and socialize.

Goals:

3. Our Committee has the understanding that social functions mean something different to all YPN members.
4. Plan events in the following areas:
 - YPN Happy Hours
 - Social Activities (e.g. wine tasting, hockey games, bowling...)

Committee Structure:

6. **Chair:** The chair of the Social Committee will also serve on the YPN Leadership Committee. The chair will act as the liaison between the SC and the YPN Leadership Committee.
2. **Election Procedures:** In all scenarios, the person receiving highest number of votes is elected.
 - Chair: Nominated and voted in by the YPN Leadership Committee.
 - Vice Chair: Nominated by the Social Committee Chair and or SC members they serve followed by vote.
 - SC Members: Elected via nomination and volunteer process and voted in via SC.
7. **Meeting Time:** The Social Committee meets the first Tuesday of each month from 5:15 to 6:15 p.m. at Passages Lounge, Radisson.
8. **Marketing:** Planned activities will be communicated with the YPN program coordinator for marketing the activities and to ensure activities are acceptable by Chamber standards.
9. **Committee Member Requirements:** SC's goal is to have 10 active committee members serving diversifying in company and industry. All members must make a commitment to attend 10 out of the 12 meetings throughout the year.
10. **Potential Committee Member Guidelines:**
 - Must be a member of YPN.
 - Must have attended at least two or more YPN events
 - Must have attended one or more Social Committee meetings to gauge level of interest
6. **Terms:** All Social Committee members must serve a minimum term of one year, maximum term is three years. Terms will be staggered in effort to keep continuity within the group.
7. **Terms Expire/Renew:** October