



Board of Directors Member Expectations Policy Applications can be submitted here.

President

Qualifications

- A minimum of one year as a member of Young Professionals of Minneapolis (YPM)
- Demonstrated experience leading teams
- A minimum 6 months on a YPM committee and/or board of directors

Role Expectations and Responsibilities

- Provide leadership and coaching to committee chairs and members
Each committee meets once a month for an hour at a designated time
- Act as chairman of the Board and exercise the functions of the office of the President
- Preside at all meetings of the Board
- Participate as a vital part of the board leadership in:
 - o Supervise and manage the business and affairs of YPM
 - o Definition of strategic direction
 - o Definition and implementation of office transition plans
 - o Monitoring of financial health

Vice-President

Qualifications

- A minimum of one year as a member of Young Professionals of Minneapolis (YPM)
- Demonstrated experience leading teams
- A minimum 6 months on a YPM committee and/or board of directors

Role Expectations and Responsibilities

- Provide leadership and coaching to committee chairs and members
Each committee meets once a month for an hour at a designated time

- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the board leadership in:
 - o Definition of strategic direction
 - o Definition and implementation of office transition plans
 - o Monitoring of financial health
 - o Recruitment/retention of board members

Director of Communications

Qualifications

- A minimum of one year as a member of Young Professionals of Minneapolis (YPM)
- Demonstrated experience leading teams

Role Expectations and Responsibilities

- Attend committee meetings as required
- Record all proceedings in the Minutes of the Board and committees in a book to be kept for that purpose
- Distribute Minutes of the Board to all Directors within fourteen (14) days of Board Meetings or otherwise make minutes available for review
- Preserve documents and records belonging to the Organization
- Give notice of all meetings of the board and its committees
- Perform such other duties as may be prescribed by the board
- File Minnesota Secretary of State nonprofit renewal annually

Director of Finance

Qualifications

- A minimum of one year as a member of Young Professionals of Minneapolis (YPM)
- Demonstrated experience in sales and finance

Role Expectations and Responsibilities

- Understand and have the ability to perform financial accounting for nonprofit organizations
- Manage the Board's review of and action related to the Board's financial responsibilities
- Complete timely tax filings, annual budget, fundraising plans, and fiscal procedures

- Execute fundraising plans and initiatives on behalf of YPM
- Review and act as the primary resource for Board inquiries about the annual audit
- Executive Committee Meetings (President, Vice President, Secretary, and Treasurer) are held ad-hoc by appointment
- Attend committee meetings as required

Director of Social Networking

Qualifications

- A current member of Young Professionals of Minneapolis (YPM)

Role Expectations and Responsibilities

- With help from a committee, plan and hold YPM social networking events
- Hold monthly Social Networking committee meetings for the purpose of:
 - Driving social networking initiatives
 - Organizing monthly social events for members to attend and get to know one another
- Attend ad-hoc meetings for special YPM events (ex. Member Drive, Annual Gala)
- Perform such other duties as may be prescribed by the board
- Attend all Social Networking events

Director of Community Involvement

Qualifications

- A current member of Young Professionals of Minneapolis (YPM)

Role Expectations and Responsibilities

- With help from a committee, plan and hold YPM community service events
- Hold monthly Community Service committee meetings for the purpose of:
 - Driving community service initiatives
 - Organizing community service events for members to attend and participate in
- Attend ad-hoc meetings for special YPM events (ex. Member Drive, Annual Gala)
- Perform such other duties as may be prescribed by the board
- Attend all Community Service events

Director of Professional Development

Qualifications

- A current member of Young Professionals of Minneapolis (YPM)

Role Expectations and Responsibilities

- With help from a committee, plan and hold YPM professional development events
- Hold monthly Professional Development committee meetings for the purpose of:
 - Driving professional development initiatives
 - Organizing professional development events
 - Establishing and maintaining Community Partner Relationships
- Attend ad-hoc meetings for special YPM events (ex. Member Drive, Annual Gala)
- Perform such other duties as may be prescribed by the board
- Attend all Professional Development events

Director of Marketing

Qualifications

- A current member of Young Professionals of Minneapolis (YPM)

Role Expectations and Responsibilities

- Hold monthly Marketing committee meetings for the purpose of:
 - Defining and executing marketing strategy for promotion of events, committees, membership, and community partners
- Maintain the Organization's brand through marketing efforts
- Drive social media strategy on behalf of the organization
- Attend ad-hoc meetings for special YPM events (ex. Member Drive, Annual Gala)
- Perform such other duties as may be prescribed by the board

Director of Membership & Outreach

Qualifications

- A current member of Young Professionals of Minneapolis (YPM)

- Demonstrated experience in sales

Role Expectations and Responsibilities

- Organize monthly new member happy hours to meet and welcome new and future members
- Hold monthly Membership & Outreach Development committee meetings for the purpose of:
 - Driving new membership initiatives
 - Plan and organize new member socials
- Attend ad-hoc meetings for special YPM events (ex. Member Drive, Annual Gala)
- Perform such other duties as may be prescribed by the board
- Foster and develop YPM Ambassador program

Director of Business Development

Qualifications

- A current member of Young Professionals of Minneapolis (YPM)
- Demonstrated experience in sales and/or relationship management

Role Expectations and Responsibilities

- Responsible for the recruitment and retention of Community Partnerships
- Ensures community partnership agreements are upheld throughout the year in collaboration with other board members
- Represent the Organization in meetings with current and future community partners
- Attend ad-hoc meetings for special YPM events (ex. Member Drive, Annual Gala)
- Perform such other duties as may be prescribed by the board