



AYP Leadership Team Position Descriptions



Primary Responsibilities of AYP Chair: Facilitates meetings, assists all committee chairs with action items, sends out meeting reminders, creates meeting agenda (for leadership and regular meetings), and other duties as determined. The Chair is the direct contact to Chamber leadership. AYP Chair serves one year after serving as Incoming Chair for one year.

Primary Responsibilities of AYP Incoming Chair: Schedules breakfast sponsors for monthly meetings. Assist with note-taking and document management. Works with Membership Chair on identifying potential new members and engaging current members in activities and events. Incoming Chair also works with Chair in learning the Chair position and often may have mentorship one on ones with current Chair and Past Chair. If Chair is unable to attend meetings, Incoming Chair will facilitate meetings. Incoming Chair serves one year before becoming AYP Chair.

Primary Responsibilities of AYP Past Chair: Support Chair by providing historical details and information. Support leadership team by stepping in where needed, such as when additional help is needed for event research, member recruitment for volunteers, etc. Past Chair serves one year after serving two years as Incoming and Current Chair.

Primary Responsibilities of Professional Development Chair: Organizes and facilitates speakers and workshop sessions for AYP meetings. Surveys membership for topics of interest and feedback from monthly meetings. Promotes opportunities outside of the monthly meetings for further development if desired.

Primary Responsibilities of Membership Chair: Educates new and/or interested individuals about benefits of joining AYP and provides informational resources and packet for application. Arranges meetings with new and current members to determine areas of interest and encourage ways to participate. Serves existing membership to help maximize AYP involvement. Maintains accurate roster on the Google Drive and brings to monthly membership meetings.

Primary Responsibilities of Community Impact Chair: Leads the process to identify, plan, and execute community impact events and initiatives. Requests and reviews applications for impact projects from local nonprofits and community organizations. Manages content on social media to promote these community impact events. Must be willing to attend additional chamber meetings or other networking opportunities to cultivate new community impact initiatives.

Primary Responsibilities of Social Chair: Leads planning and execution of AYP social events on a schedule (quarterly, bi-monthly etc.) as determined by the Social Chair in accord with the Leadership Team. Recruits sub-committee to help plan social events if necessary. Coordinates logistics for monthly Networking Happy Hours as well as the schedule of attendance to Networking Happy Hours among leadership team members. Manages promotion of social events on social media platforms, encourages members to post photos.

Primary Responsibilities of Communications Chair: Works with Chair and Chamber Liaison to create and distribute monthly newsletters including the upcoming meeting agenda, meeting recap, and Member Spotlight. Newsletters to include upcoming events scheduled in accordance with Chamber-wide newsletters. Interacts with membership via social media outside of aforementioned initiatives. Assists with note-taking during meetings.

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