



Description of Board Positions

Section 1. Chair. The Chair shall preside at all board and membership meetings. He/she shall by virtue of office be Chair of the Board of Directors. He/she shall present at each annual meeting of the organization an annual report of the work of the organization. He/she shall see all books, reports and certificates required by law are properly kept or filed. He/she shall be one of the officers who may sign the checks or drafts of the organization. He/she shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

Section 2. Vice Chair. The Vice Chair shall in the event of the absence or inability of the Chair to exercise his/her office become acting Chair of the organization with all the rights, privileges and powers as if duly elected president. The Vice Chair shall be one of the officers who may sign checks or drafts of the organization. The Vice Chair will take on a leadership role supporting the Chair in any matters necessary to effectively manage and lead the organization. The Vice Chair is also considered the “Chair Elect,” and will serve as Chair of the organization the following year.

Section 3 Secretary. The Secretary shall keep the minutes and records of the organization in appropriate books. It shall be his/her duty to file any certificate required by any statute, federal or state. He/she shall give and serve all notices to members of this organization. He/she shall be the official custodian of the records and seal of this organization. He/she may be one of the officers required to sign the checks and drafts of the organization. He/she shall present to the membership at any meetings any communication addressed to him/her as Secretary of the organization. He/she shall submit to the Board of Directors any communications, which shall be addressed to him/her as Secretary of the organization. He/she shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

Section 4 Treasurer*. The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. He/she shall cause to be deposited in a regular business bank or trust company and the balance of the funds of the organization shall be deposited in a savings bank except that the Board of Directors may cause such funds to be invested in such investments as shall be legal for a nonprofit corporation in this state. He/she must be one of the officers who shall not sign checks but request drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to be issued upon it. He/she shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting. He/she shall exercise all duties incident to the office of Treasurer. *Treasurer works with Controller of DTF.

Section 5. *Membership Director.* The purpose of the Membership Director is to attract and recruit new members. In addition to this, Membership Director also retains existing members by encouraging and facilitating member involvement through participation in committees and various TYP events. He/she also tracks and manages TYP's membership growth responding to membership requests and updating the membership database. The Membership Director, with the aid of the Membership Committee coordinates monthly membership mixers to include TYP members as well as broader members of the local business community. Membership mixers connect young professionals to a strong local professional network of skilled young professionals.

Section 6. *Community Service Director.* The purpose of the Community Outreach Director is to provide volunteer opportunities as well as build awareness about local causes for the young professional community to be involved with. He/she cultivates partnerships with various nonprofit organizations, governmental agencies, socially responsible businesses, and local universities. The Community Outreach Director with the aid of the Community Outreach Committee coordinate monthly outreach events that promote stewardship among our members who can volunteer, and find ways to give back to the community and improve the quality of life in Tempe through our partnering organizations.

Section 7. *Professional Development Director.* The Professional Development Director oversees and fulfills educational opportunities for TYP members with regional emphasis on local career advancement. He/she coordinates, with the aid of the Professional Development committee, events to develop professional development skills including but not limited to: management/leadership, financial planning, communication, web training for entrepreneurs, and building business relationships.

Section 8. *Fundraising Director.* The Fundraising Director coordinates with the Board and Committees to attract financial support through fundraising initiatives and events. He/she works with all board members ensure each board member meets their annual fundraising goals. He/she collaborates with the Treasurer to maintain proper financial recordkeeping of all fundraising efforts. He/she monitors fundraising efforts to be sure that ethical practices are followed, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

Section 9. *Social Director.* The Social Director is responsible for planning and executing with assistance of the Social Committee, opportunities to connect and network in a social setting. This includes monthly mixers, Community Leader Luncheons, annual TYP event and sporting events.

Section 10. *Information Technology Director.* The Information Technology Director coordinates the maintenance and updating of the TYP website and online resources. With the aid of an IT Committee, he/she may add to the website's membership tracking capabilities, event posting, and blog posting. The Information Technology Director may also seek out additional technological tools and projects as appropriate.

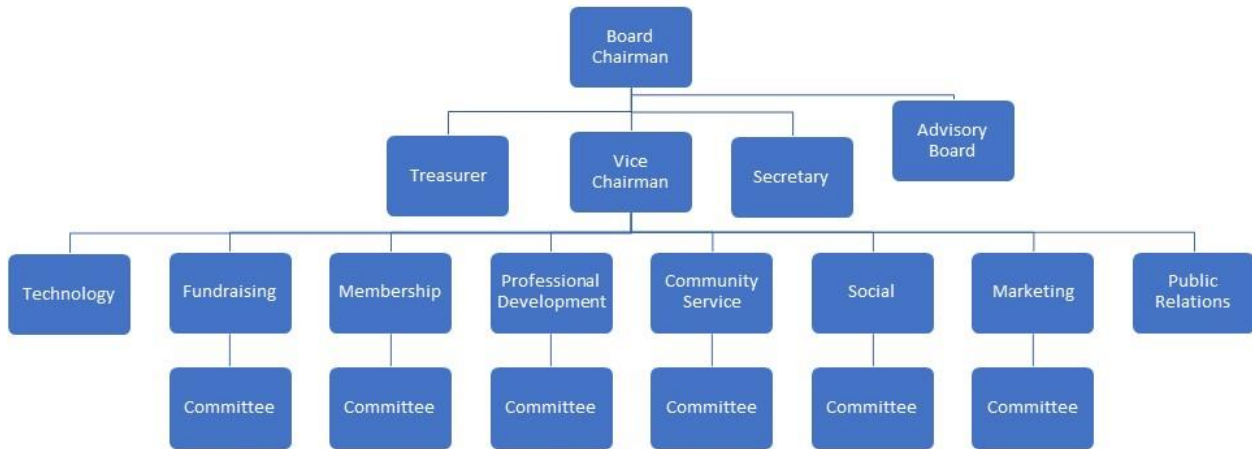
Section 12. *Marketing Director.* The Marketing Director coordinates a consistent communications effort to promote awareness of TYP within the community. He/she develops

marketing plans and structure that help increase new membership and retention of existing members. With the aid of a Marketing Committee, he/she develops collateral materials used to promote TYP and promotes TYP via various marketing avenues.

Section 13: Public Relations Director. The Public Relations Director promotes the organization through all media outlets and community outreach. He/she submits press releases and public service announcements to promote TYP events and achievements.



Organizational Chart





Application to the Board of Directors & Board Committees

Please complete this application. Use additional pages if required.

Name		
Home Address		
Phone	Fax	Personal e-mail
Work (if applicable) Company & Address		
phone	Fax	Work e-mail
Check all that apply:		
<input type="checkbox"/> I'm interested in applying for TYP Board of Directors in the area of _____		
<input type="checkbox"/> I'm interested in serving on the following committee _____		
Summarize your experience with and/or interest in our organization.		

What skills and knowledge are you willing to bring to our board? Please indicate your experience in the following areas:	very experienced	some experience	little or no experience
strategic planning			
fundraising			
board development (recruitment, training, evaluation)			
program planning and evaluation			
recruiting, hiring and evaluating personnel			
financial management and control (budgeting, accounting)			
communication, public and media relations			
participation in interagency committees			
public speaking			
organizational development			
information technology			
writing, journalism			
special events (planning and implementing)			
Marketing, social media			

For the items you checked as “very experienced” or “some experience”, please provide details. If not described above, please outline your experience as a volunteer board or committee member.

Who may we contact for information about your performance in these positions?

If you have a resumé, please attach it. E-mail completed application to **lori@downtowntempe.com**