



Leaders Wanted!

Applications Available for the 2013-2014 MCYPG Management Team

The Monterey County Young Professionals Group is the premiere networking organization for professionals (ages 21-39). With over 1200 members, our mission is to be the central hub for networking, personal development, leadership and recognition opportunities that empower local professionals. Our motto is - "Tomorrow's Leaders Connecting Today!"

Applications are currently being accepted for our 2013-2014 MCYPG Management Team. Team members are expected to attend most of our events and aid in the "production" of our fabulous organization. Specific positions we are recruiting for are described below.

Applications are due **no later than Friday, May 17th 2013 at 5PM** and can be emailed to MCYPG President, Noelle White at noellemariwhite@gmail.com. Should you have any questions, feel free to contact Noelle White at (831)224-6464

President: Major responsibilities include the successful planning and execution of Management Team Meetings, Annual Retreat, Mixers and other events and activities sponsored and co-sponsored by the organization. Applicants must have experience serving on the management team.

Vice President: Will assume the role of the President in his or her absence. He or she will serve a critical role in helping to lead the Management Team offering critical assistance to roles left unfulfilled. This may apply to mixers and special events. The Vice President plays a major role in helping the President in the planning of the annual retreat.

Director of Member Development: Responsible for attracting, welcoming and retaining new membership in MCYPG. This includes accurate & secure record keeping of membership and recruitment records. This person is responsible for processing new membership "sign-ups" at mixers and outreach (MCYPG Booth) at membership building / join sponsored (e.g. Mega Mixer) events.

Director of Marketing: Serves as the point person for coordination and oversight of marketing materials for MCYPG. This includes brochures, flyers for mixers, on-line event promotion, membership forms and any other “print” media utilized by the organization.

Director of Community Relations: Responsible for regular outreach and communication with other Young Professional Non Profit Organizations in the area (Jaycees, Junior League & Young Farmers and Ranchers). This person serves as the MCYPG “Point Person” or “Co-Chair” for the Dodgeball Tournament. This Director serves to aid in promotion and cross promotion of events and activities. Additional leadership roles may include the annual Mega Mixer and Forum for the Future events.

Director of Professional Development: Responsible for coordinating and co-coordinating events situated around guest speakers, conferences and / or presentations geared toward the personal and professional development of the MCYPG membership. This person serves as the MCYPG “Chair” or “Point Person” for Forum for the Future, Annual Speakers Series, and the Mega Mixer. Their responsibilities also include oversight of the “Outstanding Young Professional” award program.

Director of Finance: Responsible for correct records of the assets, liabilities, receipts, and disbursements of the MCYPG. The Treasurer shall report the status of the same, in writing and orally, at each meeting of the Management Team.

Director of Sponsorships: Responsible for coordinating the ongoing development of permanent and one-time fiscal and in-kind support from people, businesses and other organizations. This includes generation and dissemination of a sponsorship program and set of forms for each event sponsored and co-sponsored by MCYPG.

Director of Business Development: Responsible for identifying and contacting businesses (retailers, service providers, event producers, etc.) that can provide exclusive discounts, deals and special offers to the MCYPG Membership on either a limited or on-going basis.

Director of Public Relations: Responsible for successful public relations for MCYPG. This includes preparation and dissemination of press releases including follow up to assure event and special announcements are timely and well covered. This person is responsible for the monthly production and email of the MCYPG electronic newsletter.

Director of Information Technology: Responsible for planning and management of the MCYPG Website. This includes, but is not limited to, all updates and on-going maintenance of the site. Additional responsibilities include maintaining MCYPG photographs, video, and social media.

Organizational Director: Responsible for management team meeting notes. He or she shall also be responsible for the successful production of management team meetings including a rotating food / beverage schedule. Other responsibilities include oversight of the Outstanding Young Professional Program (and the certificates), thank you notes and special recognition of team members, volunteers, supporters, etc.

Director of Volunteer Activities: Responsible for coordinating and co-chairing events situated around volunteer activities in the community to provide opportunities for MCYPG membership to connect with its community and give back. This person serves as the MCYPG Chair for a minimum of two MCYPG volunteer events per year. He/she will also be the "Point Person" for nonprofit organizations that contact MCYPG regarding partnership. He/she will present for approval by the MCYPG board recommendations for partnerships.

Director of Social Activities: Responsible for coordinating and chairing monthly happy hour mixers to include but not be limited confirming venue, securing special offers for MCYPG members, and planning a networking game.

Director at Large: An undetermined number of "Director's at Large" are appointed to serve critical roles leading and aiding in the production of our mixers and events. As a Director at Large it is expected he or she will "Chair" or Co-Chair" at least one MCYPG Mixer or event in a year. Directors at large may be called upon to move into another Management Position should a vacancy be presented.

