



2015/2016 Board of Directors Application

Monterey County Young Professionals Group is the premier networking organization for professionals, ages 21 to 39. With over 1,600 members, our mission is to be the central hub for networking, personal development, leadership and recognition opportunities that empower local professionals.

Applications are currently being accepted for our 2015-2016 Board of Directors. Team members are expected to attend most of our events and aid in the “production” of our organization.

Applications are due Friday, May 30, 2015 at 5:00PM and should be sent to info@mcypg.org

President: Major responsibilities include the successful planning and execution of Board of Director Meetings, Annual Retreat, Mixers and other events and activities sponsored and co-sponsored by MCYPG. Applicants must have experience serving on the Board of Directors.

Vice-President: Will assume the role of President in his or her absence. Vice-President serves a critical role in helping lead the Board of Directors offering 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. Responsible for meeting minutes and notes. Responsible for monitoring food schedule for monthly meetings. Responsible for writing “thank you” notes to contacts and recognition of team members, volunteers, supporters, etc.

Director of Member Development/Social Activities: Responsible for attracting, welcoming and retaining new membership to MCYPG. This includes accurate & secure record keeping of membership and recruitment records. This role is responsible for processing new membership “sign ups” at mixers along with outreach (MCYPG Booth) at membership building & joint-sponsored (e.g. Mega Mixer) events. Responsible for coordinating and chairing monthly happy hour mixers to include but not be limited to confirming venue, securing special offers for MCYPG members as well as planning networking opportunities at the event.

Director of Marketing/PR & Social Media: Responsible for the updating and monitoring of MCYPG social media outlets, including but not limited to, Facebook, Instagram, Twitter & MeetUp. Responsible for accurate and continuous promotion of MCYPG events through such social media outlets on a timely basis. Serves as the point person for coordination and oversight of marketing materials for MCYPG, including brochures, fliers, online event promotion, membership forms and other print media. Responsible for preparation and dissemination of press releases including follow up to ensure event and special announcements are timely and well covered. Responsible for production and email of the monthly MCYPG newsletter.

Director of Information Technology: Responsible for the planning and management of the MCYPG website, including updates and on-going maintenance of the site. Additional responsibility includes maintaining photographs and video for all events.

Director of Finance: Responsible for maintaining accurate financial records, including monitoring of assets and liabilities as well as record keeping of disbursements, income and related support, including receipts. Responsible for submitting annual taxes. The Director of Finance shall report the status of the bank account and profit & loss, in writing and via oral presentation, at each Board of Director's meeting.

Director of Volunteer Activities and Community Relations: Responsible for coordinating events situated around volunteer activities in the community in order to provide MCYPG membership the opportunity to connect and give back to the community. Responsible for chairing a minimum of two MCYPG volunteer events per year and being the MCYPG contact for local non-profit organizations. Responsible for regular outreach and communication with other young professional non-profit organizations in the area (Central Coast Young Farmers & Ranchers, Salinas Jaycees, Junior League, etc.). Responsible for aiding the promotion of co-chaired events and activities, including the Mega Mixer.

Director of Sponsorship and Professional Development: Responsible for coordinating the ongoing development of permanent and one-time financial 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 by MCYPG. Responsible for identifying and contacting businesses (retailers, service providers, event producers, etc.) that can provide exclusive discounts, deals and special offers to MCYPG membership on either a limited or ongoing basis. Responsible for coordinating/co-coordinating MCYPG events situated around guest speakers, conferences and/or presentations geared toward the personal and professional development of MCYPG membership.

Director of Special Events: Responsible for creating and executing the large, annual event. Could be for St. Patty's Day, Halloween, Kentucky Derby, Fourth of July, New Year's Eve, ect. This event is expected to help fund other events (done at a loss for the member's benefit) and therefore should be someone with event planning experience or reasonable capability of staying on a budget.

Assistant Directors: Appointed to serve assisting roles aiding a specific member of MCYPG Board of Directors. Additionally, this position will be asked to help in the production/execution of MCYPG events. The position shall be called upon to move into other Board positions should a vacancy be presented. These individuals will not have a voting position within the Board of Directors, but are invited to attend all meetings to provide ideas and support to the Board of Directors.



MANAGEMENT TEAM APPLICATION

Name: _____

Employer: _____ Job Title: _____

Industry: _____

Address: _____

Phone: _____ Email: _____

Years as MCYPG Member: _____

Position Applying For: _____

If not selected for this position, would you still be interested in a MCYPG Management Team position? YES NO Alt. Position (if YES): _____

1. Why do you want to be a part of the MCYPG Management Team?

2. Why are you qualified for the position?

3. What are you currently doing that will make you a strong leader in our Monterey County community?

4. What personal goals do you hope to achieve through a leadership role with MCYPG?