



YPOP Nomination Form 2010-2011

Please fax completed nomination form to
Jason at 503-241-5256, or email
Jason@youngprofessionalsofamerica.com

Applications must be received no later than 5pm on Friday, April 30th, 2010

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|---------------------------------------|--|
| Name of person nominated: | |
| Email address: | |
| Phone #: | |
| Current Profession: | |
| Officer/Committee Position Requested: | |
| Previous YPOP positions held: | |

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|---|--|
| Nominated by: | |
| Email address: | |
| Phone #: | |
| Date Submitted: | |
| Specific Skills/Qualities that would make this person a great addition to YPOP: | |



YPOP Officer's Roles and Duties

President Elect:

Be engaged with all YPOP activities and planning sessions.
Become familiar with duties of each board member and overall activities of YPOP.
Provide input/feedback during board meetings.
Support President; Non-voting role.

Vice President of Civic Involvement:

Arrange Non-profit sponsors for each monthly event.
Maintain/Foster relationship with each non-profit.
Ensure non-profits provide board positions available to graduates of our non-profit board training program.
Brainstorm ideas for fundraisers/charity events.
Intensive planning for YPOP Civic Month
Ensure featured non profits meet our YP Non Profit Expectations

Vice President of Membership:

Actively assist President in YPOP's annual evaluation and future planning efforts.
Conduct Membership Survey at the end of each board year.
Bring all necessary materials (signage, nametags, pens, etc.) to each monthly event.
Ensure welcoming committee is present at all events to greet members.
Provide a Report at each monthly event: Membership committee feedback - membership comments and concerns.

Vice President of Sponsorship:

Ongoing efforts to attract new sponsors for YPOP's monthly meetings/event as well as advertisers on the YPOP site.
Maintain good relations with existing sponsors/donors.

Vice President of Special Events:

Work with President and ED to plan educational, civic, and social events including 'Breakfast of Champions' and 'Worlds Largest Office Party'.
Get feedback from members on the success of past special events and ideas for future events.
Create Events involving the arts, hold events at venues supporting the arts.

Vice President of Monthly Events:

Work with VP of public relations to promote YPOP events to local media.
Find venue to hold monthly meeting and coordinate food and drink specials, appetizers, etc.
Coordinate with venue to provide 10% of bar sales and have them sign the contract
Coordinate with VP of special events to compose monthly email blasts

Vice President of Educational/ Professional Development:

Come up with ideas for upcoming Bites with the Boss, Board Training, and Educational events.
Work with educational leaders in the community to develop programs that would be beneficial to young professionals.

Vice President of Public Relations:

Work directly with Executive Director to create descriptions for events promotion to local media, website & email.
Update the homepage of the YPOP website weekly with new information of value to YPOP's members.

Secretary:

Take detailed notes at every meeting, distribute minutes to board in a timely manner.