



Young Professional Council's Executive Committee

All YPC Executive Committee Members must be able to attend, a monthly Ex. Committee meeting (time, date and location set by the current Ex. Committee), and all YPC events that the Ex. Committee decides to hold. Participation at YPC meetings and activities is mandatory, and absences will impact your standing on the board, if elected.

Additionally, all YPC Executive Committee Members are tasked with recruiting folks to join/participate in YPC and the YPC Academy, and to help with the planning, fundraising and production of the YPC Graduation in partnership with The Center's staff, and the current Academy Class.

Finally, all YPC Executive Committee Members are expected to represent The San Diego LGBT Community Center and YPC in an appropriate and professional manor when out in the community.

Co-Chair (vote for 2)

- Preside over YPC meetings (such as regular executive committee meetings), including setting the agenda
- Lead development of short- and long-term goals for the YPC
- Ensure the YPC meets its short-term goals
- Serve as primary liaison to Center Staff Liaison(s)

Secretary/Treasurer

- Work together with Membership Chair to ensure that current and accurate records are kept of the YPC membership
- Work closely with Center Staff Liaison(s) to ensure financial goals for the organization are met
- Take and distribute the minutes of each Executive Committee meeting, including Members in attendance, votes and decisions
- Archive meeting minutes and other official documents or data
- Manage YPC google group lists to ensure all interested in YPC can be updated
- Give notice of all meetings of the YPC

Community Engagement Chair

- Seek out opportunities for YPC to participate in Center and other community activities
- Organize YPC's participation in The Center's signature events as decided by the Executive Committee.

Membership Chair

- Regularly works to promote and encourage membership in YPC
- Provide prospective members with membership criteria and information
- Work together with Secretary/Treasurer to ensure new members are added to membership list and YPC communications outlets
- Follow up with members who need to complete requirements to remain in good standing

Member-At-Large (vote for 2)

- Lead and/or work on special projects as determined by the Executive Committee
- Assist other EC members as needed
- This is a person who likes to step up, say yes, and lead