

## VYPG Board of Directors Position Descriptions

All positions are expected to attend (general) VYPG Board of Directors meetings, which take place at 8:00 a.m. on the first Wednesday of each month in the Daytona Regional Chamber of Commerce boardroom. All committees are expected to give a brief report of accomplishments, progress, status, etc., of their respective committees at such meetings. All positions are also expected to attend VYPG events on a regular basis.

Position Name	No. of Positions	Position Description
<b><u>VYPG Executive Committee</u></b>		
<b>VYPG President</b> (This is a [3] three-year commitment that includes position of VYPG President Elect and VYPG Past President)	1 position	Oversees VYPG Executive Committee, Individual Committees, and VYPG At Large Board Members.  Focus extends to all locations of VYPG:  Serving as VYPG spokesperson; furthering mission of VYPG; promoting message of VYPG; creating initiatives and goals for VYPG; attending all VYPG events; implementing and overseeing yearly budget; attending all affiliated partnership meetings, including Daytona Regional Chamber of Commerce meetings (Executive Committee and General Board); seeking strategic partnerships; encouraging and promoting involvement in VYPG; growing VYPG Membership and VYPG Sponsorship; ensuring harmony between all locations of VYPG; increasing VYPG presence and awareness; coordinating and presiding at all VYPG Board of Directors meetings.
<b>VYPG President Elect</b> (This is a [3] three-year commitment that includes position of VYPG President and VYPG Past President.)	1 position	Assisting and supporting VYPG President, including securing VYPG Sponsorships and coordinating annual Mixer for incoming and outgoing VYPG Board of Directors.
<b>VYPG Past President</b> (This is a [3] three-year commitment that includes position of VYPG President Elect and VYPG President.)	1 position	Assisting and supporting VYPG President, including securing VYPG Sponsorships.
<b>VYPG East Chair</b> (East side)	1 position	Overseen by VYPG President.  Focus extends to VYPG East:  Assisting and supporting VYPG President and individual committees; serving as VYPG East spokesperson and furthering mission of VYPG, including, but not limited to, the same initiatives of VYPG President with focus on VYPG East (i.e., seeking strategic partnerships with other organizations such as local chambers of commerce);
<b>VYPG West Chair</b> (West side)	1 position	Overseen by VYPG President.  Focus extends to VYPG West:  Assisting and supporting VYPG President and individual committees; serving as VYPG West spokesperson and furthering mission of VYPG, including, but not limited to, the same initiatives of VYPG President with focus on VYPG West (i.e., seeking strategic partnerships with other organizations such as local chambers of commerce)

<p><b>VYPG General Counsel</b></p>	<p>1 – 2 positions</p>	<p>Overseen by VYPG President.</p> <p>Keeping legal affairs of VYPG in order; suggesting legal actions to protect VYPG; drafting and reviewing legal documents of VYPG, including annual review of contract, bi-annual review of bylaws and other documents; providing legal advice and counsel; performing all other duties incident to office of general counsel of organization and as otherwise directed by VYPG President.</p>
<p><b>VYPG Treasurer</b></p>	<p>1 position</p>	<p>Overseen by VYPG President.</p> <p>Having custody of all property of VYPG, including funds, securities, and evidences of indebtedness; keeping books of accounts for VYPG in accordance with good accounting practices, including being advised of all revenues and expenses; working with Chamber Controller regarding financials; preparing and tracking yearly budget, including a mid-year budget report to VYPG Executive Committee; performing all other duties incident to office of treasurer of organization and as otherwise directed by VYPG President.</p>
<p><b>VYPG Secretary</b></p>	<p>1 position</p>	<p>Overseen by VYPG President</p> <p>The board's chief recordkeeper and governance coordinator. They ensure the board's actions are documented accurately, meetings are well-organized, official records are safeguarded, and the organization complies with applicable governance requirements. Duties include, but are not limited to, assisting with preparing agendas and meetings, verifying quorum and board attendance, taking accurate meeting minutes, ensure board actions are documented via written consents when needed, and support to the chair and executive leadership.</p>

**VYPG Committees**

<p><b>VYPG Committee Chairs</b></p>	<p>1 per committee</p>	<p>Overseen by VYPG President.</p> <p>Each committee listed below shall have one committee chair serving on the nominating committee as part of 1 of the positions available. The committee chair shall oversee their committee, receive updates from committee, coordinate and work with other committee chairs as needed, and present on agenda items at board meeting. Committee chairs are expended to attend monthly Board of Director meetings in person, in order to provide regular updates and coordinate with other committees as needed.</p>
<p><b>VYPG Community Service Committee</b></p>	<p>3-4 positions</p>	<p>Overseen by VYPG President and committee Chair.</p> <p>Organizing community service projects in tandem with monthly socials and VYPG special events or within the larger community; placing VYPG members on community service boards; serving as contact for community service organizations; encouraging community involvement and civic engagement; as otherwise directed by VYPG President.</p>

<p><b>VYPG Leadership Development Committee</b></p>	<p>3-4 positions</p>	<p>Overseen by VYPG President and committee Chair.</p> <p>Organizing VYPG Quarterly Power Lunches, lunch &amp; learns, and other events that may arise with leaders in our community, including securing local business leader or politician as guest speaker, booking venue, selecting menu, coordinating any A/V needs, and giving final head count to venue; providing professional education opportunities for strengthening personal and professional development of young professionals; encouraging leadership; as otherwise directed by VYPG President.</p>
<p><b>VYPG Local Government Committee</b></p>	<p>2-4 positions</p>	<p>Overseen by VYPG President and committee Chair.</p> <p>Planning Local Government related event(s); encouraging member participation in local government, including voting, attendance at local government meetings, and holding position in office or on committee; providing information on issues affecting our community; reporting to local governments annually at City and County Commission meetings throughout Volusia County; as otherwise directed by VYPG President.</p>
<p><b>VYPG Marketing Committee</b></p>	<p>3-4 positions</p>	<p>Overseen by VYPG President and committee Chair.</p> <p>Advocating on behalf of VYPG through multiple mediums, including the VYPG website and social media outlets; promoting VYPG events; drafting and sending bi-monthly VYPG newsletter; drafting VYPG email blasts for events and/or opportunities for branding and advertising; informing our community on VYPG accomplishments; as otherwise directed by VYPG President.</p> <p>Note: this committee requires weekly commitments. Members must be familiar with social media platforms, including Facebook and Instagram, as well as have some familiarity with Constant Contact and Canva. Members are expected to post weekly to VYPG social media accounts and follow marketing schedule as set by VYPG Executive Leadership.</p>
<p><b>VYPG Special Events Committee</b></p>	<p>2-3 positions</p>	<p>Overseen by VYPG President and committee Chair.</p> <p>Planning VYPG Special Events as the committee sees necessary, designing events for networking and socializing; encouraging attendance at VYPG Special Events; as otherwise directed by VYPG President.</p>
<p><b>VYPG Athletics Committee</b></p>	<p>2-4 positions</p>	<p>Overseen by VYPG President and committee Chair.</p> <p>Organizing quarterly or one-off athletics events; promoting involvement in local athletics leagues; encouraging healthy lifestyle; coordinating participation in intramural sports;</p>

<p><b>VYPG Membership Committee</b></p>	<p>2-4 positions</p>	<p>Overseen by VYPG President and committee Chair.</p> <p>Promoting interaction among VYPG members; coordinating VYPG membership benefits; encouraging VYPG membership within the community; organizing and presenting quarterly VYPG New Member Orientations; developing and implementing strategies to grow VYPG Membership; welcoming new VYPG Members, including "thanks for attending" and "welcome to group" messages; as otherwise directed by VYPG Executive Leadership.</p>
<p><b>VYPG Social Committee</b></p>	<p>3-4 positions</p>	<p>Overseen by VYPG President and committee Chair.</p> <p>Organizing VYPG monthly networking socials, including securing contracts, promoting event, arriving early, setting up, and working check-in table; encouraging attendance and networking at VYPG monthly networking socials; coordinating greeters at VYPG monthly networking socials; as otherwise directed by VYPG Chairs</p> <p>Note: this committee requires monthly commitments. Committee members are expected to regularly reach out to local businesses and maintain communication before, during, and after events; and attend socials to support fellow committee members.</p>

<p style="text-align: center;"><b>General</b></p>		
<p><b>VYPG At Large Board Member</b> (all locations)</p>	<p>10 positions (or at least 1 per sponsor)</p>	<p>Overseen by VYPG President.</p> <p>Assisting and supporting VYPG President, other VYPG Board Members, and VYPG Committees with initiatives, including securing VYPG Sponsorships, meeting and serving as ambassadors for VYPG Sponsors, and coordinating and implementing VYPG sponsorship benefits; as otherwise directed by VYPG President.</p>
<p style="text-align: center;"><b>Liaisons</b></p>		
<p><b>Daytona Regional Chamber of Commerce-VYPG Liaison</b> (all locations)</p>	<p>1 position</p>	<p>Determined by Daytona Regional Chamber of Commerce.</p> <p>Providing administration assistance to VYPG; handling weekly VYPG email blasts and other communication with VYPG members; promoting VYPG through Daytona Regional Chamber of Commerce; encouraging and fostering relationship between Daytona Regional Chamber of Commerce and VYPG; communicating and coordinating events (whether or not joint).</p>