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**Steering Council Application**

The **Lexington Young Professionals Association** Steering Councilisseeking nominations for the 2017 Steering Council. Return completed application by **December 22, 2016** to [lexingtonyoungprofessionals@gmail.com](file:///C:\Users\corkenc\Desktop\lexingtonyoungprofessionals@gmail.com).

Interested in: (all that apply)

* Top of Form
* Vice President
* Treasurer
* Secretary
* Communications Chair
* Professional Development Chair
* Special Events Chair
* Membership Chair
* Fundraising Chair
* Public Relations Chair
* Community Involvement Chair

Bottom of Form

**Nominee**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated by (self or other):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Involvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attributes that would make you or them a good steering council member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you or they want to be on the Lexington Young Professionals Association Steering Council? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION DESCRIPTIONS**

The **Lexington Young Professionals Association** is dedicated to uniting young professionals by encouraging them to **CONNECT, ENGAGE,** AND **GROW**.

**Vice President:**

Length of term: One year as Vice President, one year as President

Time commitment: Must attend monthly steering committee meeting.

The Vice President (President Elect) will conduct day-to-day activities involved with leading the Steering Council, and act as the face of LYPA at events and meetings along with the President when possible. Responsibilities include, but are not limited to, attending and leading LYPA events, organizing and leading Steering Council meetings when the president is unavailable, speaking on behalf of the President when necessary, raising awareness of LYPA in the Lexington community, and keeping the group on track with Association goals. This position will be a one year term with a leadership path to President. As set forth in LYPA’s by-laws, after serving the term as Vice President, this individual will step into the position of President.

**Treasurer**:

Length of term: One year

Time commitment: Must attend one steering committee meeting per month.

The treasurer will oversee the budget and monetary transactions for LYPA. This position is expected to develop an annual budget, maintain a transaction register, document all organization expenses, and provide monthly budget and expense reports to the Steering Council. This position will communicate with the Membership Chair to ensure that all membership dues are up to date and will communicate directly with members regarding dues payments, as well as provide monthly reports on membership payments. The Treasurer will attend all events where money is handled for the organization and will keep both digital and hard copy records for all financial information.

**Secretary**:

Length of term: One year

Time commitment: Must attend one steering committee meeting per month.

The Secretary will prepare the agendas and keep the minutes of all Steering Council meetings, provide a copy of all meeting minutes to the Steering Council, and be the keeper of the organization records. This position will be responsible for all event and organization photos and ensure they are posted appropriately to all relevant online sources. This position will also perform any other secretary-related duties as assigned by the President.

**Communications Chair**:

Length of term: One year

Time commitment: Must attend one steering committee meeting per month.

The Communications Chair oversees the organization’s internal communications with members and manages both the e-newsletter and the website. This position also provides graphic design support and creates promotional print materials as needed. This position is responsible for website maintenance, the organization’s online calendar, and the development and distribution of the e-newsletter and special announcements.

**Professional Development Chair**:

Length of term: One year

Time commitment: Must attend one steering committee meeting per month.

The Professional Development Chair’s goal is to provide professional education to members and encourage career growth by determining areas of interest among Lexington’s young professional community and to provide networking resources. This position will seek to identify opportunities for members to meet with seasoned Lexington business professionals, local non-profit representatives and other professionals and will promote the marketability of LYPA members in the job market and business community. This position is responsible for the oversight and planning of LYPA’s annual Rising Stars event.

**Special Events Chair**:

Length of term: One year

Time commitment: Must attend one steering committee meeting per month.

The Special Events Chair will be responsible for maintaining the event calendar on LYPA’s website, working with other Steering Council chairs on their focused events as needed, and setting up monthly member social activities. This position will also be responsible for event venue selection and coordination of event logistics as well as setting up and promoting LYPA events on Facebook. Other responsibilities will include but not be limited to keeping a file of event and venue contacts on Google Drive, being the point of contact for outside organizations seeking promotion of their events to LYPA members and setting the annual event calendar.

**Membership Chair**:

Length of term: One year

Time commitment: Must attend one steering committee meeting per month.

The Membership Chair’s goal is to grow the organization while ensuring the membership pool is well balanced and reflective of the surrounding professional community. With both recruitment and retention as priorities, this position will develop the organization’s overall recruitment and retention strategies, provide a balanced program for attracting new members and ensure that a variety of benefits are provided to current members. Responsibilities include organizing new member orientations and recruiting events, taking referrals from existing members, finding new benefits to offer members, and continually networking with community groups where we may recruit prospective new members.

**Fundraising Chair**:

Length of term: One year

Time commitment: Must attend one steering committee meeting per month.

The Fundraising Chair will be responsible for setting LYPA’s fundraising goals for the year including organizational fundraising as well as charity fundraising. This position will coordinate all sponsorship outreach efforts for acquiring annual and event sponsors. This chair will also coordinate 2-3 major fundraiser events for the year.

**Public Relations Chair**:

Length of term: One year

Time commitment: Must attend one steering committee meeting per month.

The Public Relations Chair seeks to promote public awareness of LYPA through local media, and to foster effective communication with community media contacts and organizations. This position will develop the organization’s social media plan and oversee all social media updates including posts on Facebook, Twitter, LinkedIn, etc. This position will also ensure that all organization events and opportunities are promoted effectively to appropriate audiences in the local area through various media including community calendars and newsletters.