



THE CHAMBER  
YOUNG PROFESSIONALS NETWORK

## Roles and Responsibilities for Young Professional Network Planning Committees

### INTRODUCTION

Thank you for stepping into a key role within the Young Professionals Network (YPN) as part of a planning committee. Your insight, energy and commitment are invaluable to shaping YPN into a vibrant and impactful community for young professionals.

This document outlines the expectations and scope of your committee involvement. As part of these committees, your expertise will help guide the programming, events and initiatives of YPN while aligning with the overall vision and mission of The Chamber.

### CLEAR EXPECTATIONS

#### 1. Advisory Role with Insight

- Your role is to bring fresh ideas, feedback and enthusiasm to help ensure our events and programs reflect the interests and needs of young professionals.
- Committees can also help facilitate events, making sure attendees feel welcome, engaged and connected.

#### 2. Ownership and Decision-Making

- While your insight is critical, The Chamber is responsible for managing the budget, making arrangements and securing logistics for all YPN events and initiatives.
- The Chamber team has the final say on decisions to ensure alignment with organizational priorities, resources and branding.

#### 3. Voluntary Participation

- Your contributions as a committee member are invaluable to the success of YPN. Active participation and collaboration are key to bringing ideas to life and executing our shared vision.

### FINAL THOUGHTS

Your participation ensures that YPN stays dynamic and responsive to the needs of young professionals while maintaining a structure that aligns with The Chamber's mission.

As a committee member, your role is vital in creating an engaging experience for YPN members—helping to facilitate events, welcoming participants and ensuring that everyone feels connected. Meanwhile, The Chamber will handle planning, logistics and decision-making to ensure that events are professionally executed and align with our mission.

Together, we can make YPN a place where young professionals thrive—both professionally and personally.

**Thank you for your dedication and leadership!**





## THE CHAMBER YOUNG PROFESSIONALS NETWORK

### ABOUT OUR COMMITTEES

We strive to make the most of the unique talents of each committee member. Committee involvement is a chance to:

- Hone leadership and organizational skills.
- Build meaningful personal and professional connections.
- Shape the direction of YPN programming within the guidelines set by The Chamber.

### COMMITTEE OVERVIEWS

#### Professional Development

- PURPOSE: Provide learning opportunities to help young professionals achieve success.
- MEETING TIME: Fourth Friday of the month, 8 a.m.

#### Member Connections

- PURPOSE: Focus on member retention, special events to promote involvement and volunteer efforts.
- MEETING TIME: First Tuesday of the month, 8 a.m.

#### Marketing

- PURPOSE: Manage YPN social media, create video content, market events and develop promotional materials.
- MEETING TIME: First Thursday of the month, 3 p.m.

#### Social

- PURPOSE: Plan social and networking opportunities that connect members to each other.
- MEETING TIME: First Monday of the month, 5:15 p.m.

#### Corporate Cup

- PURPOSE: Plan and organize the Corporate Cup event, a fun and competitive day for area businesses.
- MEETING TIME: Second Tuesday of the month, 11:30 a.m.

