

## 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 first Wednesday of each month in 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 applicable meetings. All positions are also expected to attend VYPG events on a regular basis.

Position Name	No. of Positions	Position Description
<b>VYPG Executive Committee</b>		
<b>VYPG President</b> (this is three (3) year commitment that includes position of VYPG President Elect and VYPG Past President)	1 position	Oversees VYPG Executive Committee, 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; drafting Daytona Regional Chamber of Commerce VYPG newsletter article; Drafting VYPG Email Blasts; Attending all affiliated partnership meetings, including Daytona Regional Chamber of Commerce meetings (Executive Committee and General Board); seeking strategic partnerships; encouraging involvement in VYPG; promoting involvement of 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 three (3) 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 three (3) 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; 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); coordinating and presiding at all VYPG East Board of Directors meetings.
<b>VYPG West Chair</b> (West side)	1 position	Overseen by VYPG President.  Focus extends to VYPG West:  Assisting and supporting VYPG President; 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 align="center"><b>VYPG Treasurer</b></p>	<p align="center">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; performing all other duties incident to office of treasurer of organization and as otherwise directed by VYPG President.</p>
<p align="center"><b>VYPG General Counsel</b></p>	<p align="center">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 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>

**VYPG Committees**

<p align="center"><b>VYPG Committee Chairs</b></p>	<p align="center">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.</p>
<p align="center"><b>VYPG Community Service Committee</b></p>	<p align="center">3-4 positions</p>	<p>Overseen by VYPG President and committee Chair.</p> <p>Organizing community service projects; 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 align="center"><b>VYPG Leadership Development Committee</b></p>	<p align="center">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 align="center"><b>VYPG Marketing Committee</b></p>	<p align="center">3-4 positions</p>	<p>Overseen by VYPG President and committee Chair.</p> <p>Advocating VYPG through multiple mediums, including the VYPG website and social media outlets; promoting VYPG events; advising VYPG of opportunities for branding and advertising; informing our community on VYPG accomplishments; as otherwise directed by VYPG President.</p>

<p><b>VYPG Special Events Committee</b></p>	<p>2-3 positions</p>	<p>Overseen by VYPG President and committee Chair. 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 Local Government Committee</b></p>	<p>2-4 positions</p>	<p>Overseen by VYPG President and committee Chair. Planning VYPG Local Government Fair; encouraging 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 Athletics Committee</b></p>	<p>2-4 positions</p>	<p>Overseen by VYPG President and committee Chair. Organizing athletics events; promoting involvement in 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. Promoting interaction among VYPG members; coordinating VYPG membership benefits; encouraging VYPG membership; organizing 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 East Chair.</p>
<p><b>VYPG Social Committee</b></p>	<p>3-4 positions</p>	<p>Overseen by VYPG President and committee Chair. 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 East Chair.</p>

**General**

<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. 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>
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**Liaisons**

<p style="text-align: center;"><b>Daytona Regional Chamber of Commerce-VYPG Liaison</b> (all locations)</p>	<p style="text-align: center;">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>
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