



Programming Committee Chair

Board Objectives:

The Board of Directors has the responsibility of carrying out the mission and vision of YNPN-Madison. The Board implements and supports plans, policies and objectives to ensure it maintains its values and meets established goals. The Board is a governing body with legal and ethical obligations to the organization and its membership.

Committee Chair Objectives: (EDIT THIS TO JUST COMMITTEE)

To develop and lead a committee of approximately 6-8 YNPN members who will plan and execute monthly YNPN events

To add value to a member's relationship with YNPN by providing specialized opportunities for members to grow their professional knowledge and contacts

To connect to young professionals in the Madison area and expand YNPN's reach by tailoring programs to their needs

Key Roles & Responsibilities:

- Coordinate and lead monthly meetings of the Programming Committee; ensure engagement and participation of all Committee members
- Act as liaison between Committee and Board of Directors to identify sponsors and meet chapter goals
- Work within stated budget
- Work with the Programming Committee to meet committee goals, including, but not limited to:
 - Developing a calendar of monthly events
 - Continuing to improve upon YNPN special events
 - Creating new ways of attracting members to events

Time Commitment:

- The Programming Committee Chair will:
 - Attend a majority of meetings of the Board of Directors, which are scheduled to occur once every three weeks. (<3 hours per month)
 - Develop a twice monthly meeting schedule to develop topics, confirm program details, and evaluate the progress and success of programs. (3 hours per month)
 - Attend the majority of YNPN events (1-2 events, totalling ~5 hours per month)

- Communicate with venues and participants as needed (<3 hours per month)

Position Benefits

- Gain leadership experience:
 - Plan and facilitate meetings
 - Holding peers accountable
 - Time management
 - Working within stated budget
- Build social capital through interaction with business owners, community leaders, and peers
- Eligible to be elected as President after one year of service.