



## 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:

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

### 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.