

## **Boise Young Professionals Leadership Team Job Descriptions Overview**



**Terms are approximately three years, with one year as chair-elect, one as chair, and one as immediate past chair (At-Large seats are exempt from this term length and serve for one year).**

### **Leadership Team Member**

The BYP Leadership Team is comprised of work team chairs and chairs-elect, program sponsor seats and at-large positions. In addition to any responsibilities with their work team, leadership team members are expected to:

- Regularly attend leadership team meetings and important related meetings. It is expected that members will attend at least two-thirds (66%) of the monthly meetings
- Actively participate in one or more leadership team sub-committee(s) or work-team(s)
- Volunteer for and willingly accept assignments, completing them thoroughly and on time
- Stay informed about BYP matters, prepare for meetings, and review and comment on minutes and reports
- Get to know other committee members and build a collegial working relationship that contributes to consensus
- Attend as many BYP events as possible
- Actively promote BYP
- Serve as a model BYP member

### **Chair**

According to the Articles of Association, the chair serves the organization for a period of one year. The responsibilities of the chair include:

- Lead all leadership team meetings
- Participate in and plan all long-range BYP planning efforts
- Keep the Boise Metro Chamber Board of Directors apprised of BYP activities
- Work with the BYP Director/Manager
- Solicit new sponsors
- Solicit new members for BYP
- Develop community partnerships
- Keep all parties up to date
- Attend as many BYP events as possible

### **Chair-Elect**

According to the Articles of Association, the chair-elect serves the organization for a period of one year and then becomes the Chair of BYP. The responsibilities of the chair-elect include:

- Assist the chair in the chair's responsibilities
- Participate in and plan all long-range BYP planning efforts
- Serve as the chair in the chair's absence
- Solicit new members for BYP
- Work with the chair to develop community partnerships
- Attend as many BYP events as possible
- Actively promote BYP

## **Work Team Chair**

According to the Articles of Association, the work team chair serves for a period of one year and is limited to serving a maximum of two years in the same position. The responsibilities of the work team chair include:

- Set the tone for committee work
- Develop an action plan with the work team to implement the respective area of BYP's strategic plan
- Ensure members have the information needed to do their jobs
- Oversee the logistics of committee's operations
- Report on the work-team's decisions/recommendations to the leadership team
- Work closely with the program director/manager and other staff
- Assign work to the committee members, set the agenda, run the meetings and ensure distribution of meeting minutes
- Participate in the leadership team by fulfilling the duties expected of all leadership team members as cited above – with the expectation that the work team chairs are expected to attend at least 75%, rather than 66%, of leadership team meetings
- Attend as many BYP events as possible
- Actively promote BYP

## **Work Team Chair-Elect**

According to the Articles of Association, the work team chair-elect serves for a period of one year and then becomes chair of the work team. The responsibilities of the work team chair-elect include:

- Assist the chair in the chair's responsibilities
- Serve as the chair in the chair's absence
- Participate in the leadership team by fulfilling the duties expected of all leadership team members as cited above
- Attend as many BYP events as possible
- Actively promote BYP

