**Executive Committee**

The Young Professional Executive Committee’s primary goal is to direct and provide leadership in areas of membership, recruiting, outreach, and fundraising. As representatives of the Young Professionals, the Executive Committee assists in the implementation of goals and objectives, and fulfillment of MVYP mission. As the primary governing/advising body of the Young Professionals, the Executive Committee also has the responsibility to establish and evaluate membership guidelines, recruitment, education, and orientation.

The Executive Committee includes a President, Secretary, Treasurer, multiple Executive Chairs, and members-at-large who can provide technical assistance as needed. Active members who do not currently serve on the Executive Committee are encouraged to join the fundraising, service, or social committees and provide support to the respective Executive Chairs.

Executive Committee members must be present for all monthly meetings, attend events and service days while promoting the mission of the MVYP organization to their personal networks. To join the Executive Committee, active members must commit to attending monthly meetings and serving as an Executive Committee member-at-large before being considered for a chair position.

**Chair**

The President of the Magic Valley Young Professionals is responsible for providing executive leadership in all decision-making, promoting, and advancing the mission and goals of the organization, positively representing the organization during all meetings and events, and cultivating relationships with business and community leaders.

Tasks include:

* Advising Executive Chairs and overseeing committee progress toward goals.
* Attending networking events or presentations on behalf of MVYP.
* Convening Executive Committee on monthly basis with prioritization on goals, outcomes, and deliverables.
* Reporting to Chamber Staff liaison (J.J.) and assist with creation of meeting agendas.
* Maintaining timely communication with **Communications Chair.**

**Communications**

The Secretary of the Magic Valley Young Professionals is responsible for internal communications to the Executive Committee and other active members. Secretary will work in close contact with the recruitment chair to ensure that all member contact information is up to date and that all members are receiving accurate and timely information.

Tasks include:

* Documenting and distributing meeting minutes in a timely manner
* Working with event, service, and social chairs to communicate information to members regarding events, service opportunities, upcoming meetings, industry tours, leadership development, and happy hours.

**Recruitment Chair**

The Magic Valley Young Professionals Recruitment Chair is responsible for cultivating relationships with new members, stewarding them appropriately within the group based on their skills and interests, and reaching out to members who receive communications but are not active in the group.

Tasks include:

* Attending recruiting and networking events in the community with young professionals in attendance
* Keeping accurate and up to date records of all new or interested members and working with the secretary to ensure they are receiving appropriate communications
* Identifying skill sets and interest areas for each new or interested member
* Stewarding new members by encouraging them to attend meeting, tour the chamber, connect with a staff liaison.
* Promote and advance the mission of the organization to new members using approved marketing materials.
* Work together with the President to be the face of the Young Professionals in the community.
* Reaching out in a timely manner to interested members following social events or from email/website inquiries.

**Staff Liaison**

The Magic Valley Young Professionals Staff Liaison is responsible for advising and providing technical assistance for the Young Professionals, while ensuring all communications and events align with the Chamber of Commerce.

Tasks include:

* Attending all Executive Committee meetings, fundraising events, and social events.
* Providing members with marketing materials and talking points in order to promote the mission to their networks
* Reviewing all communications, both internal and external, to ensure compliance with Twin Falls Area Chamber of Commerce policies and procedures.
* Advising members on nonprofit structure and governing protocols.
* Working with the President to ensure goals are achieved and group is functioning optimally.
* Supporting Executive Committee Chairs as needed in their responsibilities.
* Ongoing promotion of the mission of the Magic Valley Young Professional program.