

## **YPB - Young Professionals Bloomington Program Guidelines**

**Introduction:** YPB - Young Professionals Bloomington is a program of The Greater Bloomington Chamber of Commerce and operates under the Talent, Leadership and Community Development Division.



### **Purpose**

#### **1.1 Name**

The name of this program shall be YPB - Young Professionals Bloomington.

#### **1.2 Policy**

YPB shall operate in conformity with the procedures, rules, and guidelines set forth in this charter.

#### **1.3 Association with The Greater Bloomington Chamber of Commerce**

YPB is a program of The Greater Bloomington Chamber of Commerce and will work within the procedures and guidelines of The Chamber. All intellectual property associated with YPB is owned by The Chamber.

#### **1.4 Governance**

YPB shall be directed by the Chamber liaison and other Chamber staff with input from the YPB Steering Committee. The Chamber Board of Directors is the governing body of all Chamber Programs.

#### **1.5 Mission Statement**

To create a network of young professionals in the greater Bloomington area that fosters personal and professional development through relationship building, skill enhancement, community enrichment, and career advancement opportunities.

#### **1.6 Vision Statement**

To make Bloomington, Indiana an attractive place for young professionals to engage in professional, personal, and civic development.

#### **1.7 Calendar**

YPB shall operate on a calendar year with the fiscal term beginning September 1 and ending August 31, mirroring the Chamber of Commerce.

### **YPB Participation**

#### **2.1 Application**

YPB participation is open to any person between the ages of 21 and 40 who lives, learns, works, or plays in Bloomington. Participants in YPB do not have to be members of The Greater Bloomington Chamber of Commerce, the host organization of the program.

## **2.2 YPB Participation Costs**

YPB will host at minimum one free event per month, with additional events that may or may not incur a cost to the participant.

## **2.3 YPB Participant Benefits**

Discounted admission to select Chamber events.

Networking opportunities.

Additional benefits will be announced as they become available.

## **YPB Steering Committee**

### **3.1 Members of the YPB Steering Committee**

The YPB Steering Committee shall be comprised of an Executive Committee and 12 - 18 committee members. All committee members or their employers should be members of the Chamber.

#### **3.1.1 Executive Committee**

The Executive Committee will be comprised of a Chair, Vice-Chair and a Secretary.

The Executive Committee shall serve for a period of one (1) year, with the expectation that the Vice-Chair will move into the Chair role at the end of their term. No Executive Committee Member can serve more **than 3 consecutive terms**.

The Executive Committee's responsibilities as an entity include: (1) Participating and planning long-range YPB efforts (2) working with the Chamber staff member overseeing YPB (3) promoting YPB for the purpose of increasing attendance (4) attending as many YPB events as possible (4) developing community partnerships.

The Chair's Responsibilities include: (1) Leading all YPB Steering Committee meetings (2) serving on the chamber board as defined by The Chamber's board nominating process. (3) Recruiting new members of the Steering Committee

The Vice-Chair's Responsibilities include: (1) Leading YPB Steering Committee meetings in the absence of the Chair.

The Secretary's Responsibilities include: (1) Taking minutes during YPB Steering Committee meetings.

The Executive Committee must be a member of The Chamber and not turn 40 during their immediate past chair term year. If any member of the Executive Committee is not fulfilling their duties, they may be removed from office by The Chamber.

#### **3.1.2 Executive Committee Nominations and Approvals**

YPB Steering Committee Members interested in participating on the Executive Committee must have served one year on the Steering Committee before submitting their nomination to serve as Vice-Chair or Secretary.

The role of Chair will be filled by the previous Vice-Chair unless the Vice-Chair must step off the committee for any reason.

Nominations for Executive Committee roles must be submitted to the Chair and Chamber Staff Member overseeing YPB before the end of the fiscal year. If multiple candidates submit their nomination for the same role, the full YPB Steering Committee will submit a vote.

### **3.2 YPB Steering Committee Responsibilities**

- Respect the Mission Statement
- Attend at least 9 of 12 Steering Committee meetings a year
- Attend 50% of regular monthly YPB events (approximately 10 events annually)
- Be an effective ambassador who reflects positively upon our Chamber
- Demonstrate loyalty to YPB and the Chamber
- Actively recruit new YPB participants
- Be familiar with the Chamber's mission
- Maintain Chamber membership
- Use our contact information for the purposes of YPB/Chamber business
- Do not use proprietary YPB participant information for purposes beyond the scope of YPB

If a Steering Committee member is not able to uphold their responsibilities, they will be asked to step off the committee.

### **3.4 YPB Steering Committee Terms**

YPB Steering Committee members shall serve a term of one (1) year. No YPB Steering Committee member shall serve more than five (5) years consecutively, including Executive Committee terms.

### **3.5 Vacancies**

There will be 12 to 18 Steering Committee members, but no more than 20.

The YPB steering committee application is listed on the Chamber website and must be completed by ALL prospective candidates. Applications may be received and reviewed on an ongoing basis as needed to fill vacancies. Nominees will be submitted for final approval by the full YP Steering Committee **and signed off by the Chamber staff representative.**

### **3.6 Voting**

If required, the YPB Steering Committee members can call for a vote after discussion. Motions will be approved by 50% + 1 of the attending YPB committee members quorum is required for voting.

#### **3.6.1 Quorum**

A quorum shall be 50% +1 of the existing YPB Steering Committee Members.

### **3.7 Finances**

As a program of The Chamber, the finances and budget of the YPB are managed by The Greater Bloomington Chamber of Commerce. The Executive Committee has the option to add a Treasurer role to

the Executive Committee, in which the Treasurer would update the committee monthly on the financial status of the group.

## **YPB Sub Committees**

### **4.1 YPB Sub Committees & Responsibilities**

These groups are responsible for curating and cultivating the programming for YPB annual event offerings. Ideally, there will be no less than 3 steering committee members in each group. Steering Committee members may choose to participate in one or more groups.

#### **4.1.1 Personal Development / Adulting**

YPB will provide edifying opportunities for YPB members to learn valuable information that would enhance their personal wellbeing. This committee is responsible for putting on at least 4 events per year. Personal development programs should contribute to the quality of life our members maintain through informative workshops, seminars, or any format deemed appropriate.

#### **4.1.2 Social Networking**

YPB will facilitate networking opportunities for our members in a social setting. This committee is responsible for putting on at least 4 networking events per year and other casual gatherings on an as needed basis, unless otherwise directed by the YPB committee. Recognizing that many business relationships can begin as friendships, these events should provide a venue where friendships and networking can be fostered.

#### **4.1.3 Non-Profit & Civic Engagement**

YPB will also offer philanthropic opportunities where YPB members can contribute their time for betterment of the community. Philanthropy events should focus on our participants spending quality time enhancing the community in which we live and learning about the organizations who strive to improve our city.

#### **4.1.4 Culture & the Arts**

YPB will additionally expose its members to the artistic offerings our community including theatre, art showings, cinema, or other cultural opportunities as deemed appropriate.

#### **4.1.5 Marketing**

The Marketing Committee will influence all YPB communications as coordinated by the Chamber Staff liaison. The goal is increased exposure and promotion for the group and might include marketing studies, surveys, populating blog content, creating social media content, newsletter copy, and more.