

Together,
we **inspire** young professionals to
make Manitowoc County the
best place to **live, work & play**

young professionals
 of manitowoc county

STEERING COMMITTEE ROLES & RESPONSIBILITIES

Committee Member Expectations:

1. Attend monthly committee meetings. Be prepared to discuss past or upcoming events.
2. As a committee, plan *at least* (1) connect event each month, (1) serve event each quarter, and (1) grow event each quarter.
3. Champion or provide planning support for *at least* (2) regular events and (1) YP Month event each year.
4. All committee members are responsible for assisting in promoting upcoming events. Share on Facebook, share the email invitations with co-workers, invite a friend to join - whatever makes sense for you.
5. Attend events as you're available. Show support for your fellow committee members and the events they champion.
6. At the YP events, assist in greeting guests and making new faces feel welcome.



What does it mean to be an event "Champion"?

You are the main contact for this event. You are responsible for:

1. Coordinating with any outside organization partners and locations on the details of the event.
2. Submit an event form to the Chamber at least 5 weeks prior to the event date (whenever possible), being sure to work with the Chamber on date and time to ensure there is not a conflict with another Chamber event.
3. Prior to the event, pick up name tags from the Chamber for the registered attendees of the event, and welcoming guests as they arrive.

Who can join the Steering Committee?

The steering committee is comprised of interested individuals who are within the Young Professionals demographic (ages 21-40) and are employed by or volunteer for a Chamber Member organization.

The Steering Committee meets monthly on the second Thursday at 3:30pm. Meetings are held at the Chamber office.

The committee reserves the right to remove any committee member who is not regularly attending meetings (without notice) or participating at the capacity expected of committee members.

How is the committee chair person decided?

The chairperson is nominated and voted on by the Steering Committee. The committee Chair position is a (1) year term, renewable for up to (2) years. Chair elections for the following year are to be done in September. The official changing of chairpersons occurs at the annual Future 15 banquet.