



## **JOB DESCRIPTION COMMUNICATIONS DIRECTOR**

### **Primary Duties:**

- Determine the overall communications strategy and execute programs that deliver measurable results
- Clearly identify organizational image and brand, and ensure that all organizational decisions align with this brand
- Maintain the website ([www.ypnaples.com](http://www.ypnaples.com)) and sit on the YP Portal Governance Committee to ensure that [www.ypswfl.com](http://www.ypswfl.com) populates Young Professionals of Naples events properly and aligns with organizational brand
- Create and launch social media campaigns aligned with organizational priorities
- Create and distribute internal publications such as bi-weekly newsletters, email announcements, videos, special projects and assignments
- Create all organizational collateral and facilitate printing (as needed)
- Establish a rapport with local media outlets and issue press releases to get organization featured on all print and electronic media (radio stations, television channels, magazines, newspapers, and websites)
- Chair the Communications Committee, recruit committee members, and delegate duties to committee members as needed
- Perform other duties as requested

### **Additional Duties:**

- Attend the monthly Board of Directors meeting on the first Tuesday of each month and at least one additional event per month
- Regularly monitor assigned email inbox to stay current on organizational correspondence
- Always uphold the bylaws and approved policies of the Young Professionals of Naples
- Uphold the practices of the effective meeting process: assume meeting roles, submit monthly pre-reads, complete action items in the allotted time, and comply with team norms
- Recruit and empower a strong chair/committee to work underneath your leadership (when applicable)
- Document your work in your role and transfer all intellectual property of the organization before the end of your term
- Collaborate with other board members to optimize effectiveness
- Mindfully represent yourself as an extension of the Young Professionals of Naples brand
- Consistently endorse membership enrollment and encourage retention



## **JOB DESCRIPTION MEMBERSHIP DIRECTOR**

### **Primary Duties:**

- Actively promote membership enrollment and recruit new members
- Ensure that all events provide value for members, challenging new ideas and measuring the success of pilot events
- Develop and facilitate procedures to increase membership retention and grow overall membership
- Oversee development of programs, services, and benefits for members
- Develop membership marketing materials such as promotional materials and welcome kits, in coordination with Communications Director
- Facilitate member spotlights to increase member engagement
- Chair the Membership Committee, recruit committee members, and delegate duties to committee members as needed
- Perform other duties as requested

### **Additional Duties:**

- Attend the monthly Board of Directors meeting on the first Tuesday of each month and at least one additional event per month
- Regularly monitor assigned email inbox to stay current on organizational correspondence
- Always uphold the bylaws and approved policies of the Young Professionals of Naples
- Uphold the practices of the effective meeting process: assume meeting roles, submit monthly pre-reads, complete action items in the allotted time, and comply with team norms
- Recruit and empower a strong chair/committee to work underneath your leadership (when applicable)
- Document your work in your role and transfer all intellectual property of the organization before the end of your term
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## **JOB DESCRIPTION SECRETARY**

### **Primary Duties:**

- Uphold parliamentary procedures during all official board meetings and special meetings
- Take meeting minutes, distribute them to the board of directors within two weeks of the meeting, and motion them for approval at the following board meeting
- Act as primary custodian of the bylaws
  - Inform the board of directors of violations or restrictions during meetings and general activities
  - Make recommendations for amendments when prudent or to further the mission and priorities of the organization
- Regularly monitor the Young Professionals of Naples mailbox and bring mail to the monthly board of directors meeting
- Complete all required filings to maintain nonprofit status
- Organize and maintain all organizational files (both hard copies and electronic copies in Dropbox)
- Chair the Operations Committee, recruit committee members, and delegate duties to committee members as needed
- Perform other duties as requested

### **Additional Duties:**

- Attend the monthly Board of Directors meeting on the first Tuesday of each month and at least one additional event per month
- Regularly monitor assigned email inbox to stay current on organizational correspondence
- Always uphold the bylaws and approved policies of the Young Professionals of Naples
- Uphold the practices of the effective meeting process: assume meeting roles, submit monthly pre-reads, complete action items in the allotted time, and comply with team norms
- Recruit and empower a strong chair/committee to work underneath your leadership (when applicable)
- Document your work in your role and transfer all intellectual property of the organization before the end of your term
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## **JOB DESCRIPTION VICE PRESIDENT**

### **Primary Duties:**

- Assist the President with meeting organizational goals and duties as assigned
- Help guide and mediate board meetings and actions with respect to organizational priorities
- Preside for the President at meetings when:
  - The President is absent
  - The President wants to debate
  - A personal motion about the President is made
- Ensure transparent communication between all board members
- Speak on behalf of organization in lieu of the President, at the President's request
- Recruit signature event Chairs and empower Chairs to establish and manage signature event committees
- Oversee the activities of signature event Chairs (and their respective committees) and provide support as needed
- Perform other duties as requested

### **Additional Duties:**

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- Always uphold the bylaws and approved policies of the Young Professionals of Naples
- Uphold the practices of the effective meeting process: assume meeting roles, submit monthly pre-reads, complete action items in the allotted time, and comply with team norms
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