



# American Society of Civil Engineers Younger Member Forum



## **YMF 2013-2014 BOARD POSITIONS**

### **ELECTED POSITIONS: EXECUTIVE BOARD**

Candidates are selected by the majority of votes cast by YMF members. It is generally recommended that members first gain some experience in an appointed role before taking on an elected position.

#### **YMF PRESIDENT**

RESPONSIBILITIES: (1) Coordinates and oversees all YMF activities, with the assistance of the other officers; (2) Responsible for communicating with the ASCE Philadelphia Section regarding activities and keeping the Section informed of YMF needs; (3) Responsible to attend all Philadelphia Section board meetings to represent YMF interests; (4) Responsible to attend the ERYMC and to vote on any resolutions; (5) Responsible for communicating National, and Region II CYM activities to local YMF.

#### **VICE PRESIDENT**

RESPONSIBILITIES: (1) Responsible for overseeing the activity of the other officers; (2) Responsible for contacting speakers; (3) Responsible for the Winter Social.

#### **SECRETARY**

RESPONSIBILITIES: (1) Distributes e-mails for meeting announcements and other YMF events; (2) Updates and maintains the YMF member list; (3) Responsible for taking meeting minutes of YMF executive committee meetings; (4) Responsible for sign-in sheets.

#### **TREASURER**

RESPONSIBILITIES: (1) Secures monthly meeting locations; (2) Coordinates and records the finances.



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## **APPOINTED POSITIONS**

Candidates are selected for these positions by a YMF committee that includes the Past, Vice and Current Presidents.

## **MEMBER SERVICES COMMITTEE**

### **PROFESSIONAL DEVELOPMENT CHAIR**

The Chair(s) will coordinate all professional development events. The Chair(s) will also lead a committee in the coordination of the Critical Issues Seminar, which involves an open discussion with a panel of leaders in the engineering community. This is the YMF's most prestigious annual event.

#### **Expectations/Suggested Minimum Goal**

The Chair(s) will coordinate at least one professional development event in addition to leading the Critical Issues Seminar Committee.

### **SOCIAL CHAIR**

The Chair(s) will lead the planning of all happy hour events and other social gatherings, such as sporting events and welcome back events for students. Additionally, the Chair(s) will assist with the coordination of the Winter Social, our largest and most popular event.

#### **Expectations/Suggested Minimum Goal**

In addition to assisting with the Winter Social planning/organization, the Chair(s) will set up at least two happy hours per year.

### **TECHNICAL GROUPS CHAIR**

The Chair(s) will coordinate all YMF technical meetings. Selected topics should appeal to the general YMF membership.

#### **Expectations/Suggested Minimum Goal**

The Chair(s) will coordinate/organize at least two technical events per year. Technical events can be in the form of construction tours and/or seminars.

## **PUBLIC OUTREACH COMMITTEE**

### **COLLEGE CONTACT CHAIR**

The Chair(s) will oversee the YMF's college outreach efforts. Efforts usually include visiting universities for open panel discussions with students that address their questions about the profession. The Chair(s) shall also be responsible for notifying all local colleges of scholarships, coordinating 'welcome back' events, and initial outreach to each college/university at the beginning of each academic year.

#### **Expectations/Suggested Minimum Goal**

The Chair(s) will coordinate at least one visit per year to each university in the area. This includes Drexel, Villanova, Temple, Swarthmore and Widener.

### **COMMUNITY SERVICE CHAIR**



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The Chair(s) will oversee the YMF's community service efforts. This typically includes teaming with local volunteer groups such as Friends of the Wissahickon and Philabundance.

## Expectations/Suggested Minimum Goal

The Chair(s) will coordinate at least two community service events per year. Community service events from past years have included CANstruction, Philabundance, Wissahickon Trail restoration, etc.

## **K-12 OUTREACH CHAIR**

The Chair(s) will oversee the YMF's efforts in reaching students in both high-school and grade-school. The Chair(s) will also coordinate with the Section Board to support their outreach efforts.

## Expectations/Suggested Minimum Goal

In addition to helping the Section locate volunteers for their efforts, the Chair(s) will coordinate the YMF's participation in the Future Cities Competitions. Furthermore, the Chair(s) shall be responsible for making contacts at, and visiting, a minimum of (3) schools per year. One designated chair will serve as the contact for the Chester A. Arthur School Civil Engineering Club™ for the entire year.

## **COMMUNICATIONS COMMITTEE**

### **AFFILIATE SOCIETIES LIASION**

The Chair(s) will keep the Philadelphia, Delaware, Central and South Jersey YMF's abreast of each planned activities. The Chair(s) will coordinate with the Engineers Club of Philadelphia and will update the YMF on upcoming engineering events. The Chair(s) will represent the YMF by participating in the planning of Delaware Valley Engineers Week (DVEW) events.

## Expectations/Suggested Minimum Goal

The Chair(s) will coordinate at least one event per year with the Delaware, Central and South Jersey YMF branches. The Chair(s) will update the YMF Board about upcoming local engineering events relevant to YMF members for inclusion on website, email announcements, and social media. It is suggested that the Chair(s) participate in the planning of DVEW events, particularly the Young Engineers Social.

### **IT CHAIR**

The Chair(s) will maintain the YMF website. In addition, the Chair(s) will support the Secretary by posting flyers on the website helping to expedite announcement distribution. Furthermore, the Chair(s) shall be responsible for maintaining the YMF file storage system (currently the E-Room) and ensuring members have access to this resource.

## Expectations/Suggested Minimum Goal

The Chair(s) will post flyers on the website approximately twice a month. In addition, the Chair(s) will spend a few hours each month updating and improving the website, updating the event calendar, and other website related tasks.

### **PUBLIC RELATIONS CHAIR**

The Chair(s) will write or edit articles about YMF events for the YMF column of the ASCE Section newsletter. Furthermore, the Chair(s) shall be responsible for submitting the Philadelphia YMF news to the National YMF Newsletter. The Chair(s) will split tasks to handle newsletter publication internally (ASCE) and externally (local newspapers, magazines, etc.). The Chair(s) will also be responsible for submitting all award applications related to YMF Philadelphia.



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## Expectations/Suggested Minimum Goal

The Chair(s) will write an article for each ASCE Philadelphia Section newsletter and submit by the newsletter deadline. The Chair(s) will write a minimum of three articles for the Committee on Younger Members newsletters and submit by CYM deadlines. The Chair(s) will establish contacts for local news outlets in the Philadelphia area.

## **YMF SOCIAL MEDIA**

The Chair(s) will oversee the YMF's efforts to communicate its activities using social media. The Chair(s) will be responsible for updating the Facebook page prior to and after events hosted and attended by the YMF. Coordination with the entire board is necessary to obtain photos, descriptions and internet links to post to the pages. Also, semi-daily blurbs of local engineering events, engineering news, YMF activities, and regional and/or national ASCE matters via Twitter.

## Expectations/Suggested Minimum Goal

The Chair(s) will update social media sites (Facebook, Twitter, Google+, etc.) at least twice a month and post newsworthy items when appropriate.

**Note: All participants must be members of the ASCE Philadelphia Section.**