



# YOUNGER MEMBER FORUM PHILADELPHIA SECTION AMERICAN SOCIETY OF CIVIL ENGINEERS



## APPOINTED OFFICER POSITIONS 2019-2020

### OUTREACH COMMITTEE

**College Contacts Chair(s):** It is the duty of the College Contacts Chair(s) to coordinate YMF activities with the ASCE Student Chapters of the accredited engineering colleges in the Philadelphia region, including: Drexel University, Swarthmore College, Temple University, Villanova University, and Widener University. At a minimum, this shall include:

- maintaining current contact information for faculty advisors, practitioner advisors and Student Chapter officers;
- distributing YMF announcements to the Student Chapters;
- coordinating visits to each school at least once per semester;
- aiding each chapter in registering for the Workshop for Student Chapter Leaders (WSCL);
- organizing the annual Welcome Back Students event (typically held in October);
- administering the #ASCEMadeMe College Challenge; and
- monitoring the effectiveness of the Student Chapters' practitioner advisors.

**Student Member Transition Chair:** It is the duty of the Student Transition Chair to support the transition of local Student Members to Younger Members, as well as provide programming aimed at easing the students' transition into an early career professional. At a minimum, this shall include:

- facilitating the YMF Mentoring Program; and
- facilitating the Mock Interview Program.

**K-12 Outreach Chair(s):** It is the duty of the K-12 Outreach Chair(s) to coordinate and oversee various grade school visits in and around the Philadelphia area for the purpose of promoting civil engineering and other Science, Technology, Engineering, and Math (STEM) related topics. At a minimum, this shall include:

- organizing the annual Engineers Week grade school visit(s) (typically in February), including coordinating volunteers, activities, and materials;
- organizing two (2) additional grade school visits, including coordinating volunteers, activities, and materials; and
- staying up-to-date with the needs of other local, relevant, K-12 outreach activities (e.g., Future City Competition and GETT).

**Civil Engineering Club Chair(s):** It is the duty of the Civil Engineering Club Chair(s) to coordinate and oversee the ASCE Civil Engineering Club™ based at the Chester A. Arthur Middle School located at 2000 Catharine Street in Philadelphia, PA. At a minimum, this shall include:

- serve as the point-of-contact for the school;
- generate the schedule and curriculum for the school year, including the End of Year Ceremony;
- ensure the necessary materials are available at each session; and
- recruit volunteers for the weekly sessions and relay session objectives to them.

## **EVENTS COMMITTEE**

**Social Events Chair(s):** It is the duty of the Social Events Chair(s) to coordinate and oversee various social and networking events to build relationships and engage Members. At a minimum, this shall include:

- plan and organize the annual Group Photo Networking Social (typically held in September);
- jointly plan and host the Winter Happy Hour with the American Society of Highway Engineers (ASHE) (typically held in December);
- plan and organize the annual Election Social (typically held in May), in coordination with the YMF's annual Executive Board elections organized by the President;
- plan and organize the annual YMF Phillies game and tailgate (typically held in July/August); and
- plan and organize one (1) Board team-building event.

**Technical Events Chair(s):** It is the duty of the Technical Events Chair(s) to coordinate and organize various technical events, such as construction site or facility tours and technical seminars, for the purpose of continuing education and technical enrichment for the YMF. At a minimum, this shall include:

- coordinate PDH validation and certificates for qualifying events;
- jointly organize the technical presentation and networking event with the Pennsylvania Society of Professional Engineers (PSPE) (typically held in March); and
- plan/host at least two (2) additional technical events.

**Professional Development Chair:** It is the duty of the Professional Development Chair to plan and organize events that focus on professional development, leadership, and other non-technical topics that will provide tools to help Members become successful professionals. At a minimum, this shall include:

- planning and organizing the annual Critical Issues Seminar (typically held in April); and
- planning and organizing one (1) additional professional development event.

**Community Service Chair(s):** It is the duty of the Community Service Chair(s) to coordinate and oversee various community service projects for the purpose of bettering Philadelphia and its surrounding communities. At a minimum, this shall include:

- planning and hosting at least two (2) volunteer events per year; and
- jointly planning and hosting two (2) Adopt-A-Highway cleanup events per year (typically in April and October) with ASHE.

## **COMMUNICATIONS COMMITTEE**

**Information Technology (IT) Chair:** It is the duty of the IT Chair to manage and maintain the YMF's website for the purpose of disseminating relevant information to Members and the public. At a minimum, this shall include:

- performing website updates and maintenance, including archiving old information to its appropriate location(s);
- coordinating with the Section to maintain the domain name and access;
- answering website-related questions from the Board and general membership;
- managing and maintaining the YMF's digital file storage site (currently Google Drive); and
- notifying the Executive Board of upcoming license renewals and storage limit encroachments on the website and digital file storage.

**Public Relations (PR) Chair:** It is the duty of the PR Chair to enhance the YMF's reputation through positive media maintained by external and affiliate organizations. At a minimum, this shall include:

- Compiling monthly YMF recaps and updates and submitting to the Philadelphia Section for inclusion in their newsletter;
- compiling the YMF's Annual Report and submitting to ASCE National, with the approval of the Executive Board (typically due November 20th);
- preparing and submitting YMF news and updates for inclusion in the *Region 2 Updates*; and
- drafting and finalizing articles for external publications, when necessary.

**Awards Chair:** It is the duty of the Awards Chair to raise awareness of and perform coordination for awards opportunities. At a minimum, this shall include:

- notifying the Board of local, regional, and national award opportunities available to Members and students;
- assisting nominees in the completion, review, and submission of award applications, including completing the application themselves in the case of group awards; and
- acting as the de facto head of the Awards Committee for the YMF Awards as defined in Article VII of the Bylaws.

**Social Media Chair:** It is the duty of the Social Media Chair to aid in the engagement of members and generally enhance the YMF's reputation through positive use of social media, including Facebook, Instagram, and LinkedIn. At a minimum, this shall include:

- posting event advertisements to coordinate with email blast announcements and otherwise as needed;
- posting timely event recaps, including an event photo;
- maintaining supplemental campaigns (e.g. #FemaleFriday); and
- coordinating responses to messages, posts, and comments received through social media.

**Society Liaison Chair:** It is the duty of the Society Liaison Chair to serve as the primary coordinator and point-of-contact between affiliate ASCE Younger Member Groups and local professional societies for the purposes of identifying potential partnerships when advantageous and/or mutually beneficial and to aid in strategically planning YMF events. At a minimum, this shall include:

- actively interfacing with affiliate ASCE Younger Member Groups (e.g., Central Pennsylvania, Central Jersey, South Jersey, and Delaware) and local affiliate organizations (e.g., ASHE, PSPE, Mid-Atlantic Section of the Institute of Transportation Engineers, Engineers' Club of Philadelphia, Women in Transportation Seminar) to establish good relations and identify strategic partnerships;
- tracking events hosted by affiliate organizations and sharing them with the Board;
- sharing YMF events with affiliate organizations, when appropriate;
- alerting Board members of potential event scheduling conflicts; and
- assisting in the planning of the Delaware Valley Engineers Week Young Engineers Social.