BHCYP

BETTER HOUSING COALITION YOUNG PROFESSIONALS

New Member Application

Name: _____

Title: _____ Company: _____

(Check Preferred)

☐ Cell Phone: _____ ☐ Work Phone: _____

Preferred Email: _____

☐ Home Address: _____

City: _____ State: _____ Zip: _____

☐ Work Address: _____

City: _____ State: _____ Zip: _____

How did you hear about BHCyp?

Why are you interested in joining BHC's young professionals board?

What are your areas of expertise/experience that you feel will best serve the Board?

What ideas do you have for the Board in the coming year?

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New Member Application

Based on the member expectations and tentative activity schedule, do you feel that you can commit to serving the Board in a meaningful capacity? Why and/or how? *(See attached descriptions.)*

Please list other volunteer commitments.

Are you interested in serving the Board as leader during the next term? If so, in what role? *(See attached descriptions.)*

In general, what days of the week are best for you to meet? (Check all that apply)

☐ Mondays ☐ Tuesdays ☐ Wednesdays ☐ Thursdays

Do you have recommendations for speakers and/or topics to cover at professional development meetings?

Please give any additional comments here.

Please attach a copy of your resume or bio with relevant experience.

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TENTATIVE 2018 Activity Schedule

January – 2 hour meeting

- Meeting
  - Introductions, orientation & bylaw review
  - Leadership vote
  - Strengths and connections
  - Pocket Park planning
  - Walking tour planning

February

- Meeting
  - Professional development
  - Officers present Strategic Plan
  - Pocket Park planning
  - Walking tour planning

March

- Meeting
  - Pocket Park planning
  - Walking tour planning
  - Volunteer or happy hour

April

- Meeting
  - Walking tour planning
  - Gingerbread Challenge event planning
  - Pocket Park planning
- Events
  - BHCyp Walking Tour/AHAW

May

- Meeting
  - Walking tour recap
  - Gingerbread Challenge event planning
  - Pocket Park fundraising
- Events
  - BHC Signature Event

June

- Meeting
  - Gingerbread Challenge event planning
  - Pocket Park fundraising
  - Mid-year check-in survey

July

- Meeting
  - Volunteer/Happy Hour
  - Pocket Park fundraising
  - Gingerbread Challenge event planning

August

- Meeting
  - Pocket Park fundraising
  - Gingerbread Challenge event planning
- Events
  - National Night Out

September

- Meeting
  - Mini Tour planning
  - Signature event planning
- Events
  - Pocket Park Install

October

- Meeting
  - Pocket Park recap
  - Gingerbread Challenge event planning
- Events
  - BHC Bus Tour
  - Builder's Society

November

- Meeting
  - Gingerbread Challenge event planning
- Events
  - BHCyp Gingerbread House Challenge
  - Donor gifts and delivery

December

- Meeting
  - Volunteer/Happy Hour Year in Review

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Member Responsibilities

Leadership & Board Contribution

- Be proactive, philanthropically and professionally driven, and dedicated to contributing to the mission and goals of BHC. Represent BHC to stakeholders; act as an ambassador for the organization.
- Review agenda and supporting materials prior to meetings.
- Participate in Board discussions during and between meetings.
- Attend at least 9 of the monthly meetings; having more than 3 unexcused absences may result in dismissal from the Board
- Volunteer at a minimum of one BHC event.
- Participate in advocating for public policies that help the organization achieve its mission. Advocacy may include engaging in the legislative process, writing letters to the editor, attending and speaking at public meetings and other activities that further BHC's goals.

Effective Communication

- Know each member's role and which person to go to for your different needs.
- Communicate appropriately during and between board meetings while listening to the ideas of others.
- Respond in a timely manner to all emails requiring Board consideration and approval; understand that silence signifies consent in such situations.

Strategic Thinking

- Participate in the planning and recruitment for the signature fundraising event, mini tour, and other service-related events and projects.
- Assist in executing BHCyp's signature fundraising event by procuring sponsorships, raffle item donations, volunteering and recruiting your network.
- Review outcomes and metrics created by BHCyp for evaluating its impact at events, and regularly measure its performance and effectiveness using those metrics.
- Be on the lookout for any potential Board members or encourage current members with good leadership potential to run for a leadership position.

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Leadership Descriptions

Chair – Must be a returning member

- Presides over and facilitates all board meetings.
- Point of contact between BHCyp and BHC staff.
- Advises Signature Event Officer with planning BHCyp's signature event.
- Produces detailed post-event reports with the assistance of the Vice Chair including an evaluation of event (summary of goals, audience, plans, contacts, attendance, donations, expenses, examples of collateral, recommended changes, etc.), and communications plan for follow-up (including a survey). The Chair or Vice Chair will present the report to BHC staff.
- Engages with board members and creates opportunities to build community and connection between board members.
- Evaluates board members' performance with the executive committee and executes removal of members when necessary.
- May initiate more specific board objectives and projects at his or her discretion provided a majority of the board votes to affirm the objective/project.
- May temporarily waive the requirements and procedures outlined by the bylaws at anytime with a 2/3 majority vote of the board membership.
- Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.
- Responsible for acquiring new donors and donations (monetary/in-kind) and reporting donations to Outreach Officer.

Vice Chair

- Serves in a support role to the Chair and automatically assumes the role of Chair following the conclusion of the most-recent Chair's term.
- In the case of the absence or disability of the Chair, the duties of the Chair shall be performed by the Vice Chair.
- Responsible for keeping the meeting on schedule and according to the agenda.
- Advises the Special Projects Officer with specials projects including, but not limited to the Church Hill pocket park and BHCyp mini tour.
- Assists the Chair with producing detailed post-event reports including an evaluation of event (summary of goals, audience, plans, contacts, attendance, donations, expenses, examples of collateral, recommended changes, etc.), and communications plan for follow-up. The Chair or Vice Chair will present the report to BHC staff.
- Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.
- Responsible for acquiring new donors and donations (monetary/in-kind) and reporting donations to Outreach Officer.
- Engages with board members and creates opportunities to build community and connection between board members.

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Leadership Descriptions

Secretary

- Ensures that all records and minutes from all meetings and proceedings are properly kept and maintained. Minutes shall be shared with the board within one week following the most recent meeting.
- Plans professional development opportunities for the board by identifying guest speakers, guest visits, etc. Lead professional development meetings, collect all materials needed and gather feedback from members post-meeting.
- Provide additional or updated materials for member binders and manage production of new binders for the next leadership team.
- Advises and assists the Communications Officer with all marketing requests (digital and print) and additional communications efforts with the board via social media.
- Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.
- Responsible for acquiring new donors and donations (monetary/in-kind) and reporting donations to Outreach Officer.

Treasurer

- Oversees the BHCyp budget by reviewing officer budgets for events and approving expenses. Works with BHC staff to make sure officers collect necessary paperwork from vendors before approving payment.
- Works with leadership to set fundraising goal for the year.
- Manages donation collection at various events.
- Produces financial summary from each event to the Chair and Vice Chair for post-event reports.
- Advises the Outreach Officer.
- Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.
- Responsible for acquiring new donors and donations (monetary/in-kind) and reporting donations to Outreach Officer.

Signature Event Officer

- Heads the planning of BHCyp's signature event
- Reports to Chair.
- Develops event plan: Goals, target audience, contacts (venues, speakers, sponsors, volunteers, emergency list), estimated attendance, fundraising goal, anticipated expenses (monetary and BHC staff time), marketing needs, day-of timeline, etc.), and communications plan for follow-up (including a survey).
- Presents brief report with updates and needs at monthly board meetings.
- Leads board members with planning, delegating responsibility, and serves as point of contact during the event, managing volunteers (which includes board members and BHC staff).

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- Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.
- Responsible for acquiring new donors and donations (monetary/in-kind) and reporting donations to Outreach Officer.

Outreach Officer

- Arranges social events (to include 10% nights or benefits) for board members and friend-raising opportunities. These events should build camaraderie among members, raise the profile of BHCyp, and/or benefit BHC residents or partners.
- Coordinates volunteer events working with BHC staff to identify volunteer needs and plan events.
- Reports to Treasurer.
- Works with members and BHC staff to select BHCyp merchandise to wear at various BHC and BHCyp events.
- Takes the lead on identifying new donors and business/industry partners for donations or in-kind contributions to benefit BHC residents and BHCyp events.
- Working with the Chair, sends or delegates acknowledgement letters/calls/emails after each event.
- Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.

Special Projects Officer

- Head of special projects including, but not limited to, the Church Hill Pocket Park and BHCyp mini tour.
- Reports to Vice-Chair.
- Review and develop timeline and plan of execution: Goals, target audience, contacts (venues, speakers, sponsors, volunteers, emergency list), estimated attendance, fundraising goal, anticipated expenses (monetary and BHC staff time), marketing plan (before, during and after) with deadlines, day-of timeline, etc.), and communications plan for follow-up (including a survey).
- Delegates tasks to board members and works with BHC staff.
- Presents brief report with updates and needs at monthly board meetings.
- Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.
- Responsible for acquiring new donors and donations (monetary/in-kind) and reporting donations to Outreach Officer.

Communications Officer

- Head of all marketing and external/internal communications (excluding meeting minutes).
- Reports to Secretary.

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Leadership Descriptions

- Works with other members to determine marketing needs for events and develop detailed marketing plan (print, digital, etc.) and timeline for review and approval. Work with BHC staff to develop design options, and meet printing and event deadlines.
- Manages BHCyp Facebook group for internal updates, submits BHCyp-related content to BHC staff for posting on BHC page, and regularly checks and submits updates to BHC staff for BHCyp page on betterhousingcoalition.org.
- Develop marketing piece to advertise BHCyp and attract new members.
- Presents brief report with updates and needs at monthly board meetings.
- Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.
- Responsible for acquiring new donors and donations (monetary/in-kind) and reporting donations to Outreach Officer.