



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: \_\_\_\_\_

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

BHCyp needs members from all sectors with diverse skill sets to accomplish annual goals. Some specific areas in which we are looking for experience include advocacy, event planning/promotion, fundraising, volunteerism, social media, graphic arts, data collection/research, and housing/urban development. Do you have experience in one or more of these areas or do you wish to gain experience in one or more of these areas?

In addition to regular meetings, BHCyp has three active projects: the Church Hill bike/walking mini-tour, the Little Free Library project, and the Gingerbread House Challenge. Which of these most interests you and/or what ideas do you have for one or more of these initiatives in the coming year?



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## New Member Application

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

Please list other volunteer commitments.

How did you learn about BHCyp?

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

Generally, what time of day are you able to meet? (Check all that apply)

Mornings 8:30AM-10AM       Lunchtime 11:30AM-1PM       Evenings 6-7:30PM

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

Mondays       Tuesdays       Wednesdays       Thursdays

List any comments about meeting times and location here.

BHCyp aims to prepare members for Board service in our community. Do you have recommendations for speakers and/or topics to cover that are of interest to you for your personal or professional development?



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## **New Member Application**

Please provide any additional comments here.

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



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## TENTATIVE 2020 Activity Schedule

### January – 2 hour meeting

- BHCyp Meeting
  - Introductions, orientation & bylaw review
  - Leadership vote
  - 2019 goal setting and planning

### February

- BHCyp Meeting
  - Board development
  - Officers present 2019 work plan
  - Mini tour planning
  - Little Free Library (LFL) planning
- BHC Events
  - Donor appreciation gift delivery

### March

- BHCyp Meeting
  - LFL planning
  - Mini tour planning
  - Volunteer project or happy hour

### April

- BHCyp Meeting
  - Mini tour planning
  - Gingerbread Challenge event planning

### May

- BHCyp Meeting
  - Mini tour recap
  - Gingerbread Challenge event planning
  - LFL planning
- BHC Events
  - BHCyp Mini Tour

### June

- BHCyp Meeting
  - Gingerbread Challenge event planning
  - Mid-year check-in survey

### July

- BHCyp Volunteer or Happy Hour Event
  - Paper meeting
  - Gingerbread Challenge event planning

### August

- BHCyp Virtual Meeting
  - Gingerbread Challenge event planning
- BHC Events
  - Volunteer- National Night Out

### September

- BHCyp Meeting
  - Board development
  - Gingerbread Challenge event planning
- BHC Joint Board Meeting

### October

- BHCyp Meeting
  - Gingerbread Challenge event planning

### November

- BHCyp Meeting
  - Gingerbread Challenge event recap
- BHC Events
  - BHCyp Gingerbread House Challenge

### December

- Volunteer or Happy Hour

Note: All meetings are 1.5 hours long beginning at 6PM unless otherwise noted. Dates and locations will be determined after the 2020 BHCyp Board is announced.



## 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 and 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.
- Make an annual gift and find opportunities to contribute financially to BHC throughout the year as well as encourage opportunities to your network.

### 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.



## Leadership Descriptions

### Chair – Must be a returning member

- Presides over and facilitates all board meetings. Responsible for keeping the meeting on schedule and according to the agenda.
- Serve as point of contact between BHCyp and BHC staff and the BHC Board of Directors' BHCyp Chair.
- Advises Vice Chair, Secretary, and Gingerbread House Challenge Chair on their responsibilities and assists with planning and execution of project and events to achieve Board-directed goals.
- 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 their 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 any time with a 2/3-majority vote of the board membership.
- Seeks out donations (monetary/in-kind) for BHCyp/BHC projects/initiatives and cultivates relationships with new donors.
- Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.

### Vice Chair

- Reports to 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.

- Advises the Special Events Officer, Special Projects Officer, and Bike Tour Chair, on their responsibilities and assists with planning and execution of project and events to achieve Board-directed goals.
- Leads membership engagement activities including assigning Board Buddies for new members, facilitating mid-year check-ins and following up with members.
- Engages with board members and creates opportunities to build community and connection between board members.
- Seeks out donations (monetary/in-kind) for BHCyp/BHC projects/initiatives and cultivates relationships with new donors.
- Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.



## Leadership Descriptions

### Secretary

- Reports to Chair
- Ensures that all records and minutes from all meetings and proceedings are properly kept and maintained using Board Effect. Minutes shall be shared with the board within one week following the most recent meeting.
- Creates meeting agenda with input from Executive Committee and posts no later than three days prior to a meeting via email and Board Effect.
- Plans professional development for the board by identifying guest speakers for monthly meetings and other opportunities. Collect all materials needed and gather feedback from members post-meeting.
- Tracks meeting attendance in Board Effect.
- Seeks out donations (monetary/in-kind) for BHCyp/BHC projects/initiatives and cultivates relationships with new donors.
- Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.

### Gingerbread House Challenge Chair

- Reports to Chair
- Heads the planning of BHCyp's signature event
- Develops event plan with the assistance of BHC staff: 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).
- Seeks out donations (monetary/in-kind) for BHCyp/BHC projects/initiatives and cultivates relationships with new donors.
- Updates job description at the end of each year to accurately reflect responsibilities and any changes adopted.

### Special Events Officer

- Reports to Vice Chair.
- 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.
- Takes the lead on identifying new donors and business/industry partners for donations or in-kind contributions to benefit BHC residents and BHCyp events.



## Leadership Descriptions

### Special Events Officer (cont.)

- 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

- Reports to Vice Chair.
- Head of special projects including, but not limited to, the Church Hill Pocket Park and Little Free Libraries.
- 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).

### Bike Tour Chair

- Reports to Vice Chair.
- Heads the planning of BHCyp's annual May Church Hill Bike Tour.
- Develops event plan with the assistance of BHC staff: 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).
- 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).