



## PRESIDENT

- Voting Board Member
- One year term
- Selected by nominating committee, approved by Board, elected by full membership
- Reports to the McLean County Chamber of Commerce Staff Liaison

**Description:** The President of BNYP is responsible for leading the organization's strategic initiatives in social, service, membership, marketing, and programs; representing the organization within the outside of McLean County Chamber of Commerce; enhancing the growth and stature of the organization; and safeguarding its' activities and assets.

The President chairs the Board and presides at both the board and membership meetings. The President is a non-voting member of the McLean county Chamber of Commerce Board of Directors. The President is responsible for overseeing the organization's budget and related financial processes in coordination with the appropriate liaison from the McLean County Chamber of Commerce. The President is responsible for putting together the agenda for both the Board meetings and the Membership meetings. The President is responsible for overseeing the creation of the Weekly Wednesday Update and effectively communicating all upcoming events to the membership through this document.

This position requires an individual with excellent communication and managerial skills, who is willing and able to commit a substantial portion of his or her time, energy and skill.

The President also is a non-voting member on the McLean County Chamber of Commerce Board of Directors during their term as President.

**Time Required:** The President should expect to spend 20 hours per month attending to BNYP business (including meetings, emails, conference calls, and special events). It is expected that the President's employer understands and supports this commitment.

**Qualifications:** Minimum of two (2) years active engagement in the McLean County BNYP organization and a member in good standing of the McLean County Chamber of Commerce. Preferred to have one (1) year on the BNYP board when elected.



## PRESIDENT-ELECT

- Voting Board Member
- One year term as President-Elect, followed by one year term as President
- Selected by nominating committee, approved by Board, elected by full membership
- Reports to the President of BNYP

**Description:** The President-Elect of BNYP is responsible for supporting the President and the rest of the Board in the organization's strategic initiatives of social, service, membership, marketing, and programs; represents the organization within the outside of the McLean County Chamber of Commerce; and enhances the growth and stature of the organization.

The President-Elect serves on the Board and attends both the board and membership meetings. The President-Elect may serve on one or multiple committees for BNYP and is also responsible for the planning and implementation of the ICE Mixer (formally Winter Dinner) which is held in January. The President-Elect may be called on to preside over meetings or facilitate other duties when the President is absent and may take over as Interim President for an extended period of time, if needed.

This position requires an individual with excellent communication and managerial skills, who is willing and able to commit a substantial portion of his or her time, energy, and skill. The President-Elect must understand and accept that they are committing to serving as the President the following year.

**Time Required:** The President-Elect should expect to spend 15 hours per month attending to BNYP business (including meetings, emails, conference calls, and special events). It is expected that the President-Elect's employer understands and supports this commitment.

**Qualifications:** Minimum of two (2) year active engagement in the BNYP organization and a member in good standing of the McLean County Chamber of Commerce. The President-Elect should take an active role on a Committee to gain experience prior to accepting this position and committing to their future role as President.



## SOCIAL CHAIR

- Voting Board Member
- One year term
- Selected by nominating committee, approved by Board, elected by full membership
- Reports to the President of BNYP Professionals

**Description:** The Social Chair of BNYP is responsible for planning and running socials in addition to leading sub-committees for specific larger events. It is not required, but encouraged to have one social per month and to include a wide variety of activities.

The social Chair oversees and manages a Social Committee, which is comprised of a group of volunteers from BNYP general membership. The Social Chair is responsible for organizing and running the Social Committee, determining appropriate structure and staffing related needs, and being the liaison between the Social Committee and the BNYP Board.

This position requires an individual with excellent communication and leadership skills, who is willing and able to commit a portion of his or her time, energy, and skill.

**Time Required:** The Social Chair should expect to spend 10 hours per month attending to BNYP business (including meetings, emails, conference calls, and special events). It is expected that the Social Chair's employer understands and supports this commitment.

**Qualifications:** Minimum of one (1) year active engagement in the BNYP organization and a member in good standing of the McLean County Chamber of Commerce.



## SERVICE CHAIR

- Voting Board Member
- One year term
- Selected by nominating committee, approved by Board, elected by full membership
- Reports to the President of BNYP

**Description:** The Service Chair of BNYP is responsible for leading the organization's strategic initiatives in Service events; representing the organization within and outside the McLean County Chamber of Commerce; enhancing the participation of the organization in the community for which the members live.

The Service Chair is a voting Member of the BNYP Board and attends both the Board and general membership meetings.

The Service Chair oversees and manages a Service Committee, which is comprised of a group of volunteers from BNYP general membership. The Service chair is responsible for organizing and running the Service Committee, determining appropriate structure and staffing related needs, and being the liaison between the Service Committee and the BNYP Board.

This position requires an individual with excellent communication and leadership skills, who is willing and able to commit a portion of his or her time, energy, and skill.

**Time Required:** The Service Chair should expect to spend 10 hours per month attending to BNYP business (including meetings, emails, conference calls, and special events). It is expected that the Service Chair's employer understands and supports this commitment.

**Qualifications:** Minimum of one (1) year active engagement in the BNYP organization and a member in good standing of the McLean County Chamber of Commerce.



## PROGRAM CHAIR

- Voting Board Member
- One year term
- Selected by nominating committee, approved by Board, elected by full membership
- Reports to the President of BNYP

**Description:** The Program Chair of BNYP is responsible for securing monthly speakers, and finding the location of each meeting. The Program Chair is also responsible for leading the Program Committee.

The program Chair is a voting Member of the BNYP Board and attends both the Board and general membership meetings.

The Program Chair oversees and manages a Program Committee, which is comprised of a group of volunteers from BNYP general membership. The Program Chair is responsible for organizing and running the Program Committee, determining appropriate structure and staffing related needs, and being the liaison between the Program Committee and the BNYP Board.

This position requires an individual with excellent communication and leadership skills, who is willing and able to commit a portion of his or her time, energy, and skill.

**Time Required:** The Program Chair should expect to spend 10 hours per month attending to BNYP business (including meetings, emails, conference calls, and special events). It is expected that the Program Chair's employer understands and supports this commitment.

**Qualifications:** Minimum of one (1) year active engagement in the BNYP organization and a member in good standing of the McLean County Chamber of Commerce.



## MEMBERSHIP CHAIR

- Voting Board Member
- One year term
- Selected by nominating committee, approved by Board, elected by full membership
- Reports to the President of BNYP

**Description:** The Membership Chair of BNYP is responsible for leading the organization's strategic initiatives in Membership events; representing the organization within and outside McLean County Chamber of Commerce; enhancing the participation of the organization by attracting members of the community and Chamber.

The Membership Chair is a voting Member of the BNYP Board and attends both the Board and general membership meetings.

The Membership Chair oversees and manages a Membership Committee, which is comprised of a group of volunteers from BNYP general membership. The Membership Chair is responsible for organizing and running the Membership Committee, determining appropriate structure and staffing related needs, and being the liaison between the Membership Committee and the BNYP Board.

This position requires an individual with excellent communication and leadership skills, who is willing and able to commit a portion of his or her time, energy and skill.

**Time Required:** The Membership Chair should expect to spend 10 hours per month attending to BNYP business (including meetings, emails, conference calls, and special events). It is expected that the Membership Chair's employer understands and supports this commitment.

**Qualifications:** Minimum of one (1) year active engagement in the BNYP organization and a member in good standing of the McLean County Chamber of Commerce.



## MARKETING CHAIR

- Voting Board Member
- One year term
- Selected by nominating committee, approved by Board, elected by full membership
- Reports to the President of BNYP

**Description:** The Marketing Chair of BNYP is responsible for developing, implementing, and maintaining internal and external communication and materials that support the mission of BNYP. This includes being responsible for BNYP's, social media, website, promotional items, Weekly Wednesday Update email communications, and documentation (including photography) of all BNYP events and activities. All messages should be consistent with Chamber marketing and social media guidelines.

The Marketing Chair is a voting Member of the BNYP Board and attends both the Board and general membership meetings.

The Marketing Chair oversees and manages a Marketing Committee, which is comprised of a group of volunteers from BNYP's general membership. The Marketing Chair is responsible for organizing and running the Marketing Committee, determining appropriate structure and staffing related needs, and being the liaison between the Marketing Committee and the BNYP Board.

This position requires an individual with excellent communication and leadership skills, who is willing and able to commit a portion of his or her time, energy, and skill.

**Time Required:** The Marketing Chair should expect to spend 10 hours per month attending to BNYP business (including meetings, emails, conference calls, and special events). It is expected that the Marketing Chair's employer understands and supports this commitment.

**Qualifications:** Minimum of one (1) year active engagement in the McLean County BNYP organization and a member in good standing of the McLean County Chamber of Commerce.



## CHAMBER STAFF LIAISON

- Non-Voting Board Member
- Title: Membership Services Manager
- On-going
- Employed by the McLean County Chamber of Commerce
- Reports to the CEO of the McLean County Chamber of Commerce

**Summary of Responsibilities:** This position serves as an intermediary between the McLean County Chamber of Commerce and BNYP. As a Division of the Chamber, the Liaison will be an ex-officio member of the Division's Board of Directors.

### Principal Duties and Responsibilities:

- Distributes weekly email communications (Weekly Wednesday Update) which is provided to the Staff Liaison by the Marketing Chair.
- Maintains petty cash for approved minor operating expenses.
- Works with Chamber Finance Manager for collection of dues, invoicing and Division finances, and provides said data to the Division's Board upon request.
- Maintains accurate membership data for the Division through the Chamber's internal operating system and provides said data to the Division's Board in an EXCEL format upon request.
- Accepts and processes applications for membership to the Division.
- Coordinates election of Board Members, including creation and distribution of ballot, collection of Member votes and distribution of necessary information to the Board and Nominating and Tally Committee.
- Attends all Division Board meetings and other general membership, leadership and special event meetings as necessary and when possible.
- Ensures the Division operates under the Chamber's By-Laws mission and policy manual.
- Transcribes copies of the Division Board meetings minutes and maintains on file in the Chamber office for historical records.
- Assist in coordination of venues for approved Member events, including but not limited to the ICE Mixer (formally known as Annual Winter Dinner), monthly general membership meetings and various social gatherings.