

Young Professionals of Houston Library Foundation Policies

1.0 - Purpose of the Policies

The policies set forth in this document have been written in order to maintain a productive, progressive group of general members and Executive Committee members.

2.0 - Mission

All general members and Executive Committee members must agree to advance the mission of the Young Professionals to the best of their ability.

The mission of the Young Professionals Group is to increase opportunities for young leaders, to build relationships, expand their skills, and advance their careers while advocating and volunteering to advance the mission of Houston Library Foundation: uniting partners who value lifelong learning.

3.0 - General Member Policy Compliance

All members must be in good standing to maintain their position with the Young Professionals of Houston Library Foundation.

4.0 - General Member policies

General members must be in compliance with the following rules:

- 4.1** - Attend a minimum of 6/12 monthly meetings.
- 4.2** - Yearly payment of the membership dues in March of each year.
- 4.3** - Contribute, in some capacity, to 2/4 Young Professionals of Houston Library Foundation signature initiatives. Contributions can include one or more of the following activities depending on the initiative: volunteering, planning, advertising, ticket sales.
- 4.4** - Treat all members with respect.
- 4.5** - Maintain a high standard of professionalism at all times.
- 4.6** - General members will strive to support the Executive Committee, Houston Library Foundation and the greater community.

5.0 - General Member Failed Compliance

Any member that fails to maintain compliance with the rules listed above is subject to have their membership revoked by the Young Professionals Chair or the Houston Library Foundation Development Manager.

Proof of failure to comply must be submitted to the Executive Committee and the Houston Library Foundation Development Manager in order to follow through with the removal of a general member.

6.0 - Executive Committee Member Policy Compliance

All Executive Committee members must be in good standing to maintain their position with the Young Professionals of Houston Library Foundation.

7.0 - Executive Committee Member Policies

Executive Committee members must be in compliance with the following rules:

- 7.1** - Attend a minimum of 8/12 monthly meetings.
- 7.2** - Yearly payment of the membership dues in March of each year.
- 7.3** - Fulfill all designated duties set forth in Article 8 that apply to the position that Executive Committee member holds.
- 7.4** - Treat all members with respect.
- 7.5** - Maintain a high standard of professionalism at all times.

8.0 - Executive Committee Roles and Responsibilities

8.1 - Roles on the Executive Committee include Chair, Vice Chair, Community Engagement Director, Secretary, Events Director, and Social Media/Marketing Director. Descriptions of the roles and related responsibilities can be found below.

9.0 - Chair

Responsibilities include:

- 9.1** - Ensuring that all signature initiatives throughout the year are appropriately planned and executed.
- 9.2** - Ensuring that all activities within the Young Professionals drive the mission of the group and remain in line with the mission and philosophies of the Houston Library Foundation.
Sharing the results of all signature initiatives with Houston Library Foundation staff and Board of Directors.
- 9.3** - Gathering the budget from the Houston Library Foundation Development Manager at the beginning of the fiscal year and working with Executive Committee members to allocate funds for the year.
- 9.4** - Presiding over Young Professionals and Executive Committee meetings.
- 9.5** - Presiding over all Young Professionals elections.
- 9.6** - Remaining actively informed of all activities taking place within and being run by the Young Professionals.
- 9.7** - Working with each member of the Committee to ensure that they are adequately supported and equipped to succeed in their position.
- 9.8** - Intervening to help Committee members fulfill their duties when necessary.
- 9.9** - Making all amendments to the Young Professionals that have been reviewed and voted on by the Committee.
- 9.10** - Ensuring that each member of the Young Professionals has access to an up to date version of the policies.

10 - Vice Chair

Responsibilities include:

- 10.1** - Booking the locations for all Young Professionals meetings.
- 10.2** - Sending meeting invitations for all Young Professionals meetings.
- 10.3** - Working with the Chair to plan member events and development opportunities.

10.4 - Maintaining a detailed yearly calendar that chronicles all Young Professionals signature events and activities.

10.5 - Working closely with the Secretary to ensure that all members remain in good standing.

10.6 - Preside over committee meetings in the event that the Chair is absent.

10.7 - Remaining in close communication with the Chair to ensure that all signature initiatives are running as planned.

11 - Community Engagement Director

Responsibilities include:

11.1 - The planning, management and execution of non-ticketed signature initiatives that directly involve, engage and serve members of the public.

11.2 - Serving as the liaison for initiatives that require volunteers outside of Houston Library Foundation members.

11.3 - Serving as the chief resource for areas and resources that the Young Professionals should tap into within the broader community.

11.4 - Tracking and measuring the success of community focused initiatives and presenting findings after each initiative to the Executive Committee in a timely fashion.

12 - Secretary

Responsibilities include:

12.1 - Managing the sign in sheet at each meeting and keeping a detailed Excel sheet that details the attendance record of each general member and Executive team member and alerting the

12.2 - Chair of any member that is failing to comply.

12.3 - Maintaining an email list of all current members.

12.4 - Keeping a detailed record of the members that have and have not submitted their yearly membership dues and alerting the Chair of any member that is failing to comply.

12.5 - Gathering membership dues and sending funds raised from dues to the Houston Library Foundation Treasurer.

12.6 - Taking detailed notes of all new business and old business discussed at monthly meetings.

12.7 - Making note of any topics voted on by the Committee.

13 - Events Director

Responsibilities include:

13.1 - The planning, management and execution of all ticketed signature events.

13.2 - Presenting an event proposal to the Chair & Vice Chair in advance of all events.

13.3 - Assembling a team of members to volunteer and fulfill all duties necessary to execute events from beginning to end.

13.4 - Keeping a detailed record of expenses incurred for events.

13.5 - Working closely with the Social Media/Marketing Director and Chair to ensure that all events are appropriately advertised.

13.6 - Measuring the financial, social and cultural impact of events and presenting findings to the Committee in a timely fashion.

14 - Social Media/Marketing Director

Responsibilities include:

14.1 - Partnering with the Houston Library Foundation Marketing Manager and Chair to ensure that all of the Young Professionals accounts are updated with a steady stream of high-quality content.

14.2 - Maintaining a list of subscribers to Young Professionals events and activities and sending relevant campaigns to the list.

14.3 - Working with the Events Director to ensure that all forthcoming events are appropriately advertised.

14.4 - Presenting all strategies and marketing plans to the Chair and Vice Chair before they are executed.

14.5 - Measuring the growth of all Young Professionals social accounts and the effectiveness of email campaigns.

15 - Executive Committee Member Term Cycles & Elections

There will be no official elections for any Executive Committee roles until January of 2022.

Executive Committee members hold their roles on a voluntary basis. Should any member choose to leave their role, the Chair should be informed and the Chair will elect a new member to fill the role.

16 - Executive Advisor

After the Chair has served for a full term they will have the opportunity to accept or bypass the position of Executive Advisor. They will serve for a full term that follows the same cycle as the Chair. The Executive Advisor will serve as an active member of the Executive Committee and retains the right to vote on all issues brought to the committee. The purpose of the Executive Advisor is providing counsel to the Executive Committee on a collective and individual basis. They should be abreast of all committee initiatives, plans and events.

17 - Executive Committee Member Policy Failed Compliance

Any Executive Committee member that fails to comply with the terms set forward is subject to be removed from their position by the Chair or the Houston Library Foundation Development Manager.

18 - Amendments and Proposed Policies

In March of each year, the Executive Committee will review the policies. Policy amendments and new policies can be proposed and accepted with a majority vote. If changes are made, the Chair will revise the policies and the Vice Chair will distribute and collect signed versions of the document from all active members.