

## **ALAMO YOUNG GOVERNMENT LEADERS**

ALAMO YGL consists of community members actively seeking employment or currently employed by federal, state, local government, or other government affiliated organizations. There are no age or grade requirements. Our members do not come to YGL events just to trade business cards and walk away. They come for the opportunity to build lasting relationships with peers, colleagues, and mentors from various organizations to identify potential solutions for significant challenges the government faces in the near and long term. YGL encourages members to get involved, make a difference, and develop their leadership competencies. Concurrently, members are encouraged to have fun, develop long lasting friendships, and make a real difference in the business of government and the community.

**VISION:** A premier organization that creates opportunities for personal and professional development through relevant learning initiatives, meaningful community service, and deliberate mentoring to prepare aspiring leaders.

**PURPOSE:** The ALAMO YGL Chapter is a volunteer organization of professional men and women employed by or for the government who are “young” in their service and or “fresh” in their perspective. We are dedicated to developing, strengthening, and invigorating the public service community by creating opportunities for networking, strategic partnerships, and training with an emphasis on personal development, local outreach, and mentorship.

**MISSION:** To inspire transformation through collaboration of meaningful partnerships with current and future federal, state, city, and industry leaders in the San Antonio area to include Austin, and surrounding counties.

## **VACANT BOARD POSITION DESCRIPTIONS**

### **SECRETARY**

The YGL Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet chapter requirements, and to enable authorized persons to determine when, how, and by whom the YGL Board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the Board, fulfills any other requirements determined by the Board, and performs other duties as the need arises and/or as defined in the by-laws. The Secretary shall as directed by the President send out any necessary emails to the membership regarding upcoming meetings and/or events that the general membership is invited. He/She may be one of the officers required to sign the checks and drafts of the organization. He/She shall present to the membership at any meetings any communication addressed to him/her as Secretary of the organization. The Secretary shall send an e-mail to every member in good standing at his or her preferred address as it appears in the membership roll book; a notice telling the time and place of such quarterly meeting. The Secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. The YGL Secretary signs a copy of the final,

approved minutes and ensures that this copy is maintained in the official records. It shall be his/her duty to file any certificate required by any statute, federal or state.

#### **CHIEF LEARNING OFFICER OR PROFESSIONAL DEVELOPMENT CHAIR**

The Chief Learning Officer (CLO) shall be responsible for aligning the development of our members with broad professional and agency goals. The training and development opportunities will meet the requirements for award of Continuing Professional Education (CPE) along with other career specific certification where appropriate. In addition he/she will oversee a mentorship program to develop, promote, and sustain career progression and broadening opportunities. The plan will include training for mentees to ensure he/she understands the rules of engagement in managing expectations. He/She maintains contact with program participants to ensure mentorship relationship is active and beneficial. Assesses professional development programs/seminars/training to measure return-on-investment and to ensure members' interests are being addressed. Once annually the CLO will develop a written summary of all professional development for inclusion into the President's annual report.\*\*

#### **MEMBERSHIP CHAIR**

The Membership Chair shall create and maintain a budget for the organization as agreed upon by the President and Vice President of the Executive Board. He/She shall also maintain accurate information on membership rosters, roles, and responsibilities along with in-depth knowledge of accessible programs provided by YGL. The Membership Chair shall develop a written summary of the number of members, members added per month and any other activities performed by his/her position, including, lessons learned for the calendar year, for inclusion in the President's annual report. (Some duties may overlap with PA/CIO duties as described)\*\*

**\*\*Chair Specific Job Duties:**

- 1) Oversee the entire event and/or planning process.
- 2) Appoint and/or encourages volunteers to take responsibility of certain event/planning components.
- 3) Provide ongoing motivation for committee members, insuring that work is progressing and enthusiasm is high.
- 4) Ensure that communication between committee members is active, productive and positive.
- 5) Coordinate ongoing committee meetings and fosters an environment that encourages creativity and the development of new and exciting ideas.
- 6) Develop work plan and agenda for the committee to stay on task
- 7) Act as liaison between the stakeholders, members, and sponsors
- 8) Responsible for presenting financial requirements to President/Vice President.
- 9) Develop leaders from within the committee who may be enlisted to chair the event in future years.
- 10) Send "thank you" letters or notes to all individuals and businesses providing sponsorship, in-kind donations, volunteers, committee members, etc.

## VACANT COMMITTEE POSITIONS

Form part of our following committees:

- Professional Development Committee
- Community Events Committee
- Public Affairs Committee
- Networking Committee
- Membership Committee