

## FRESNO YMF – Officer and Chair Duties

### Past President: (Executive Director)

- Supports the YMF president.
- Offers experience and knowledge to the group and keeps contact with the San Francisco Section and Fresno Branch.
- Helps prepare annual report.

### President:

- Main contact for most group relations.
- Prepares the agenda, heads the meetings, and oversees YMF activities.
- Collects items and helps prepare the annual report.
- Attends WRYMC as the official delegate.
- Becomes Past President the following term.
- Reserves meeting location for monthly meeting.
- Creates new chair and co-chair positions as deemed necessary.

### Vice President (President-Elect):

- Oversees and coordinates with all officers with status of activities and events.
- Supports and helps the president with the coordination of the YMF group.
- Acts on the president's behalf in the president's absence.
- Becomes President the following term.

### Secretary:

- Takes notes during the meetings and prepares the minutes.
- Keeps records of all the meeting minutes, any letters, copies of the Website, and flyers of events.
- The minutes are sent to the President and ultimately to the Website chair to update the information on the website.
- This may be a co-chair position if not all meetings can be attended.

### Treasurer:

- Maintains and facilitates all YMF financial duties.
- Keeps accurate records of account deposits and expenses for the group.
- Pays bills and reimburses membership for YMF expenses.
- Files the bank statements, bank deposit receipts, receipts of expenses, and any other miscellaneous details needed to keep accurate records of the YMF accounts.
- Currently there is a main banking account that is maintained by the treasurer. The account is a Checking Account which resides with Bank of America.
- Submits an annual expense report and account balances report in November to the Fresno Section.
- Pays the website domain registration when it comes due.
- Creates Square payment pages when required.

#### Website Chair:

- Administers and updates the Website on a regular basis.
- Website information includes: event information, meeting information, event photos, Golf Tournament information, calendar updates, monthly meeting minutes, and other information as requested by officers.

#### Social Media Chair:

- Administers and updates the Social Media accounts (currently, Instagram and Facebook).
- Before the event: creates event flyers, posts advertisements for upcoming events and creates Facebook Event
- After the event: posts recap and photos of the event.

#### Communications Chair:

- Maintains membership database for email newsletters.
- Sends out upcoming event emails.
- Creates ConstantContact event pages when required.

#### Golf Tournament Chair:

- Coordinates annual golf tournament: heads golf tournament committee and coordinates with Lyles College of Engineering Alumni Association representatives.
- Facilitates golf tournament duties including soliciting for players and sponsors, coordination with golf course and recipient charity, forms committees for solicitation of prizes, tournament raffle, production of hole sponsor signs, and registration booth.
- Also coordinate YMF members on "day-of" activities. MC'ing for banquet/raffle.

#### Community Outreach Chair:

- Coordinate community outreach activities such as Toys for Tots, food drives, family sponsorship, rivertree volunteers.
- Seeks local outreach opportunities.

#### Activity Chair:

- Coordinates social activities including location, food, cost, and overall logistics.
- Provides new activity ideas.
- Assists in determining the annual budget.

#### K-12 Outreach Chair:

- Performs outreach to Kindergarten through 12th Grade students.
- Coordinates with local schools/school districts for outreach activities.

#### Historian:

- Takes photos at events and uploads to Google Drive.