



**YOUNG PROFESSIONAL NETWORK
BOARD OF DIRECTORS
ROLES AND RESPONSIBILITIES**



GOVERNANCE

The Initiatives set forth by Innovative Entrepreneur Inc., NFP Young Professional Board, are driven by the vision of the General Board of Directors, and influenced by the organizations vision. The vision of Innovative Entrepreneur Inc., NFP is to envisage a world where aspiring business owners are partners in the business ecosystem through means of ownership.

The Young Professionals Board (YPB) of Innovative Entrepreneur Inc., NFP, seeks to broaden its reach to engage talented young professionals, where we as an organization we promote the growth and development of Chicagoland's future philanthropic leaders.

INNOVATIVE ENTREPRENEUR INC., NFP

Innovative Entrepreneur, Inc., NFP teaches the fundamentals of Entrepreneurship, Innovation and Business Development. Instruction is implemented through teaching the components of a business plan. By the conclusion of the program, students will have created full-scale business plans curated from ideas generated during sessions.

INNOVATIVE ENTREPRENEUR INC., NFP (YPB)

Innovative Entrepreneur Inc., NFP YPB is comprised of members between the ages of 25 and 45. Members' primary motivation for joining the YPB is to become more involved in the work of Innovative Entrepreneur Inc., NFP and the business ecosystem at-large. Successful members share certain other characteristics: the desire to work with others interested in charitable work within a business-education and entrepreneurship setting; the desire to connect to the broader secular community; and a renewed interest in personal and professional growth.

Members chosen to serve on the Executive Committee, and those desiring to serve at-large, will have established professional careers, and recognize this Board as a way of gaining momentum in the arena of community service and leadership. Members can also be in the initial stages of their careers in business, finance, government, education, the arts, and the nonprofit sector – to name a few. There are no professional or education restrictions upon Young Professional Board membership consideration or service, however to be involved in executing instruction, certain education and/or professional training and expertise, is required.

Members benefit by taking part in hands-on fundraising, volunteer and networking opportunities, provided through the organization.



Executive Committee

The Young Professional Executive Committee directs and provides leadership in areas of membership, recruiting, outreach, and fundraising. As representatives of the Young Professionals, the Executive Committee assists in the implementation of goals and objectives, and fulfillment of its mission. As the primary governing/advising body of the Young Professionals, the Executive Committee also has the responsibility to establish and evaluate membership guidelines, recruitment, and education, all to the best interest of programming at-large, and executing the mission of Innovative Entrepreneur Inc., NFP.

The Executive Committee includes a President (appointed by the Chairman of the Board of Innovative Entrepreneur Inc., NFP), Secretary, Treasurer, multiple Executive Chairs, who all seek to build a cohort of members-at-large that share a passion reflecting the overall mission.

Executive Committee members must be present for all monthly meetings, attend events and service days, and promote the mission of the organization to their personal networks via word of mouth and through their professional social media channels (LinkedIn especially).

Executive Committee members, must also be willing to act as brand ambassadors for the organization-at large, along with YPB activities. This is all reflective of their passion for the mission of the organization. Executive Committee Members must share Program matters of Innovative Entrepreneur Inc., NFP, along with doing so, for the Young Professional Board activities.

ROLES AND RESPONSIBILITIES

President

The President of the Innovative Entrepreneur Inc., NFP Young Professional Board (appointed by The Chairman of The Board for Innovative Entrepreneur Inc., NFP, is responsible for providing executive leadership in all decision-making, promoting and advancing the mission and goals of the organization, positively representing the organization during all meetings and events, and cultivating relationships with business and community leaders.

Tasks include:

- Advising Executive Chairs and overseeing committee progress toward goals
- Attending networking events or presentations on behalf of Innovative Entrepreneur Inc., NFP
- Convening Executive Committee on monthly basis with prioritization on goals, outcomes, and deliverables
- Reporting to the Board of Directors
- Maintaining timely communication with Secretary and assisting with creation of meeting agendas.

Secretary

The Secretary of the Innovative Entrepreneur Inc., NFP Young Professional Board is responsible for internal communications to the Executive Committee and other active members. Secretary will work in close contact with the recruitment chair to ensure that all member contact information is up to date and that all members are receiving Innovative Entrepreneur Inc., NFP accurate and timely information.

Tasks include:

- Documenting and distributing meeting minutes in a timely manner
- Working with event, service, and social chairs to communicate information to members regarding fundraising events, service opportunities, upcoming meetings, and happy hours.

Treasurer

The Treasurer of the Innovative Entrepreneur Inc., NFP Young Professional Board is responsible for managing the group's budget (income and expenses), processing all in-kind donations and revenue through the OFFICE OF THE CHAIRMAN development office in a timely manner, and maintaining fiscal health.

Tasks include:

- Providing an update/financial statements at each Executive Committee meeting
- Working directly with the OFFICE OF THE CHAIRMAN Development Associates to process expenses and revenue and generate donor recognition in a timely manner.
- Creating brief cost/benefit analysis for potential fundraising events.
- Researching and soliciting potential sponsors for events or service activities.

Recruitment Chair

The Innovative Entrepreneur Inc., NFP Young Professional Board Recruitment Chair is responsible for cultivating relationships with new members, stewarding them appropriately within the group based on their skills and interests, and reaching out to members who receive communications but are not active in the group.

Tasks include:

- Attending recruiting and networking events in the community where young professionals are in attendance
- Keeping accurate and up to date records of all new or interested members and working with the secretary to ensure they are receiving appropriate communications
- Identifying skill sets and interest areas for each new or interested member
- Stewarding new members by encouraging them to attend meetings
- Promote and advance the mission of the organization to new members using approved marketing materials.
- Work together with the President to be the face of the Young Professionals in the community.
- Reaching out in a timely manner to interested members following social events or from email/website inquiries.



Fundraising & Events Chair

The Innovative Entrepreneur Inc., NFP Young Professional Board Fundraising & Event Chair is responsible for coordinating all fundraising events, identifying new opportunities, and working with the treasurer to report on progress toward reaching goals as well as securing in-kind donations and sponsorships.

Tasks include:

- Identifying fundraising opportunities both large and small scale.
- Coordinating the logistics for all fundraising events including venue, timing, and run of show.
- Working with treasurer to determine budget for events and with marketing chair to create promotional materials for events.
- Being the face of fundraising events- i.e. coordinating with representatives from the venue, networking with attendees, stewarding sponsors, etc.

Social Chair

The Innovative Entrepreneur Inc., NFP Young Professional Board Social Chair is responsible for scheduling and organization all social activities, identifying opportunities to socialize with other business young professional groups, increasing morale and promoting network-building.

Tasks include:

- Coordinating all logistics for social events
- Working with the fundraising/event chair to identifying ways to enhance the social event with a fundraising component.
- Working with the marketing chair to promote the social event
- Working with the Secretary to communicate information about the event internally.
- Working with the recruitment chair to make sure all social event attendees are recorded as new/interested members with Innovative Entrepreneur Inc., NFP accurate contact information.
- Being the face of the social event- welcoming all attendees, distributing marketing materials, thanking the venue, maintaining a positive and upbeat atmosphere.

Corporate and Non-Profit Service Chair

The Innovative Entrepreneur Inc., NFP Young Professional Board Corporate & Non-Profit Service Chair is responsible for collaborating with the corporations and nonprofit agencies to coordinate meaningful service activities for Young Professionals members in the community; additionally, identify and foster opportunities and conversations to be involved in corporate gift-matching programs.

Tasks include:

- Serving as the point of foster for all corporate and nonprofit agencies.
- Maintaining communication with corporate and nonprofit contacts about volunteer needs for upcoming events.
- Coordinating service days for all interested members to visit the agency and complete a group service project.
- Developing and Promoting the third-party fundraiser toolkit
- Developing internal and external networks for coordinating supply drives

Social Media/Marketing Chair

The Innovative Entrepreneur Inc., NFP Young Professional Board Social Media/Marketing Chair is responsible for promoting the mission of Innovative Entrepreneur Inc., NFP and the Young Professionals externally through new and traditional media, managing social media Innovative Entrepreneur Inc., NFP accounts, creating marketing materials for social and fundraising events, and documenting all events through photo and video.

Tasks include:

- Creating, Posting and Managing the Content, Comments and Feedback via the Innovative Entrepreneur Inc., NFP, LinkedIn, Facebook and other Professional Social Media accounts.
- Working with fundraising and social chairs to create promotional materials for upcoming events.
- Attending fundraising and social events and taking photographs or video to be included in future marketing materials and on social media.
- Maintaining event calendar for both the Recruitment Chair and YPB events
- Work with recruitment chair to identify new opportunities to spread the word about the IENFP



Verbiage Liaison

The Innovative Entrepreneur Inc., NFP Young Professionals Board Verbiage Liaison is responsible for advising and providing technical (written) assistance for the Young Professionals, while ensuring all communications and events align with the Innovative Entrepreneur Inc., NFP mission and values.

Tasks include:

- Attending all Executive Committee meetings, fundraising events, and social events.
- Providing members with marketing materials and talking points in order to promote the mission to their networks
- Reviewing all communications, both internal and external, to ensure compliance with Innovative Entrepreneur Inc., NFP policies and procedures.
- Advising members on nonprofit structure and governing protocols, especially those specific to Innovative Entrepreneur Inc., NFP
- Working with the President to ensure goals are achieved and group is functioning optimally.
- Coordinating communication between the YPB, OFFICE OF THE CHAIRMAN and Board via The President.
- Supporting Executive Committee Chairs as needed in their responsibilities.
- Ongoing promotion of the mission of Innovative Entrepreneur Inc., NFP, with particular emphasis on the role of the INNOVATIVE ENTREPRENEUR INC., NFP Central Office.

ALL POSITIONS: These positions are held for two (2) years. **If selected, please ensure you can dedicate between 5-10 hours per month to YPB commitments (volunteering, advertising and managing events, attending events and meetings, networking, etc.) plus a monthly one-hour in person meeting.**

Requirements:

- \$150 yearly tax-deductible contribution
- Give/Get for an additional \$350 (for a total commitment of \$500) (Flexible payment options available – Corporate Gift Match Eligible)

Should you be interested in serving on the Executive Committee, please send your resume and position of interest note to chairman@connglobal.com to receive access to the application.