



Procedural Appendix to the GABC Young Professionals Mission and Charter:

Responsibilities may include:

Chair

- Lead the YP steering committee
- Organize regular steering committee meetings: creating the agenda and an action list
- Guide and coordinate subcommittees
- Initiate and facilitate collaborations and partnerships with other external organizations
- Help recruit new committee members/chair and facilitate leadership transitions

Secretary

- Attend YP meetings and write and distribute meeting minutes
- Schedule committee meetings in agreement with committee members

Subcommittees

Social

- Organize regular social events (e.g. monthly Stammtisch) and come up with new event ideas (e.g. one-time events)
- Manage social media platforms
- Hold regular subcommittee meeting and present ideas/progress at YP steering committee meeting

Career Development

- Organize career development events (e.g. expert panel or workshops) and come up with new event ideas (e.g. one-time events)
- Identify potential partners or collaborators
- Hold regular subcommittee meeting and present ideas/progress at YP steering committee meeting

Mentoring

- Maintain Mentoring Program guidance with roles & responsibilities for mentors and mentees
- Organize a mentorship cohort
- Expand the list of mentors and mentees through outreach and networking
- Hold regular subcommittee meeting and present ideas/progress at YP steering committee meeting