**BOARD:**

CHAIR

It shall be the duty of the Chair to serve on and preside over YMG Board of Directors meetings. It shall also be the duty of the Chair to coordinate and oversee all YMG activities, to preside at all meetings of the YMG, to keep the Illinois Section informed of the YMG’s activities, to represent YMG at Illinois Section meetings, to ensure the completion and submittal of the YMG’s Annual Report, and such other duties as are customary and proper for such office. The Chair shall keep administrative and budgetary records for the YMG and report to the Section/Branch annually. It shall also be the duty of the Chair to prepare the Annual Report on behalf of the YMG and submit to the ASCE Illinois Section Board of Directors prior to completing his/her term in office.

Time Commitment: 8 - 12 hours per month

VICE CHAIR

It shall be the duty of the Vice Chair to serve on the YMG Board of Directors and perform all the duties as required during an absence of the Chair. The Vice Chair shall also provide general assistance to the Chair however needed. In the event there is not an elected Director of PE Review, the Vice Chair shall oversee the spring and fall PE Review Course. The responsibility of the creation and printing of the ASCE YMG Punch Card, as well as the tracking of attendees, shall be performed by the Vice Chair as long as the punch card is being utilized by the group.

Time Commitment: 2 - 4 hours per month

TREASURER

It shall be the duty of the Treasurer to serve on the YMG Board of Directors and to manage YMG’s funds. This will include: (1) developing the fiscal year budget; (2) distributing funds for approved expenditures; (3) preparing periodic financial reports to the YMG Board of Directors; (4) keeping and maintaining detailed accounting records; and (5) providing transactional tax information to the Illinois Section of the American Society of Civil Engineers when requested.

Time Commitment: 2 - 4 hours per month

SECRETARY - OPEN

It shall be the duty of the Secretary to serve on the YMG Board of Directors and record minutes at all member meetings as well as YMG Board of Directors meetings and the Annual Meeting. The Secretary shall be responsible for the Director of Communications’ responsibilities should the position not be filled.

Time Commitment: 2 - 4 hours per month

**DIRECTORS:**

AWARDS - OPEN

The Director of Awards serves on the YMG Board of Directors and shall be responsible for assembling and submitting ASCE and community awards nominations. Duties include: help our group and our members gain much-deserved recognition by keeping our Board and general membership informed of upcoming deadlines and requirements for the myriad awards offered by ASCE National and IL Section and helping identify suitable nominees for these awards and guide them through the application process. Time Commitment: 10 - 15 hours per year

COMMUNICATIONS

The Director of Communications serves on the YMG Board of Directors. Duties include: manage and maintain membership data, manage the email account: ymg.ilasce@gmail.com, maintain information on the IL Section website, create a newsletter/announcement and distribute announcements to YMG membership for all member meetings, the annual meeting, and any other information as directed by the YMG Board of Directors. In the event that the Director of Communications chair position is not filled, these responsibilities shall fall upon the Secretary.

Time commitment: 4 - 8 hours per month

SOCIAL MEDIA - OPEN

The Director of Social Media serves on the YMG Board of Directors and shall be responsible for maintaining the group's social media platforms and assists the IL Section social media platforms. Duties include: advertising upcoming YMG events and posting a recap of events with the inclusion of photos from the events. Current active social media accounts include a Facebook page, however additional platforms (Snapchat, Instagram, Twitter, LinkedIn, etc.) can be added at the discretion of the Director and YMG board. The Director of Social Media shall work closely with the Director of Communications and in the event that the Director of Social Media chair position is not filled, these responsibilities shall fall upon the Director of Communications.

Time commitment: 4 hours per month

PE REVIEW

The Director of PE Review serves on the YMG Board of Directors and acts as the liaison between the YMG Board and the main instructor of the ASCE YMG PE Review Course. The course is established and taught but Hussam Alkhatib, however he is unable to attend YMG board meetings. Duties include: creating/updating flyers to advertise the Fall/Spring PE review course, monitoring course registration and questions via PE.Review.YMG@gmail.com account, assisting instructor as needed including ordering course supplies, attending the first review course session to collect payment, assisting with the full-day mock PE exam, and collecting course feedback from students.

Time Commitment: 10 - 16 hours per each 8-week review course.

OUTREACH

The Director of Outreach serves on the YMG Board of Directors and presides over the Outreach Committee. Duties include: organize and manage volunteer programs that demonstrate the YMG’s commitment to community service and the promotion of Civil Engineering to K- 12 students.

Time Commitment: 6 - 8 hours per month.

 *Outreach Committee:*

The Outreach Committee shall organize and manage programs that provide and demonstrate the YMG’s commitment to community service. The Director of Outreach shall appoint a minimum of 2 other members to serve a one-year term. Each appointment shall be approved by the Board of Directors.

Committee participation is voluntary and shall be open to all YMG members in good standing. The Director of Outreach shall preside over the Outreach Committee and communicate committee actions and events with the YMG Board of Directors on a monthly basis.

SOCIAL EVENTS

The Director of Social Events serves on YMG Board of Directors, presides over the Social Events Committee, is responsible for organizing the Annual Bags Tournament (typically held in August), and shall sit on the IL Section Holiday Party Planning Committee. The Annual Bags Tournament is an important event as a social highlight of the year and the main fundraising event for the YMG group. Duties include: organize and manage events to provide opportunities for YMG members to network and build personal and professional relationships, selecting the location, coordinating with the venue, managing registration, and assisting with fundraising. All committee actions and events shall be reported to the YMG Board of Directors on a monthly basis.

Time commitment: 4 hours per month, approx 30 hours per major event

 *Social Events Committee:*

The Social Events Committee assist the Director of Social Events in organizing and promoting events. The committee will consist of, at a minimum, an Officer and a Director.

UNIVERSITY AFFAIRS

The Director of University Affairs serves on the YMG Board of Directors and is the direct YMG liaison to the ASCE University Chapters including: Illinois Institute of Technology, Northwestern University, and the University of Illinois-Chicago. Duties include: planning/organizing joint YMG and University events, managing University funding requests, attending annual University visits with the other Illinois-Section Institutes, and collaborating with the Illinois-Section Student Outreach Committee on student outreach goals.

Time Commitment: 4 - 8 hours per month during the school year.