



## **YPJ CHARTER**

### **OUR MISSION**

Our mission is to connect, empower, and inspire Jamestown young professionals to make a difference in our community.

### **OUR VISION**

Our vision is to be our community's leader in personal and professional development, leadership opportunities, and community engagement for young professionals.

### **OUR VALUES**

- connect
- empower
- inspire
- commitment
- attitude

### **As a member of YPJ, I will:**

#### **Connect**

- foster relationships with community businesses and make a positive impact in our community while collaborating with other organizations within the community
- share knowledge
- communicate through active and proper communication channels while actively seeking information by asking questions rather than making assumptions
- make an impact with interactions: be known for providing memorable interactions
- always go above and beyond

#### **Empower**

- be engaged, always
- take advantage of new opportunities
- be confident and be a leader
- be a coach and a mentor
- prosper in personal and professional development
- bring ideas

#### **Inspire**

- make a positive difference
- make an impact
- lead by example

#### **Commitment**

- be engaged and engage others
- invest my time, knowledge, and skills



**Attitude**

- listen to others
- have fun, laugh and smile
- have sense of humor
- respect others opinions and positions
- be welcoming to new ideas and people
- be positive and supportive of new ideas and accept change

**YPJ BYLAWS**

**BOARD OF DIRECTORS**

The Young Professionals of Jamestown report to the Chamber Executive Director and are under the guidance of the Chamber Board of Directors.

**BUSINESS INFORMATION**

**Jamestown Chamber of Commerce**  
**Attn: Young Professionals of Jamestown**  
120 2<sup>nd</sup> Street SE  
PO Box 1530  
Jamestown, ND 58401  
Office: (701) 252-4830

**PREAMBLE**

The Young Professionals of Jamestown committee is a committee of working individuals under the age of 40 dedicated to developing a local network to promote professional, civic, and social growth in Jamestown and the surrounding communities. They are responsible for the events and processes for the Young Professionals in Jamestown. They will brainstorm, develop, implement, and engage in activities through branding and marketing, service, people, finance and growth to connect young professionals to the goals, mission and vision of Young Professionals of Jamestown.

**PURPOSE**

The goal of the Young Professionals of Jamestown is to lead our community in personal and professional development, leadership opportunities, and community engagement for young professionals.



## **SEAT ELECTIONS**

YPJ Executive Team will be made up of seven (7) people with the following titles:

- President
- Vice President
- Branding and Marketing Coordinator
- Service Coordinator
- People Coordinator
- Finance Coordinator
- Growth Coordinator

## **DUTIES OF OFFICE**

### **The duties of the President are:**

- preside at all meetings of the Young Professionals of Jamestown, any exception must be approved through the exec committee at least a week in advance
- to assume the duties of the Vice President in the absence of the Vice President
- provide support to the leaders of sub committees
- be the voice of the YPJ to the Jamestown Board of Directors liaison
- develop meeting agendas
- call and coordinate meetings
- appoint sub-committee leads, if needed
- plan and lead the annual strategic planning session in coordination with the Vice President
- coordinate nomination and voting process for duties of office

### **The duties of the Vice President are:**

- preside at all meetings of the Young Professionals of Jamestown, any exception must be approved through the exec committee at least a week in advance
- assume the duties of the President in the absence of the President
- assist the President in the performance of duties
- perform the secretarial duties including keeping minutes during meetings and provide to president and chamber no later than a week after the meeting
- take role at monthly meetings and events
- voice of the members of YPJ
- assist in planning and leading the annual strategic planning session in coordination with the President
- assist in the coordination of the nomination and voting process for duties of office

**The duties of the Branding and Marketing Coordinator are:**

- preside at all meetings of the Young Professionals of Jamestown, any exception must be approved through the exec committee at least a week in advance
- lead Young Professionals of Jamestown in the coordination to:
  - maintain charter, mission, vision and standards: any changes must be approved through Chamber Executive Director, President, Vice President
  - establish brand identity
  - build website
  - create and maintain social media presence
  - determine strategy to market Young Professionals of Jamestown

**The duties of the Service Coordinator are:**

- preside at all meetings of the Young Professionals of Jamestown, any exception must be approved through the exec committee at least a week in advance
- lead Young Professionals of Jamestown in the coordination to:
  - build annual calendar of events
  - partner with service clubs and other local partners
  - coordinate service and volunteer events
  - develop external reward and recognition programs
  - maintain applications for external reward and recognition programs

**The duties of the People Coordinator are:**

- preside at all meetings of the Young Professionals of Jamestown, any exception must be approved through the exec committee at least a week in advance
- lead Young Professionals of Jamestown in the coordination to:
  - set and manage time expectations for members
  - coordinate social networking opportunities
  - build and maintain database of contact information for partners
  - build and maintain database of contact information for members
  - build and maintain database of time and attendance
  - internal reward and recognition programs
  - maintain applications for internal reward and recognition programs

**The duties of the Finance Coordinator are:**

- preside at all meetings of the Young Professionals of Jamestown, any exception must be approved through the exec committee at least a week in advance
- lead Young Professionals of Jamestown in the coordination to:
  - seek fundraising opportunities
  - maintain rules and regulations related to paying dues
  - collect dues from all members

- report on membership each meeting
- report on finance at each meeting

**The duties of the Growth Coordinator are:**

- preside at all meetings of the Young Professionals of Jamestown, any exception must be approved through the exec committee at least a week in advance
- lead Young Professionals of Jamestown in the coordination to:
  - speak at community events or groups
  - network with other Young Professionals across the state
  - establish business networking items/processes
  - reboot community integration project
  - coordinate networking opportunities for YPJ recruits
  - reach out to inactive members

**APPLICATION FOR DUTIES OF OFFICE**

All duties of office will be selected through an application and voting process. A nomination is not necessary to complete an application. Applications will be reviewed by the executive team to be advanced to the ballot. The vote will be majority. A voting ballot will be released following the November meeting through the December meeting for all YPJ members to vote on the new executive team roles. The executive team will be announced in the December meeting and invited to the annual strategic planning session.

**TERM LIMITS**

Each November, elections for the executive team will occur.

The term for the executive team is one year; however they are given an option to proceed for one more term following the submission of an application – see application process. Two years is the maximum term.

President and Vice President: The Vice President is given the first right of refusal to be on the presidential ballot.

**Guidelines:**

- eligible presidents are those who have served as a Vice President for at least one year in a prior year
- a term is January to December
- after term expiration: a President or Vice President can proceed into a role as a committee chair or a functioning, active member ; they cannot apply for a Vice President role until after one complete term following their expired term.



**YOUNG PROFESSIONALS OF JAMESTOWN**  
Charter, Bylaws & Standards of Behavior  
*for committee members*

**MEETINGS**

The Young Professionals of Jamestown executive committee will meet once a month for one hour. Special meetings may be called as needed to address specific needs of the committee.

The Young Professionals of Jamestown will meet the first week every one month at alternating days and times. The calendar of meeting times can be accessed on the YPJ website or on the YPJ Facebook page.

**MEMBERSHIP**

Membership Requirements for Admittance

- must complete annual dues, due by January 31<sup>st</sup> of each year. Membership process will be assisted by chamber staff.
- agree to meet all YPJ Expectations as stated in the charter

**ADDITIONAL ROLES**

The Chamber liaison will be present at meetings, to assistance the committee.

**Chamber Liaison's Responsibilities include:**

- Coordinate with President and YPJ committee chairs to ensure they have the tools and information needed to complete their tasks which include:
  - communication to YPJ members
  - all financial information
  - memberships details
  - support for events and capacity
  - partnership opportunities
  - reward and recognition opportunities