

# Metropolitan Los Angeles Branch Younger Member Forum BOARD OF DIRECTORS 2010-2011

## GENERAL FUNCTIONS & RESPONSIBILITIES

### EXECUTIVE BOARD

#### **PAST-PRESIDENT – *HERENDIRA MOLINA***

- Represents YMF in the Los Angeles Section Board of Directors by attending the Section Board of Directors meeting.
- Mentors and assists YMF Board of Directors with their duties.
- Shall report to the Section on the highlights and accomplishments of YMF throughout the year.
- Keep the Board Members informed of any decisions made and activities scheduled from the Los Angeles Section and the Branches.

#### **PRESIDENT – *AMBER GIRARD***

- Presides over regularly scheduled board meetings, general and/or special meetings as required to conduct the YMF business.
- Along with the President-Elect, shall appoint Committee Chairs, monitor committee expenditures, and provide assistance to the Committee Chairs as deemed necessary in order to carry out the function.
- Along with the Treasurer, shall complete and submit funding applications, financial reports to Section, etc. in a timely manner.
- Oversees the work of other board members and their responsibilities.

#### **PRESIDENT-ELECT – *JINNY HUANG, P.E.***

- Becomes familiar with the activities of YMF, so as to efficiently carry out the functions of President during the following term.
- Assists the President with the scheduled events by coordinating with and overseeing Committee Chairs.
- Along with the President shall appoint Committee Chairs, monitor committee expenditures, and provide assistance as deemed necessary in order to carry out the YMF's functions.

#### **VICE-PRESIDENT – *FRANCISCO ARAGON, P.E.***

- Assists the President as deemed necessary to fulfill his/her duties; for example, in scheduling board, general, or special meetings/meeting locations, etc.
- Shall preside over board meetings and over general or special meetings in the absence or direction of the President.
- Shall be in charge of quality control for all publications and web-postings.

#### **SECRETARY – *OPEN***

- Writes the meeting agenda and minutes of all the regularly scheduled board meetings, as well as the timely distribution of the next meeting's agenda and previous meeting's minutes to board members (and other YMF members).
- Maintains a current and accurate member mailing lists (including email distribution lists).
- Announces upcoming YMF events/activities and relevant YMF information to the YMF members.

#### **TREASURER – *GEORGE HUANG, P.E.***

- Maintains the YMF account and monitors the money entering and leaving the account.
- Prepares annual budgets, financial reports, etc., for the various YMF activities/events, so as to assist the President in preparing funding requests/applications from Section and other sources of funding.

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**COMMITTEE CHAIRS** – Each Committee Chair is responsible for a **work plan, budget**, and overall **completion** of the following activity and/or responsibility. *New ideas are welcomed and encouraged.*

- **Annual Popsicle Stick Bridge Competition – OPEN**  
Annual competition geared towards promoting Civil Engineering amongst Junior High and High School students and the community.
- **Community Service – OPEN**  
Coordinates events/activities that serve the public and promote Civil Engineering (Habitat for Humanity, Rebuilding Together, Toys for Tots, AIDS Walk, etc.)
- **Fundraising – OPEN**  
Responsible for developing marketing brochures and/or flyers to distribute at events. Sends out sponsorship packets to civil engineering companies requesting financial support for all YMF events (student competitions, Student Night/Job Fair, etc.). Coordinates events/activities, applies for grants, and creates new methods of fundraising.
- **Historian – OPEN**  
Responsible for collecting pictures from all events and posting them on the website. Shall document the number of attendees at events.
- **K-12 Outreach – OPEN**  
Is responsible for outreaching to grades from kindergarten through 12 graders. Community service projects that are geared to engineering, organizing career day speakers, and organizing technical tours are a part of this chair's responsibilities.
- **LA Section YMF Newsletter Editor – OPEN**  
Shares the responsibility of Editor-in-Chief with the OC-YMF Newsletter Editor for the quarterly YMF Newsletter.
- **Membership – OPEN**  
Is responsible for requesting membership packets from ASCE National and distributing at YMF events. Updates database with all Younger Members' contact information for mail-outs. Organizes general meetings, and other key events to attract new members.
- **Nominations – AMBER GIRARD, HERENDIRA MOLINA, MARLON CALDERON (per Bylaws)**  
Is responsible for soliciting and submitting award nominations for the annual Western Regional Younger Member Council (WRYMC) meeting, Committee on Younger Members (CYM), the Metropolitan Los Angeles Branch (MLAB) and the Los Angeles Section awards and honors. Is also responsible for soliciting nominations for new board members and committee chairs for the Los Angeles YMF upcoming annual term.

# Metropolitan Los Angeles Branch

## Younger Member Forum

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- **PE Review Chair – *OPEN***  
Coordinates the instructors, student, and class location for P.E. review course in the Spring and Fall time.
- **Scholarship Coordinator – *OPEN***  
Coordinates and awards the LA Section and YMF Scholarships at the Student Night/Job Fair event.
- **Social Activities Coordinator – *OPEN***  
Coordinates social events/activities with the intent of promoting interaction amongst YMF members (such as camping, snowboarding, hiking, watch sports tournaments, etc.)
- **Sport Events Coordinator – *OPEN***  
Coordinates athletic events/activities with the intent of promoting interaction amongst YMF members (such as basketball, volleyball, softball tournaments, etc.)
- **Annual Student Night Awards Banquet/Job Fair – *OPEN***  
Annual Student Awards Banquet/Job Fair is designed to promote interaction between students and members of the Civil Engineering industry. At this event, we recognize local universities for their participation in ASCE activities. Scholarships are awarded to students based on merit and involvement with ASCE.
- **University Outreach Coordinator – *OPEN***  
Serves as the liaison between the YMF Board and local university ASCE chapters (5 Universities).
- **Webmaster – *CONSULTANT***  
Keeps the website current. Uploads scholarship applications, event flyers, etc.
- **Professional Association Liaison – *OPEN***  
Responsible for coordinating events between other professional YM groups and MLAB YMF.
- **Government Affairs – *OPEN***  
Responsible for organizing government affairs activities for YMF members, such as meeting with policymakers at the local level and organizing grass roots efforts. The chair is responsible for coordinating with government affair chairs from the L.A. Section YMF groups and Branch. Also, the chair will participate in the Sacramento fly-in as the MLAB YMF representative to the Region 9 government affair team and the Leadership in Government Relations Training in Washington, DC with the Society.