

MWWA YOUNG PROFESSIONALS COMMITTEE JOB DESCRIPTION

NAME OF THE COMMITTEE: Young Professionals (YP) Committee

PURPOSE: Engage younger members and those new to the industry with the ultimate goal of getting them integrated and more involved in MWWA and participating as active volunteers.

ORGANIZATIONAL STRUCTURE:

Chair > Vice Chair > Outreach Coordinator > Committee Member (including Liaisons)

MEETING SCHEDULE:

One 30-minute Zoom meeting a month (currently the 1st Thursday of the month)

GENERAL TIME COMMITMENT:

- Committee Member = one 30-minute meeting a month, plus attendance at 1 MWWA Membership Meeting, Planning Session, and 2 Young Professionals events
 - Event Champion = 2 hours per planned event, plus requirements of a committee member (+2 hours)
- Outreach Coordinator = Attend one 30-minute meeting a month, plus attendance at 1 MWWA Membership Meeting, Planning Session, and 2 Young Professionals events, Plan 2 school visits and 1 intern roundtable per year (+7 hours)
- Vice Chair = Attend one 30-minute meeting a month, plus attendance at 2 MWWA Membership Meetings; Prepare meeting minutes; Attend 3 YP Event; Attend Board/Committee Chair Meeting and Planning Session
- Chair = Attend one 30-minute meeting a month, plus attend 2 MWWA Membership Meetings and 3 YP Events; Prepare Committee Meeting Agendas; Prepare Annual Report, Budget/Workplan; Attend Board/Committee Chair Meetings and Planning Session

COMMITTEE TASKS/DELIVERABLES DURING A YEAR:

- Treat & Meets = 4 per year
- School Outreach = 2 per year
 - Talks at Colleges/Universities or High Schools, Attendance at Career Fairs etc.
- Intern Roundtable = 1 per year
- Technical Event = 2 per year
- Liaison = monthly updates at YP Committee meetings
- Networking Events = 1 per year (i.e., Quabbin Hike, Trivia, etc.)
- Summer Expo KanJam Tournament

COMMITTEE MEMBER RESPONSIBILITIES & MINIMUM EXPECTATIONS FOR PARTICIPATION:

- Attend 30 minute monthly zoom call (a minimum of 6 throughout the year)
- Attend 1 MWWA Membership Meeting per year
- Attend 1 YP Event per year
- Do one of the following: be an event champion; participate in a school outreach event; come up with an idea for a technical event
- Attend at least 1 meeting for another committee of your choice

CHAIR(S) RESPONSIBILITIES:

Chair:

- Attend 2 MWWA Membership Meetings per Year
- Attend 3 YP Events per Year
- Run the Monthly meetings and prepare the agendas
- Prepare the Annual Report, Budget and Workplan
- Attend the Board of Directors/Committee Chair Meetings
- Attend the Planning Session

Vice Chair:

- Attend 2 MWWA Membership Meetings per Year
- Attend 3 YP Events per Year
- Prepare Meeting Minutes
- Follow up with Event Champions on progress
- Attend the Board of Directors/Committee Chair Meetings
- Attend the Planning Session