
HABITAT YOUNG PROFESSIONALS BOARD POSITIONS

Chair positions include, but are not limited to the responsibilities listed below. Each Chair is encouraged to create a committee of HYP members can join to help in the coordination and completion of tasks.

1. President:

- Provides strategic direction and leadership for Beaches HYP
- Facilitates all Beaches HYP Leadership Council meetings
- Encourages commitment and involvement from entire committee
- Lead preparation of annual HYP-event calendar, by establishing, communicating and guiding Beaches HYP to achieve annual goals
- Communicates events, build days and HYP Program Activities with members
- Acts as the key liaison between Beaches HYP and Beaches Habitat of Humanity

2. Vice President:

- Assists the President to ensure the yearly HYP goals are being met
- Supports Chair/ President in carrying out strategic direction
- Acts as the point person for all board members to ensure tasks and responsibilities are being fulfilled
- Lead and foster new prospective HYP projects not specifically assigned to other HYP members
- Builds partnerships with other YP groups and organizations in Jacksonville
- Assists in all aspects – recruiting new members, promoting events, etc

3. Treasurer:

- Maintain chapter's financial records
- Complete end of year chapter report
- Work with Beaches Habitat for Humanity to coordinate raised funds

4. Secretary:

- Responsible for ensuring the organization of Leadership Council Meetings - securing meeting location, reaching out to Council members for agenda items, creating the agenda, and distributing copies at board meetings.
- Records meeting minutes at council meetings and distributes them to the council.

5. Membership Chair:

- Seek out and invite members who could be an asset to Beaches HYP
- Maintain and keep a list of the membership together with addresses, phone numbers, email addresses and renewal date
- Work with Events and Marketing Chair to help coordinate socials and volunteer builds, etc.

6. Volunteer Chair:

- In conjunction with HYP Liaison, plans HYP Builds (at least 4 per year)
- Encourage and invites Beaches HYP members to take part in volunteer opportunities, including HYP group build days
- Maintains a record of member's volunteer hours and communicates them to Staff Liaison

7. Communications Chair:

- Works with Special Events and Volunteer Chairs to communicate key Beaches HYP information
- Makes sure all information (including events, service opportunities and meetings) is being communicated to members and the public
- Maintains files which will include announcements of programs and activities, and any other pertinent information

8. Social Media Chair:

- Oversees social media accounts, posts regularly, and includes information from HYP calendars regularly to encourage attendance at events
- Collects and uploads photographs of Beaches HYP events and builds
- Creates partnerships with other social accounts to aid in cross-promotion
- Advises the Board on suggested new social media strategy/platforms

9. Marketing Chair

- Creates promotional items and assists in distribution of items for events
- Works with Membership Chair to build and deliver new member packets
- Identifies business and organizations to participate in the yearly Membership perk card.
- Works with Social Media Chair and Special Events Chair to promote membership and special events

10. Special Events Chair:

- Develops and maintains quarterly fundraisers
- Manages a fundraising committee and schedules regular meetings to plan fundraisers.
- Coordinates and manages all Beaches HYP social/professional events
- Identify and establish relationships with venues and vendors

11. Advocacy Chair:

- Researches opportunities to advocate for affordable housing in Jacksonville Beaches
- Helps Communications and Social Media Chair on content to encourage advocacy from members and the broader community
- Coordinates Habitat Advocacy Day walk at the Capitol in February
- Candidate to attend Capitol on the Hill in Washington DC