

# Young Professionals Council Member Duties and Commitment Packet

STARLIGHT CHILDREN'S FOUNDATION MIDATLANTIC  
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## **PURPOSE**

### **STARLIGHT CHILDREN'S FOUNDATION MIDATLANTIC**

**Starlight MidAtlantic helps seriously ill children and their families cope with their pain, fear and isolation through entertainment, education and family activities.**

When a child has a serious medical condition, everyone in the family is affected. The children, their parents, and their siblings struggle with the intrusion of illness into their lives. Starlight's entertainment, education and family-centered programs have been proven to distract children from their pain, help them better understand and manage their illness, and connect families facing similar challenges, so that no one feels alone.

In 2010, Starlight MidAtlantic partnered with 154 hospitals and treatments centers providing ongoing support to more than 216,000 children and family members in Delaware, Maryland, Pennsylvania, Virginia, Washington DC, and West Virginia. This was made possible thanks to the generous support of 300 dedicated volunteers and community partners.

While doctors work to heal children's bodies, Starlight MidAtlantic heals their spirits through programs that are a unique blend of technology-driven tools and fun-filled special events; in the hospital, in the community, and on the Web. Unlike any other organization, the programs offered by Starlight MidAtlantic are designed to help the entire family on a continual basis from diagnosis, through treatment, and long afterwards.

### **YPC**

Starlight MidAtlantic's Young Professionals Council (YPC) is a junior board of outstanding young professionals who share their enthusiasm, energy, and desire to make a difference in the lives of seriously ill children and their families.

Council members are 25-35 year-old men and women who are dedicated to helping Starlight MidAtlantic further its meaningful work. YPC members advocate on behalf of Starlight's mission, fundraise to expand programming, and volunteer at events.

### **FRIENDS OF YPC**

Starlight MidAtlantic has created a committee for those who would like to support the mission, but may not have the time to commit. It is called Friends of YPC. By becoming a 'Friend' you will make a dedicated donation to Starlight Children's Foundation MidAtlantic in the amount of \$100 for a year of membership. 'Friends' receive special benefits and invitations to exclusive events.

All Friends are entitled to:

- **10% discount on tickets to special events**, including Dancing in the Starlight.
- **10% discount in our Facebook Shop** (Not valid for purchase of 'Friends' membership)

Friends membership can be purchased through the Facebook Store online. Alternatively, print out the Friends of YPC form at the end of this manual, fill it in and mail or fax it to Starlight Children's Foundation MidAtlantic, 2020 K Street, Suite 600, Washington, DC 20006, fax: 202-293-9060.

## **YPC POLICIES AND PROCEDURES**

### **NAME**

The name of this group shall be Starlight Children's Foundation MidAtlantic Young Professionals Council, or referred to simply as YPC.

### **STRUCTURE**

YPC is a council within the MidAtlantic Chapter of Starlight Children's Foundation, and all rules and regulations, by-laws or standing rules will conform to those of the parent organization.

The YPC will be formed of its general membership and of an executive committee. The executive committee will have a Chair, Co-Chair and up to six (and no less than two) Officers. The duties of these Officers are outlined below. There will also be a Committee Manager, which will be a Starlight staff person who oversees the council and helps facilitate communication between the YPC and the Board of Directors.

Members of the Young Professionals Council help Starlight MidAtlantic as volunteers, donors, and enthusiastic supporters of our mission. The YPC and all of its members will be required to demonstrate knowledge of Starlight event policies and procedures, implement stated goals and mission on time within budget guidelines and be required, as a group, to raise \$10,000 each fiscal year. They demonstrate support by:

- Volunteering their time and talent.
- Selling tickets to Starlight MidAtlantic Fundraising Events
- Attending 75% of council meetings.
- Developing resources & contacts to support Starlight MidAtlantic's activities

### **PARTICIPATION ON THE EXECUTIVE COMMITTEE**

To maintain an active position on the YPC Council Executive Committee, Officers must adhere to the signed commitment requirements. If at any time an Officer is not meeting the commitment or expectations of the position, one of the YPC Council Executive Committee members or the Committee Manager may call the officer to discuss the situation.

The findings will be discussed with the YPC Council Executive Committee at which time a decision will be made and the officer will be notified. The YPC Council Executive Committee may choose to give the Executive Committee member thirty days to address the situation, or make a decision to remove the member from the Executive Committee.

### **FUNCTION OF THE YPC EXECUTIVE COMMITTEE**

#### **I. Purpose:**

To provide leadership, develop goals and ensure proper function of the Starlight MidAtlantic Young Professionals Council

#### **II. Qualifications:**

- YPC Council Officers may self-nominate or be nominated by any member of the YPC. Nominees will be announced and allowed time to speak at the first YPC meeting of each calendar year.

- Positions that can be held include Chair, Co-Chair and Officers. All positions are for 1 calendar year starting February 1 and ending January 31 of each year. (Duties are described in the following section.)
  - Chair – Is not an elected position. The Co-Chair from the year before automatically becomes the Chair each year.
  - Co-Chair – Is elected by the Executive Committee, and can be a past Officer, current Officer, or any YPC member. Will become Chair automatically the next year.
  - Officers – Are elected by the members of the YPC as a whole that attend the first YPC Committee Meeting of each year or who email, phone or mail in their votes prior to this meeting. There can be no less than two and no more than six Officers. Once Officers are elected, the Executive Committee will elect each Officer to the various open Officer positions (described below).
  - Annual elections will be held at the January YPC Committee meeting, starting in January 2012. All YPC members will be invited to attend that meeting. All Officer positions are determined by a popular vote of the attendees of that meeting and any member who emails, phones or mails in their vote prior to that meeting.

### **III. Duties:**

- Chair
  - Supports Starlight’s goals for each calendar year.
  - Develops goals and direction for the YPC Council through the Executive Committee
  - Leads YPC Council Executive Committee meetings.
  - Plans agendas for YPC Executive Committee meetings and agendas for all monthly, bi-annual and quarterly networking/volunteering events in cooperation with the Committee Manager.
  - Assigns necessary duties to Officers and Co-Chair and assists them in completing these duties.
  - Prepares Co-Chair for position of Chair.
  - Develops a year-end progress report to Starlight MidAtlantic’s Board of Directors with the assistance of the Co-Chair and the Committee Manager, and presents this at the December Board Meeting.
- Co-Chair (Chair-Elect)
  - Supports Starlight’s goals for each calendar year with the utmost professionalism, integrity and respect.
  - Substitutes as meeting organizer/facilitator in the absence of the Chair.
  - Acts as secretary, keeping minutes for each Executive Committee meeting and emailing those to the Executive Committee members
  - Helps develop goals, programs and events, through the Executive Committee
  - Serves as Chair at the beginning of the new year
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- Officers
  - Supports Starlight’s goals for each calendar year with the utmost professionalism, integrity and respect.
  - Staffs YPC events and performs such duties as setting up the facilities before the event, cleaning up after the event, handing out nametags to pre-registered attendees, etc.

- Arranges emcees, speakers, community partners for volunteering events and other necessary personnel for events
- Executes other duties as assigned by Chair and/or Co-Chair
- There will be no less than two Officers and no more than six Officers at any given time. These Officers will hold separate duties including:
  - Treasury Officer – This officer works with the Committee Manager and the Chair of the YPC to create a yearly budget, and assists the Chair in writing the yearly council progress report. This Officer also assists the Committee Manager in collecting money at YPC events when necessary.
  - Membership Officer – Is focused on keeping the council on track with its membership component, making special arrangements for membership drives, coordinating the bi-annual recruitment for volunteers at the family events, and acting as the liaison between volunteer groups and the YPC Council.
  - Professional Development Officer – Is focused on keeping the council on track with its professional development component, promoting relevant educational programs at YPC events, when appropriate. Develops goals, projects and programs for the YPC in the area of professional development, in conjunction with the other Executive Committee Officers.
  - Events Officer(s) – Is responsible for setting up before events and cleaning up afterwards. Makes sure that all facilities are reserved, necessary tables/chairs are available and set up, necessary projectors and sound equipment are available and coordinates with the other Officers to make sure that the event comes together as planned.

### **FINANCIALS**

The YPC Council will be entirely unique within Starlight MidAtlantic as being the only council or committee with any access to or control over its own money and financials. The Treasury Officer will communicate with the Committee Manager and the Chair of the YPC to create a yearly budget for the council. The YPC will have access to funds at the beginning of each year in accordance with the budget created by the Committee Manager and Treasury Officer. The funds provided to the group will be sufficient to cover the two social events, incidentals such as shirts and nametags, and an “emergency fund” for other items as necessary.

The Treasury Officer, Chair and Executive Committee will have total discretion as to when and how to spend the money in the YPC budget, so long as it does not conflict with Starlight’s mission statement, by-laws, rules or regulations. Any money that is collected at events or by sponsors will go to pay Starlight back for fronting YPC’s yearly budget, as well as to partially cover administrative costs such as:

- A yearly average of \$200 in credit card fees
- 80 hours worth of staff compensation to the Committee Manager committed exclusively to YPC operations
- 10 hours worth of staff compensation to the staff accountant at Starlight MidAtlantic (processes credit cards, justifies account each month, etc.)
- \$50 per year in printed nametags
- Other administrative/staff time costs

## **EVENTS/PROGRAMS**

### **Monthly Committee Meetings**

The primary purpose of these meetings, which will be held at 6:00 p.m. on the second Wednesday of every month, is to allow young professionals to network with each other while working to support Starlight MidAtlantic's mission. Quarterly fundraising events, bi-annual family events and the annual premiere event will be planned during these meetings. Meetings should also include non-profit professional development opportunities and speakers.

### **Quarterly Happy Hour / Other Social Event Fundraiser**

Every quarter, the YPC will arrange for a quarterly fundraising event – happy hour or other social event. The purpose of these events is to get young professionals interested in the committee and fundraise for Starlight MidAtlantic in a fun, informal atmosphere.

### **Bi-Annual Starlight Family Events**

Twice a year, the YPC will be responsible for planning and executing two Great Escape events for Starlight families. Great Escape family events are relaxing, fun-filled events provided for Starlight families, including ball games, picnics, cruises, spa days and movie premieres that provide the children we serve time to connect with other families and make special memories together.

### **Annual Premiere Social Event**

This is to be a social, fun and major fundraising event. Currently, this event takes the form of Dancing in the Starlight, which is co-located with the Annual Taste of the Stars Gala. The Starlight MidAtlantic YPC is required to hold at least one Premiere Social Event every year.

## COMMITMENT

It is my desire to serve Starlight Children's Foundation MidAtlantic as a member of the Young Professionals Council. In doing so, I understand that I am making a commitment to the following:

- To represent Starlight with the utmost professionalism at all times, including all Starlight functions and in the community at large.
- To create good will for Starlight and be a positive force in the community as a whole.
- To attend at least 10 committee meetings and 3 YPC events each year.
- To comply with the policies & procedures of Starlight Children's Foundation MidAtlantic Young Professionals Council as outlined in this document and with Starlight Children's Foundation MidAtlantic as a whole.

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Signature

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Printed Name

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Date

