



- **Chair (Membership Recruitment and Retention):** *The Chair shall preside at YPG Subcommittee meetings, provide leadership on YPG policies, and lead the development of the strategic plan. The Chair shall lead the Subcommittee in the development/update of a strategic plan every two years, setting reasonable goals and objectives for the group, implementation strategies, timelines, and expected costs/revenues. The Chair will be the main point of contact to the APA Arizona Board of Directors and will update the Board on group activities. The Chair shall call meetings, notify Board members of meetings, and perform other duties required by the Bylaws or customary to the office, such as appointing or dissolving special committees.*
- **Vice Chair (Professional Development and Educational Program):** *The vice Chair shall assist the Chair with overall YPG responsibilities and the responsibilities to APA Arizona. These duties include attending to correspondence and the day-to-day maintenance of relationships between the YPG and APA Arizona. The Vice Chair shall also be responsible for all organizing and coordinating of educational/professional development events, including the APA Arizona mentorship program and AICP exam preparation workshops. In the absence of, or in the event of incapacity of the Chair, the Vice Chair shall assume the duties of the Chair.*
- **Secretary (Community Service/University Outreach):** *The Secretary shall maintain an accurate list of members of the group, prepare and report meeting minutes of YPG Subcommittee meetings, and maintain the Bylaws. In addition, the Secretary will be the main point of contact for coordination with the universities and will be responsible for organizing community service events.*
- **Treasurer (Fundraising and Financing):** *The Treasurer shall maintain the YPG financial accounts, in coordination with the APA Arizona Chapter Treasurer. This person will take the lead in receiving/disbursing funds, developing an annual budget – with assistance of others on the Subcommittee, preparing financial status reports for the Subcommittee, and developing formal procedures to assure that expenditures are consistent with the annual budget.*
- **Digital Presence Engineer (Communications, Marketing and Promotion):** *The Digital Presence Engineer shall be responsible for all communications related to the APA Arizona YPG through all types of media (e.g., website, newsletters, event advertisements, social media, promotional materials, email communications, etc.). This person will work with the APA Arizona Executive Director to establish a linked website, and coordinate with the Board of Director's Newsletter and Social Media leads to coordinate outreach efforts.*
- **Northern Arizona Representative:** *The Northern Arizona Representative shall be responsible for organizing social events and coordinating the APA Arizona Mentorship Program in the northern reach of the state, including coordination with Northern Arizona University students.*
- **Central Arizona Representative:** *The Central Arizona Representative shall be responsible for organizing social events in the greater Phoenix metropolitan area, including coordination with Arizona State University students. The section representatives will also help coordinate the APA Arizona Mentorship Program in their region, in conjunction with the Student Planning Association at ASU.*
- **Southern Arizona Representative:** *The Southern Arizona Representative shall be responsible for organizing social events and coordinating the APA Arizona Mentorship Program in the greater Tucson metropolitan area, including coordination with University of Arizona students.*



Programming and Events

Social and Networking Events

- *APA Arizona's YPG will help host quarterly networking events, such as workshops or receptions, open to all. These events will be located throughout various sections of the state on a rotated schedule.*
 - *The first meeting will occur early in the first quarter (late January/early February), and will resemble an annual kick-off meeting. This meeting will introduce new members, recognize accomplishments of the previous year, and set an agenda for the year to come. At this meeting, the group will provide input on the Strategic Plan, with a list of goals/action items that they would like to accomplish that year.*
 - *The final meeting (fourth quarter) will occur jointly during the APA Arizona Annual Conference.*
 - *Experienced planners will be invited to the events, as appropriate, to provide networking opportunities for members.*
 - *These events may be planned to piggy-back on other events in which members may be attending, including events hosted by allied professional organizations or universities.*
 - *One of the events may be tailored towards student members who are nearing graduation to provide a "job fair" networking night. This would likely occur early in the second quarter (April).*
- *APA Arizona's YPG will also host social events throughout the year which will also be open to all.*
 - *In the past year, APA Arizona has instituted Student-Professional mixers, hosted by members of the APA Arizona board. These mixers were organized to establish a stronger relationship between the young planning professionals in the state and other members of the Arizona planning community. Several mixers have already taken place and were well attended by both young professionals, students and experienced planners. Future mixers will be coordinated in three regions of the state (north, central, and south) to allow students from all three of the major universities to attend.*
 - *Other social events could include project site visits and educational trips. These could range from visits to master planned communities and/or educational trips to locations like Taliesin West and Arcosanti. In the event that educational trips do take place, most will incur an additional cost to YPG members.*

Educational Programs

- *APA Arizona's YPG will help host AICP Exam Preparation/Study Sessions for all emerging planners.*
 - *The group will collaborate with the APA Arizona Vice President for Professional Development, who has previously organized exam preparation sessions.*
 - *Exam preparation may be offered to group members, whether via a formal course in collaboration with APA Arizona or less-formal group study or working sessions.*
- *APA Arizona's YPG will help host other educational workshops, day-long conferences and training sessions in conjunction with APA Arizona.*