**INAFSM Board of Directors Job Description**

**YOUNG PROFESSIONALS COMMITTEE CO-CHAIR**

**Duties as Stated in By-Laws:** (None at this time.)

**Responsibilities:**

* Attend all board meetings.
* Maintain knowledge of the organization and personal commitment to its goals and objectives.
* Co-Lead Young Professionals Committee and establish groups or sub-committees as needed to carry out Board and Committee goals related to Floodplain, Stormwater, and MS4 program young professional.
* Develop committee work plan to reach identified target audiences.
* Work closely with Conference, Stormwater, and Floodplain Committee Chairs to assist with committee goals and needs.
* Responsible for young professional events.
* Prepares and submits written report to Board members prior to each Board meeting.
* Carry out special assignments as requested by the board chair.
* Keeps job description and all Young Professionals Committee Co-Chair position documents up to date.
* Maintain outreach among different professional associations/networks to recruit larger numbers of professionals that fall within the preferred age range.
* Develop and provide design suggestions for Young Professionals Committee webpage on INAFSM’s main website and maintain up-to-date event information/photos to keep participants informed.