

Officer Roles and Responsibilities

Last revised June 2025

Executive Board

Past President*

The Past President serves as an advisor to the current board, offering guidance based on prior experience and helping ensure continuity in leadership. They support the transition of officers, provide historical context during decision-making, and may assist with special projects or committees as needed. The Past President plays an important mentorship role within the YMF.

President*

The President serves as the chief executive officer of the Executive Board, providing leadership and oversight to ensure the effective operation of the organization. They preside over all Executive Board and General Meetings, guiding discussions and maintaining forward momentum. The President is responsible for appointing committee members - with approval from the Executive Board - acting as the primary liaison with the San Jose Branch, and developing the annual schedule of events for board review and approval.

President-Elect*

The President-Elect prepares to take on the role of President in the upcoming term. They shadow the current President, attend meetings, and assist with planning and leadership duties to become familiar with all aspects of YMF operations. The President-Elect also helps lead initiatives, supports other officers as needed, and ensures a smooth transition into future leadership.

Vice President*

The Vice President supports the President in all aspects of managing the YMF and steps in whenever the President is unavailable for meetings or events. They regularly check in with other officers to offer assistance, help oversee committee activities, and participate in monthly meetings. The Vice President also monitors the progress of YMF

initiatives and keeps the team informed with updates to ensure everything stays on track.

Secretary*

The Secretary is responsible for keeping records of YMF activities, including writing meeting agendas and minutes for both executive and general meetings. They maintain historical documents, handle official correspondence, and help manage and update the YMF website. The Secretary also creates and distributes the bi-monthly newsletters to keep members informed.

Treasurer*

The Treasurer manages all financial matters for the YMF. This includes setting the annual budget based on approved events, keeping accurate records of expenses, performing necessary banking tasks, and ensuring reimbursements are made to the appropriate parties. They also allocate budget portions to each officer or committee, regularly update the YMF on its financial status, and check the overall financial health of the organization. At the end of the year, the Treasurer prepares a budget for the following year.

Director*

The Director is an advisory member of the YMF board, often filled by past officers or long-time members who want to stay involved. Like the Past President, Directors provide mentorship, share institutional knowledge, and help guide the group's focus and priorities. They assist with continuity, offer input on planning and decision-making, and help ensure the overall success and stability of the organization.

**Voting member of the Executive Board*

Committee Chairs

Community Outreach Chair

The Community Outreach Chair identifies and organizes volunteer opportunities that allow YMF members to give back to the local community. This role involves planning a variety of service-focused events, such as food drives, local clean-up efforts, and volunteer days with organizations like Second Harvest Food Bank. Through these

initiatives, the Chair helps foster meaningful connections between members and the communities they serve, promoting civic engagement and social impact.

Engineers Week Chair

The Engineers Week Chair leads the planning and coordination of events celebrating Engineers Week, a time to recognize and promote the engineering profession. This role involves organizing activities that engage members, students, and the community, such as workshops, networking events, competitions, and outreach programs. The Chair works closely with board members, local organizations, and sponsors to ensure a successful and impactful Engineers Week that raises awareness about engineering and inspires future engineers.

Government Relations

The Government Relations Chair stays informed on legislation affecting the civil engineering community and represents the San Jose YMF at Region 9's monthly Government Relations meetings. They provide regular updates to the YMF during meetings to keep members informed. Additionally, they attend important annual events such as the DC Fly-in in March and the California Drive-in in the summer to advocate for the profession and connect with policymakers.

Internal Relations Chair

The Internal Relations Chair focuses on strengthening the YMF board by organizing social and team-building events, like mini golf, happy hours, Friendsgiving dinners, and escape rooms. Their main event is the Officer Retreat, held near the end of the ASCE year to celebrate the board's accomplishments. They also highlight members' achievements and help manage nominations for SF and San Jose section awards.

K-12 Outreach Chair

The K-12 Outreach Chair coordinates events and activities that promote STEM careers, especially civil engineering, to students from kindergarten through 12th grade. This role focuses on organizing hands-on STEM activities and tabling events at local schools to inspire and educate young students about the profession. The Chair builds partnerships with area schools and educators to create meaningful outreach opportunities.

Member-at-Large

The Member-at-Large serves as a versatile and active member of the YMF board, providing support wherever it's needed. They help with special projects, assist other officers and committees, and bring fresh ideas and perspectives to the team. This role is important for ensuring smooth operations and helping the group stay flexible and responsive to members' needs. Members-at-Large often take on unique tasks or initiatives that don't fall under other specific roles.

Professional Development Chair

The Professional Development Chair plans and organizes activities that help members grow their skills and careers. They create networking opportunities and coordinate events such as info sessions, field trips, lunch & learns, and PE/FE courses. This chair is the main point of contact for new speakers and works to build relationships with companies and professionals to bring valuable learning experiences to the YMF community.

Social Events Chair

The Social Events Chair is responsible for planning and organizing social events that help build community within the San Jose YMF. Their goal is to host at least one social event each month and coordinate regularly with other board members, the San Jose Branch, and ASCE student chapters to avoid scheduling conflicts. They attend monthly board meetings and work closely with the team to ensure events are well-timed, engaging, and aligned with YMF goals.

Social Media Chair

The Social Media Chair manages the YMF's presence on Instagram, LinkedIn, Facebook, and Discord to keep members connected and informed. They create and share event announcements, reminders, and recaps across all platforms to promote activities and celebrate achievements. This role involves working closely with committees to develop engaging content, growing the YMF's online audience, and maintaining a consistent, professional, and friendly voice that represents the organization's mission.

Student Chapter Liaison

The Student Chapters Liaison connects the YMF with local civil engineering students by staying updated on their events and sharing YMF opportunities with them. They regularly meet with the President and student reps to advise on event planning, such as lunch &

learns, and help organize key activities like Q&A panels, networking events, and resume workshops. They also build rapport with students through fun activities—like friendly beer pong contests—to foster strong relationships and engagement.

Webmaster

The Webmaster manages and updates the San Jose YMF website to keep information current and accurate. Weekly duties include monitoring notifications about new or shared events and updating website content as needed. They attend monthly board meetings and, on a quarterly or annual basis, review the website design for possible upgrades, manage the hosting subscription, and update officer biographies and photos to ensure the site stays fresh and professional.

Golf Tournament Chair

The Golf Tournament Chair organizes the YMF's flagship Golf Tournament event, which raises funds to support San Jose YMF's professional development, networking, and student outreach events. Responsibilities include selecting the golf course, managing player registrations, securing sponsorships, and overseeing all event logistics. This role may also organize other types of tournaments or fundraising events to help support the group's activities. This position is filled on an as-needed basis.

WRYMC Chair

The WRYMC Chair leads the planning and execution of the Western Region Younger Member Council (WRYMC) Conference, a major annual event that brings together over 200 young professionals from ASCE Regions 8 and 9. This role involves overseeing logistics, programming, sponsorship, and promotion to ensure a successful and impactful conference experience. The Chair is supported by a dedicated committee and works closely with regional and national ASCE leaders. Strong organizational and leadership skills are essential, as this flagship event serves as a key platform for networking, professional development, and regional collaboration. This position is filled on an as-needed basis.