

## **Young Health Professionals Society**

**Position:** Director, Board of Directors

The Young Health Professionals Society (YHPS) is a new professional and social organization dedicated to serving young professionals in academic and research institutions, advocacy groups, government agencies, provider organizations, not-for-profit organizations, and other stakeholders in the health sector. Current tentative events include monthly happy hours, workshops, volunteering events, and other networking opportunities. YHPS is currently forming the Founding Board of Directors to start this organization.

YHPS strives to be a well-established not-for-profit organization that will have a lasting effect on its members and community. To do this, considerable preparation will take place in 2008. The setup process includes establishing the organization's direction, marketing to members, filing for tax-exempt status, securing funding, website construction, etc. YHPS estimates the first kick-off happy hour social event to occur in early fall of 2008, with volunteering events, workshops, and other networking opportunities to follow. There is no monetary compensation for this position. Young professionals are encouraged to apply.

**Purpose:** To create, govern, oversee policy and direction, and assist with the leadership and general promotion of YHPS so as to support the organization's mission and needs.

**Mission statement:** The Young Health Professionals Society is dedicated to promoting increased awareness and communication among young professionals of the various stakeholders in the public and private health sector.

**\*Major responsibilities:**

- Organizational leadership and advisement
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and community outreach

*\*Members of the board share these responsibilities while acting in the interest of YHPS. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Two years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

**Meetings and time commitment:**

- The Board of Directors is tentatively set to meet bi-weekly during the months of October through April, and as needed afterwards. Meetings shall last an hour in length, occur on Saturdays, and in the Washington DC metropolitan area. This schedule is subject to change with work demands.
- Individual efforts by board members shall range from a couple hours a week to numerous.
- Committees of the board meet an average of once per month, depending on their respective work agenda.
- Board members are asked to make a strong effort to attend the various social events planned throughout the year.

**Expectations of board members:**

- Attend and participate in board meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by YHPS mission, objectives, and programs.
- Volunteer for and willingly accepts assignments and completes them thoroughly and on time.
- Help communicate and promote YHPS mission and programs to the community.
- Become familiar with YHPS finances, budget, and financial/resource needs.
- Understand the policies and procedures of YHPS.

**Competencies:**

Intellectual Factors

- Articulate
- Inquisitive
- Organized

Interpersonal Factors

- Collaborative
- Networker
- Team player

Motivational Factors

- Committed
- Persistent
- Self-motivated

**Application Process:**

- Submit your resume/CV to [dsalinas@yhps.org](mailto:dsalinas@yhps.org) (Cover letter is optional).
- YHPS will review your qualifications and contact you for an in-person meeting. YHPS will discuss your level of commitment, qualifications, background, and interests. You will receive a document so that you may prepare for this discussion.
- YHPS shall continue to maintain a board with active board members. Interested applicants should submit their materials for consideration.