



Harrisburg Young Government Leaders Instructions

Version 1.0

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Document Change Control

Revision Number	Date of Issue	Author(s)	Brief Description of Change
1.0		Amanda Johnson – President Laura Ritchey – Vice President Amy Graeca – Treasurer Alyson DiMarco - Secretary	Initial release

Organizational Core

Mission

To educate, inspire and transform the future federal government leaders in the Harrisburg/Central Pennsylvania region.

Vision

Harrisburg Young Government Leaders (YGL) will be a premier organization that is sought out by federal agencies as a pool of talented, driven individuals. Harrisburg YGL will maintain an environment that transforms federal employees into prized and promotable assets as well as be a model for organizational management, to be admired and emulated by any agency.

Values

Harrisburg YGL's actions and vision will be guided by the following values and principles.

Harrisburg YGL commits to

- *Value the individual*
 - Respectful communication
 - Promptness
 - Social interaction
 - Sensitivity to others
- *Value Federal Service*
 - Advocacy
 - Retention
 - Recruiting
- *Value the ability to help the careers of other members*
 - Provide insight to other members
 - Share job opportunities
 - Network
 - Professional Development
- *Value the potential that exists in each member*
 - Supportive
 - Encouraging
- *Value the experiences of others*
 - Peer mentoring
 - Consultation with other members
 - Share career backgrounds and desires
- *Value the community around us*
 - Fundraising
 - Participation in community events

Organizational Tactics

Short Term Goals and Objectives

Increase membership by 10% relative to Harrisburg YGL's membership for the previous year.

- Hold two membership drives per year.
- Present at new employee orientations/command meetings at least twice a year.
- Speak at local conferences and community events at least two times a year.
- Attend job fairs as opportunities present themselves.
- Hold minimum of two social events a year in order to build and foster relationships between group members.
- Post information on bulletin boards, chapter website, as well as other social networking forums.
- Recruit the help of senior leaders of commands around the region.

Get new members involved in leadership positions within Harrisburg YGL.

- Encourage participation in leadership activities within the group in order to develop leadership skills

Reach higher visibility with local commands in the Central PA region.

- Meet with senior leaders of local commands to inform them of the Harrisburg YGL chapter.
- Explain to senior leaders how Harrisburg YGL's services can benefit their organization.

Long Term Goals and Objectives

- Create an active community of federal employees young in service within the Harrisburg/Central PA region.
- Reach a higher level of visibility within the Harrisburg/Central PA region.

Outreach and Support

Elections and Leadership

All leadership positions (see Appendix A for descriptions) will be held for one year; terms will begin on January 1 and end on December 31. Elections will be given using a web-based voting system which will be held during the first week of December. The president and vice president will compile the results and announce the voted leaders the following week. Before the new term starts, each member holding a leadership position must provide a knowledge transfer to the new elected member who will be taking over the corresponding position. Members cannot hold more than two leadership positions during the same term and cannot hold more than one executive board position during the same term.

Those wishing to be considered for a leadership position must send a letter of interest to the president. A member can be nominated for more than one position. Nominees will be listed under each leadership position required on the electronic ballot along with an "Other" bullet associated with a text box which will allow for write-ins. If a write-in receives the most votes and accepts the position, they will be assigned to that leadership role. If they do not accept, the nominee or write-in with the next highest number of votes wins. If a tie occurs, the current president and vice president make the final decision. To determine if a member won a leadership role, he/she must have the majority of votes.

To be nominated for the position of president or vice president, the interested person must have been an active member in Harrisburg YGL for a minimum of one year at the time of the start of the election. For the secretary and treasurer positions, the nominee must have been an active member in the Harrisburg YGL chapter for a minimum of six months at the time of the start of the election. Should no qualified candidates be nominated for a position, at the discretion of the board on a case by case basis, the active status rule may be overturned.

If a member of the executive board becomes an inactive member, the remaining board members may decide to terminate that member's role as a board member. The Board reserves the right to determine the course of action, on a case-by-case basis, after remaining board members present has so voted.

Fundraising

Members can participate in fundraisers to raise money to put towards leadership and/or professional development events requiring funding as well as toward membership dues (if applicable). All money raised in individual fundraisers will go to that specific member's fund, minus 5% which will go to the YGL general fund. Revenue earned from group fundraisers will be split between fundraiser participating members minus 5% of the total revenue earned which will go to the Harrisburg YGL general fund, unless otherwise specified. The Harrisburg YGL general fund can be used to purchase items to be used in fundraisers, but must be reimbursed after the fundraiser.

All fundraisers held on the Mechanicsburg Navy Base must follow the ALMECH Instruction, MWR and Mech FELA guidelines. Fundraisers held off the Navy Base must follow the guidelines of the particular location, group or agency.

The fundraiser coordinator, if applicable, must keep in close contact with treasurer. He/she will report directly to the treasurer on monetary issues.

Volunteering

Harrisburg YGL will hold at least one volunteer event each month. The volunteer coordinator, if applicable, will work with the appropriate executive board members (i.e. working with the secretary to update the calendar, reviewing the events with the president and/or vice president, working with the treasurer for any events involving money) as well as the event host.

Leadership and Professional Development Events

Qualifications

Members may use the money accrued in their individual leadership development funds to pay for leadership/professional development events or the member can use some type of personal funding (funding from command, personally pay the fees, etc.). The Harrisburg YGL general fund cannot be used to pay for individual leadership events.

Harrisburg YGL leadership will make efforts to include conferences and other leadership events in various agencies' learning course catalog as well as cost free events. An event can be an influential speaker, a networking event, a resume building event, or any other event that would be beneficial to the progression of our members' careers and professional development. The professional development event coordinator will assist Harrisburg YGL members in contacting their specific commands to include events in their training/individual development plan (providing direction on where to start, who to speak with, etc.).

Scheduling

Each member (or a group of members) will choose a month to host a professional development event (some members may not have a month). The event host will work closely with the professional development event coordinator to finalize event details.

Participation Requirements

Each member must participate in a Harrisburg YGL event at least once every three months, excluding social events, to be considered an active member. An active member list will be created quarterly to determine participation and will be provided to senior leadership of regional commands as requested. Events can include planning an event, participating in an event, helping with the quarterly newsletter or organization technology and others on a case by case basis.

Finances

All members' professional development fund money will be held in the Harrisburg YGL bank account. A spreadsheet will be maintained and secured by the treasurer containing members' fund balance; when necessary, a member will receive funding from the treasurer through the YGL Treasurer Form.

The treasurer and one other executive board member should be on the Harrisburg YGL bank account. The treasurer will update the executive board regularly on the financial status of Harrisburg YGL and will update the Harrisburg YGL members at the next planning meeting when changes to the general fund occur.

All receipts and other financial records must be retained and documented through the Harrisburg YGL Treasurer Form. The Harrisburg YGL Treasurer Form must be filled out by the treasurer and

signed by both the treasurer and the vice president to make the transaction legitimate. In the case of absence of either the treasurer or the vice president, the president can sign in their place. The treasurer must also keep records of all transactions - including deposits and withdrawals – both incoming and outgoing. Any Harrisburg YGL member handling money – in particular, the fundraiser coordinator, if applicable - must keep in close contact with treasurer. He/she will report directly to the treasurer.

Official Signatures

Amanda J Johnson 7/13/09
Amanda Johnson, President Date

Laura Ritchey 7/13/09
Laura Ritchey, Vice President Date

Amy P Graeca 7-13-09
Amy Graeca, Treasurer Date

Alyson DiMarco 7/13/09
Alyson DiMarco, Secretary Date

Appendix A: Leadership Position Descriptions

Executive Board Position Descriptions

President Duties

- Set goals and create ideas, tone, and direction
- Set and be aware of deadlines
- Communicate ideas and information and appoint committees and task forces
- Meet regularly with group advisor (if applicable) and keep him/her apprised of activities of the organization
- Motivate and recognize the achievement of officers and members
- Understand and educate members to insure adherence to organizational regulations
- Facilitate all meetings of the organization and serve as official representative; coordinate with vice president in case of the president's absence.
- Mediate conflict within the organization
- Facilitate the process of completing and submitting updated Harrisburg YGL information to National YGL
- Preside over and coordinate the officer transition process
- Delegate and oversee events / miscellaneous duties in conjunction with vice president (if no committee is formed for that type of activity).
- Communicate on a regular basis with other regional chapter executive boards in regards to current happenings, problems, ideas, etc.
- Delegate task of updating website with current events, news, organization publications, etc. if a technology chair does not exist.

Vice President Duties

- Work with the president to set goals and create ideas, tone, and direction for the chapter
- Be an ex-officio member of all committees, if applicable
- Manage and inform the president of all committee activity, if applicable
- Perform the duties of the president in his/her absence as well as answering/signing for the president when unavailable
- Oversee committee chairpersons and report to president; meet with chairs on a quarterly basis for status updates as well as planning future requirements (if applicable)
- Serve in partnership with the President as a leadership team
- The office of the vice president often takes on other duties as desired/assigned
- Delegate and oversee events / miscellaneous duties in conjunction with President (if no committee is formed for that type of activity).
- Serve as the second name listed on the Harrisburg YGL bank account and sign all appropriate paperwork along with the Treasurer.

Treasurer Duties

- Prepare and adhere to an approved budget in conjunction with the president & vice president
- Maintain accurate records of deposit/refund slips electronically maintained in a central location, verify that bank statement is consistent with chapter records, etc.
- Transact business on behalf of the organization
- Be responsible for the collection or disbursement of funds
- Keep executive board informed of the financial strengths and weaknesses of the organization
- Keep financial records audited and up to date
- Work closely with any fundraising activities
- Transfer accounts to new board members during transition.

Secretary Duties

- Record accurate minutes of all meetings; find an alternate when unavailable
- Keep the organization's permanent records/archives
- Update all roster information and maintain official membership record, add new members' information to electronic record when application is submitted, update information as required related to member contact/personal information and update attendance information
- Be an official organization correspondent
- Publish organization minutes, event invitations, newsletters and all other chapter correspondence
- Maintain RSVP list for all events

Other Leadership Position Descriptions

If there is not enough interest from members in order to have a chairperson for each area (volunteer, professional development, fundraising, social), then one person could serve multiple roles. The following duties would apply in this situation and that person would be titled Event Coordinator; as other chairperson positions are filled, this position will no longer be required.

Event Coordinator Duties

- Oversee the planning of all organizational events; provide assistance to the event host as needed, and report progress to executive board
- Assume the responsibility and liability of insuring members understand the risk involved in activity, if appropriate
- Delegate tasks related to planning events, while working alongside the event host if applicable
- Follow all rules and responsibilities listed under social chairperson, volunteer chairperson, professional development chairperson, and fundraising chairperson.

Social Chairperson Duties

- Oversee the planning of all organizational social events; provide assistance to the event host as needed, and report progress to executive board.
- Obtain any agreements or paperwork required for organization social events
- Be aware of any legal implications of planning a social event
- Delegate tasks related to planning social events

Volunteer Chairperson Duties

- Oversee the planning of all organizational volunteer events; provide assistance to the event host as needed, and report progress to executive board
- Assume the responsibility and liability of ensuring members understand the risk involved in activity, if appropriate
- Assist the organization in setting goals and determining projects for annual volunteer activities
- Be aware of any legal implications of said volunteer event
- Delegate tasks related to planning service events

Professional Development Chairperson Duties

- Oversee the planning of all leadership or professional development events; provide assistance to the event host as needed, and report progress to executive board]
- Assume the responsibility and liability of ensuring members / Harrisburg YGL board understand tasks, legalities, etc involved in activity, if appropriate
- Oversee the process of workplace approval and (if applicable) funding for leadership / professional development activities.
- Assist the organization in determining professional development events that would benefit the chapter
- Delegate tasks related to planning leadership events

Fundraising Chairperson Duties

- Ensure that a fundraising event is held quarterly
- Maintain and expand the current funding base
- Work with board to develop long-range fundraising strategies and an annual resource development plan, if applicable
- Collaborate with Technology Chairperson to develop an ongoing plan for effective use of technology in fundraising, if applicable
- Prepare and submit grant applications and funding proposals as appropriate

Agency Representative Duties

- Serve as the face of Harrisburg YGL at the members' respective command

- Work with the members' respective command to distribute correspondence, recruit new members, gain approval for events, etc.
- Maintain bulletin board with organizational publications in members' respective command, if applicable

Technology Chairperson Duties

- Update News & Events section of website on a regular basis
- Add chapter correspondence as necessary to the website (newsletter, meeting minutes, chapter instructions and position descriptions, announcements, etc.)
- Research new technology availability as needed

Newsletter Editor Duties

- Serve as editor of the chapter newsletter and publish the newsletter quarterly
- Enlist Harrisburg YGL members to write articles for newsletter
- Make sure members complete the newsletter articles in time for the assigned publication date
- Proofread articles for the newsletter
- Coordinate with the Executive Board for guidance and review of newsletter before publication
- Delegate newsletter tasks as needed

Appendix B: YGL Treasurer Form



Date: _____

TREASURER FORM

___ REIMBURSEMENT

___ Checking Account

___ Savings Account

Name of Payee: _____

Event: _____

Amount of Reimbursement: _____ Date of Withdrawal: _____

Amy Graeca, Treasurer

Laura Ritchey, Vice President

Amanda Johnson, President

*2 Signatures Required

___ DEPOSIT

___ Checking Account

___ Savings Account

Event: _____

Amount of Deposit: _____ Date of Deposit: _____

Amy Graeca, Treasurer

Laura Ritchey, Vice President

Amanda Johnson, President

*2 Signatures Required