

Cleveland Young Professional Senate
("Cleveland YPS")

Organization Description

The Cleveland Young Professional Senate is an organization of decision-making young professionals who strive to increase civic education and engagement among young adults. We are an all-volunteer, non-partisan, non-profit organization that is dedicated to the advancement and inclusion of young professionals in civic decision making. We aim to make Greater Cleveland an even better place for young professionals to call home.

Vision: Cleveland YPS envisions a city where YPs are energized to contribute to the economic and civic fabric of Greater Cleveland. We envision a place that is a Top 10 Destination for young professionals nationwide.

Mission: Cleveland YPS will be the advocating voice on behalf of young professionals in Greater Cleveland.

We will advocate, communicate, and educate (A.C.E.) the Greater Cleveland area on the stances and opinions of the young professional community. Cleveland YPS will accomplish this mission through increased civic participation, civic involvement and awareness of issues facing individuals and organizations within the young professional community of greater Cleveland.



**Cleveland
YPS**

Position

The Treasurer is in charge of maintaining the bank account of Cleveland YPS, as well as consistently being aware of the active amount of money in the account. Additionally, as new funds are made available to the Cleveland YPS, through event admission or charitable donation, the Treasurer is responsible for depositing the funds, as well as producing receipts of the transaction to provide to the President. The treasurer is responsible for collection of funds. The Treasurer will serve as an advisor to the Development Committee. Lastly, the Treasurer will perform such other duties as occasionally may be assigned

Responsibilities

- ✓ Prepare Cleveland YPS’s budget, present it to the board for approval, and ensure that club activities adhere to the budget.
- ✓ Maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or the Board.
- ✓ Inform the Board and Executive Team of its financial strengths and weaknesses.
- ✓ File appropriate forms with the Internal Revenue Service
- ✓ Reconcile bank statements.

Development:

- ✓ Support the Development Committee in expanding local revenue generating and fundraising activities to support existing program operations.
- ✓ Use external presence and relationships to garner new opportunities.

Qualifications

The President will be thoroughly committed to Cleveland YPS’s mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

Requirements

- ✓ At least 4-6 hours per week.
- ✓ Attendance at all meetings and events, unless excused by President.
- ✓ Demonstrated experience in civic engagement.

**Application for the position of Treasurer of
CLEVELAND YOUNG PROFESSIONAL SENATE**

Date: _____

Full Name: _____

Residence

Address: _____

Phone: _____

E-mail: _____

Present Employer

Name: _____

Your title: _____

Address: _____

Phone: _____ E-mail: _____

Type of business or organization: _____

Primary service(s) and area/population served: _____

Preferred method of contact () Work () Residence

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, and social).

Organization	Role/Title	Dates of Service

Education/Training/Certificates

Have you received any awards or honors that you'd like to mention?

How do you feel Cleveland Young Professional Senate (CYPS) would benefit from your involvement?

Skills, experience and interests (Please circle all that apply)

- Finance, accounting
- Personnel, human resources
- Administration, management
- Nonprofit experience
- Community service
- Policy development
- Program evaluation
- Public relations, communications
- Education, instruction
- Special events
- Grant writing
- Fundraising
- Outreach, advocacy
- Other _____
- Other _____
- Other _____

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of Cleveland Young Professional Senate (CYPS)?

Please tell us anything else you'd like to share.

Please indicate if you are willing to be considered for other leadership positions. Yes No

Please submit the completed application with an updated résumé to

- Brendan Heil bltheil87@gmail.com; or
- Jared Robbins jared.devin.robbins@gmail.com