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.
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).

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<th>Role/Title</th>
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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