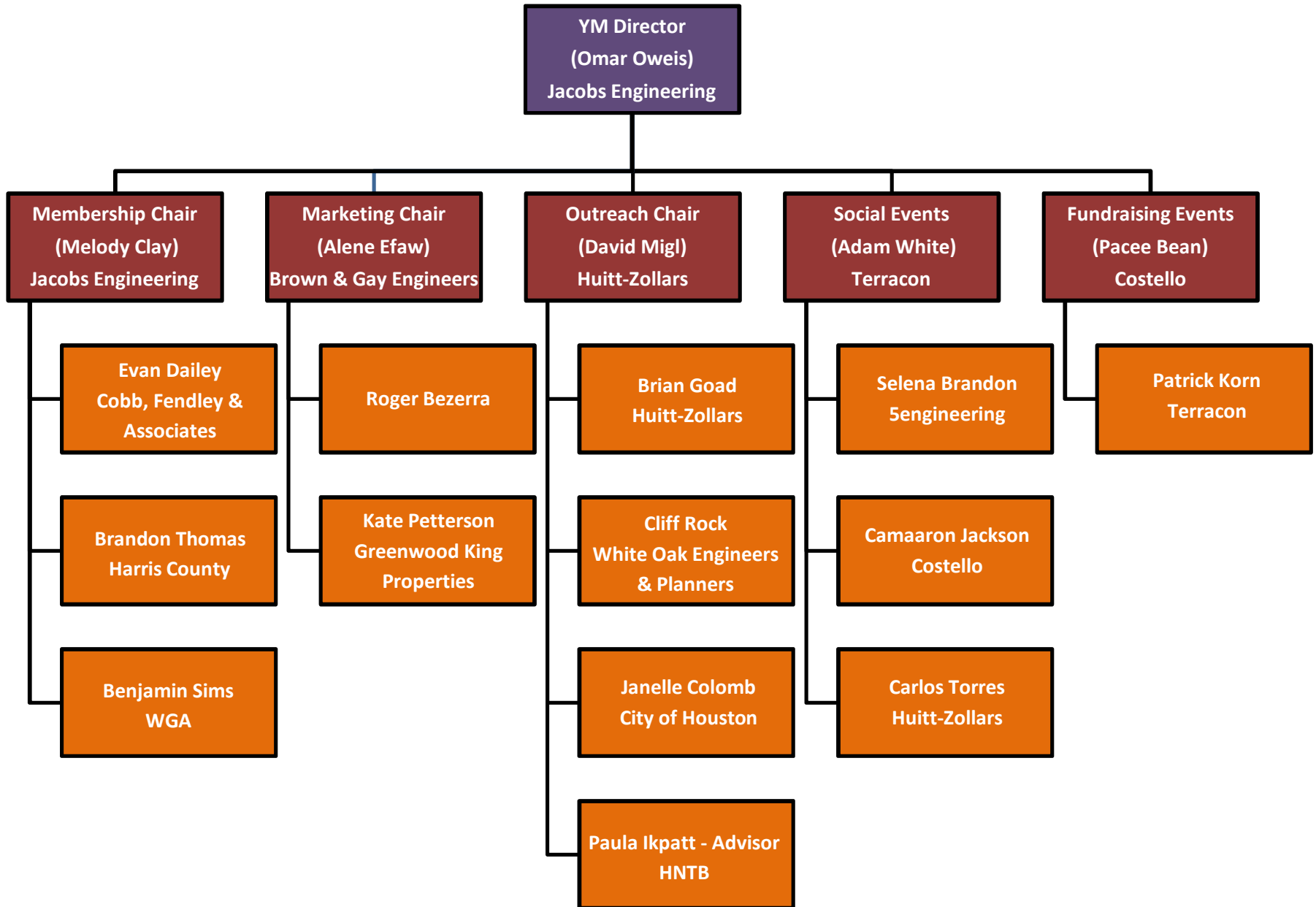


Young Member Initiative Heirarchy



Committee Responsibilities:

- **Membership**

- *Responsibilities:* Establish, implement and enhance the membership engagement process. Monitor YM attendance, membership surveys, track referrals, membership stewardship including welcome phone calls, personal letters, etc., manage young membership directory. Help with soliciting sponsorships for YM events. Works with Outreach committee to inform them of any potential membership recruitment opportunities. Facilitate welcome kit to new members.

- **Marketing**

- *Responsibilities:* Work with social events, fundraiser event, and outreach committees to provide marketing and promotion of events. Secure photographers for events and enhance the group exposure through local media outlets (Facebook, Twitter, Instagram). Distribute press releases (YM monthly newsletter etc.).

- **Outreach**

- *Responsibilities:* Recruit new members via networking, presentations, social media campaigns, etc. to reach overall membership goals. Liaison with other YP groups and college alumni associations (Texas A&M student chapter) for Third-Party events/meetings.

- **Social Events**

- *Responsibilities:* Scheduling, organizing, implementing, overseeing and evaluating all social events such as Happy Hours and Mixers. Secure venues. Coordinates with the Marketing committee for invitations, PR, media coverage, and thank you note. Help with soliciting sponsorships.

- **Fundraising Events**

- *Responsibilities:* Plans and implements fundraising event and work with other committees to market and execute events. Secure venues. Help with soliciting sponsorships.



The Young Professionals Group of SAME Houston Galveston Post provides an exciting opportunity for Greater Houston area young professionals in their 20's and 30's to engage with SAME, outside of mentoring, in a fun, mission-focused way. Through networking opportunities, professional development and social events:

Name: _____

Home Address: _____

City, State, & Zip: _____

Cell Phone: _____ **Gender:** _____ **Age:** _____

Employer: _____

Title: _____

Work Address: _____

City, State, & Zip: _____

Work Phone: _____

Preferred E-mail Address: _____

Industry (e.g., Law, Finance, Real Estate): _____

Number of years you have lived in Houston: _____

College Attended & Year of Graduation: _____

Graduate School Attended: _____

SAME member? Yes No Want more info

If you are not a member, how did you hear about us?

What do you hope to gain from your involvement with the YM committee?

What skills/qualities can you bring to the YM committee?

Please list any other volunteer organizations or professional associations with which you have been involved and the capacity in which you served. (Also indicate any on which you continue to serve.)

What committee are you interested in: (if multiple, please number based on preference. 1 = First Choice):

Membership

Marketing

Outreach

Social Events

Fundraising Events

Wherever is needed

**Thank you for your interest in becoming more involved with the Young Members Group of SAME
Houston Galveston Post! Please send your completed survey to:**

**Omar Oweis, YM Director
Society of American Military Engineers – Houston/Galveston Post**

INITIATIVE	ACTION STEP	TIMELINE	COMPLETION DATE
FUNDRAISING COMMITTEE (\$1000)			
Set Fundraising Goals	Discuss frequency and types of events	Jan-16	11/12/2015
Social/ Fundraising Event	Happy Hour event	Dec-15	12/9/2015
SAME Banquet	Raffle/Silent Auction	Jan-16	1/27/2015
Social/ Fundraising Event	Increase frequency of happy hour to every other month	Mar-16	
Member clubs/activities	Start a couple of activity clubs and charge dues	Apr-16	
Profit Share Event	Partner up with a restaurant/ retailer and earn % of the profits	March-December	
Fundraising Events Review	Review Fundraising Events to determine how successful the events have been	Apr-16	
SAME Banquet	Silent Auction	May-16	
Golf Tournament	Volunteers as Caddies (November 2016)	Nov-16	
Christmas/Holiday Fundraising	TBD (White Elephant/ Ugly Sweater)	Dec-16	
MARKETING COMMITTEE (\$500)			
Marketing YM Social Events/Fundriser and Outreach Events	Help/Create with flyers for events (slogans, creative designs); set up facebook invites for YM group to events	Feb-16	Ongoing
Marketing YM Social Events/Fundriser and Outreach Events	Give away ideas/products at SAME YM Events	Mar-16	
Marketing YM Social Events/Fundriser and Outreach Events	Thank you notes for sponsors and/or speakers at YM Events	On-Going	
YM Facebook Group	Set up a facebook group for the young members join & continue to update, make invites and update photos	Jan-16	Done
YM Facebook Group	Continue to update, make invites and update photos	On-Going	
YM Monthly Newsletter	Set Up Template and Format for newsletter - Get approval by all	Feb-16	
YM Monthly Newsletter	Send out first YM Newsletter - By Email and post to facebook group	Dec-16	
MEMBERSHIP COMMITTEE (\$1500)			
Monitor YM Attendance	Checkbox on sign in	Jan-16	
Monitor YM Attendance	Incentives for attendance – prizes for attending X amount of meetings per year	Feb-16	
Monitor YM Attendance	YMG indicated on Nametag	Jan-16	
Membership Surveys	Manage Dropbox File	Dec-15	
Membership Surveys	Distribute survey to all SAME members	Mar-16	
Membership Surveys	Distribute survey to all YMG members	Mar-16	
Membership Stewardship	Choose Items for Welcome Kit To New Members (ideas include):	Jan-16	
Membership Stewardship	Create Preliminary Cost Estimate for Welcome Kit Items	Jan-16	5-Dec
Membership Stewardship	Determine Budget for Welcome Kit	Dec-16	
Membership Stewardship	Order Items for Welcome Kit	Jan-16	
Manage Young Membership Directory	Assign Task to Committee Member	Feb-16	
Manage Young Membership Directory	Distribution Plan	Apr-16	
Manage Young Membership Directory	Download Membership files Prior to Meeting each month from SAME website	On-Going	
Membership Recruitment Opportunities	Determine Date to send out Monthly Email	Dec-15	15-Dec
OUTREACH COMMITTEE (\$500)			
YMI	Finish Filling Membership Slots for SAME Young Members Committee	Dec-15	
Recruiting	Recruit 10 new Young Members to SAME	Dec-16	
TAMU Chapter	Find 2 Guest Speakers for the Texas A&M Chapter of SAME	Mar-16	
TAMU Chapter	Career Fair TAMU	Apr-16	
TAMU Chapter	Diversify the Student body (adding Mechanical/Electrical)at TAMU	Dec-16	
TAMU Chapter	Help create an annual plan with monthly/yearly goals for TAMU	Feb-16	
TAMU Chapter	Increase chapter size by 30%	Dec-16	
SOCIAL EVENTS COMMITTEE (\$1500)			
Happy Hours/Professional Development	Bi-Monthly event, depending on frequency of other events. 50/50 raffle at each event. Sponsors for appetizers.	Bi-Monthly	Happy Hour - 12/9/2015
	Invite/plan joint events with other Organizations (AWWA, ASCE, YPT, etc.) for Professional Development(ASCE-TBPE event) or Happy Hours.	One to two per year	
	Professional Development Series (Home Buying 101, Insurance for Beginners, Personal Budgeting, PE licensure, technical presentations)	Quarterly	Home Buying 101 - 2/16/2016
SAME 5k	Volunteer at Annual E-Week 5k	Annually	2/20/2016
Activities	Plan Skeeters Game (raffle tickets at preceding Happy Hour), Top Golf, Bowling, etc.	One to two per year	
Volunteer Events	Organize event with Habitat for Humanity, Beach and Bayou Cleanup, Meals on Wheels, Homeless Shelters, etc.	One to two per year	
Tours	Port of Houston, Battleship Texas, San Jacinto Monument, Plant Tour, etc.	One to two per year	
Intramural Sports	Golf League - Patrick Korn	TBD	
	Cycling Team - Brian Goad		