

Young Professionals in Energy (YPE) - Calgary Chapter

Board of Directors

YPE Overview

Young Professionals in Energy (YPE) is a not-for-profit organization with more than 40,000 members worldwide. YPE aims to facilitate the advancement of young professionals in the global energy industry by providing a forum for networking and career development through social, educational, and civic service opportunities. [YPE Calgary](#) is a chapter of the global YPE organization and runs a year-round calendar of events.

Available Board of Directors Positions

- **Treasurer**
- **Director of Marketing & Communications**

Roles & Responsibilities

All Directors

The Board of Directors (BoD) of YPE Calgary hold their positions on a volunteer basis and are responsible for leading the organization aligned to the mission, vision and values of YPE. The Directors are ultimately responsible for the governance and the sustainability of the YPE Calgary chapter and must conduct themselves in the best interest of the organization to ensure the success and continuation of the group. Responsibilities of the BoD include:

- Lead and coordinate planning and execution of at least one event per year (depending on the magnitude of the event, the leading role may be shared among several Directors); events may include networking events, speaker series, volunteering activities, mentorship, trips and sport tournaments
- Positively promote YPE and seek new opportunities, partnerships and sponsorships whenever possible in order to offer the most enriching experience to our members
- Attend monthly board meetings in person (virtual meetings may be accommodated as needed), with the exception of July and August
- Attend the Annual General Meeting (AGM) to discuss the strategy for the upcoming year
- Actively participate in any decisions pertinent to the organization's direction that require consensus
- Regularly attend and represent YPE Calgary in the events organized or sanctioned by YPE

Treasurer

The Treasurer plays a leading role in monitoring financial planning and financial reports. Key responsibilities include:

- Evaluate the financial performance of the organization and provide annual financial statements
- Act as the main signatory for issuing cheques and funds to other organizations

- Submit tax and revenue reports to governmental bodies
- Maintain bank accounts
- Maintain the not-for-profit status of the organization

Director of Marketing and Communications

The Director of Marketing and Communications is responsible for all communications, branding and messaging for the organization. This person is responsible for positively promoting the organization through social channels to maintain and increase our reach. Key responsibilities include:

- Maintain YPE's social media channels (LinkedIn, Instagram, Facebook) to positively promote the organization and ensure that we have a continued online presence
- Develop and distribute newsletter content for our members, including promotion of upcoming events
- Advertise upcoming YPE events and events from partner organizations that may be of interest to our members through social media channels (LinkedIn, Instagram, Facebook) and the YPE newsletter
- Create and manage EventBrite pages for YPE events and coordinate sign-up efforts
- Monitor YPE's email account, flagging relevant emails to the BoD for timely response

Requirements

- Young professional working in the energy sector (including service providers)
- Commitment to the successful and efficient execution of YPE activities
- Demonstrated relevant experience for available positions (i.e. marketing & communications, treasury / finance)
- Event planning experience considered an asset
- Great interpersonal and communication skills
- Team player

Time Commitment

- **Monthly time commitment:** ~4-8 hours (depending on event timelines)
- **Term:** Permanent positions on the BoD will have an election term of 1 year that may be renewed indefinitely

Application Process

Please apply for an available position by submitting a **Resume & Letter of Intent** by **January 27, 2023** to our email at calgary@ypenergy.org, indicating the role that you are applying to in the email subject (Treasurer or Director of Marketing and Communications).

If selected, we will contact you for an in-person meeting. Following the meeting, we will notify you if you have been selected to fulfill the role. You will have the opportunity to volunteer with YPE Calgary and shadow current Directors in role until elections take place. Each new position in the BoD will be voted on during our annual AGM in Fall 2023 to officially elect new Directors.