

Our Mission Statement

The Southern Nevada Branch, Younger Member Forum (YMF) of the American Society of Civil Engineers (ASCE) promotes and enhances the civil engineering profession within the public community, by providing younger members and students with information and opportunities for professional and leadership development, networking, and community service in a social environment.

Who Are We?

The younger members are comprised generally of civil engineers that have finished college and are 35 years old or younger. However, we encourage anyone who is interested in YMF to attend our meetings, professional development courses, and social activities. We are created to allow younger members of the ASCE community the opportunity to become familiar with their peers and to help further their careers.

Here are the list of positions within ASCE YMF, officers for 2017-2018 and their corresponding responsibilities/duties:

President*

The YMF President provides assistance to committee chairs and is responsible for coordinating with regional/national YMF officers regarding YMF issues/bylaws/resolutions/year-end-reports and maintaining/following the Las Vegas chapter bylaws. The YMF President serves as the voting delegate at the Western Regional Younger Member Conference (WRYMC) held every winter. The President prepares agendas and preside at each YMF Board meeting, responsible for appointing chairpersons and announce appointees upon installment. The YMF President also maintains contact with the Southern Nevada Branch and Nevada Chapter.

President-Elect*/**

The president-elect attends YMF leadership seminars and is involved in several YMF activities in order to prepare for the upcoming presidency. The President-Elect also sends out e-mail announcements to the YMF membership and announces upcoming events at ASCE Southern Nevada Branch general membership meetings. The president-elect also needs to be available as a substitute for the President whenever needed.

Past-President*

The past-president provides the committee chairs/president with guidance based on previous experiences as YMF President. The past-president attends YMF meetings and events, and assists the President in preparation of the annual report.

Treasurer*/**

The treasurer collects checks and makes deposits and provides reimbursement for YMF-related expenses. The treasurer helps committee chairs evaluate how much funding YMF can provide for activities, and is responsible for creating and maintaining a yearly budget. The Treasurer oversees the

YMF checking account and ensures that finances are accounted for and in good order. The Treasurer maintains possession of the checkbook and bank statements, have the authority to sign all checks approved by the Board of Directors. The treasurer maintains a detailed list of all the transactions and budget of money used/received and submit annual budget to SNB for review.

Secretary -

The secretary maintains a current file of records concerning every activity including the following: meeting minutes, attendance records, reports, and membership lists. Anticipate important deadline dates for all events including name of participants and date of activities. The secretary also is responsible for obtaining past records from their respective officers. The secretary is expected to be at all YMF Board meetings to record the meeting minutes.

Sponsorship/Fundraising Chair –

The sponsorship/fundraising co-chairs ensure and organize sponsorships for each luncheon which occur every month. They also identify and organize the appropriate fundraising activities that the YMF group will support to meet a yearly monetary fundraising goal.

Community Outreach Chair –

The community outreach co-chairs select and organize community outreach programs that are supported by YMF.

P.E. Review Chair –

The PE review co-chairs organize the PE review courses that are being offered to engineers in training wishing to take the Civil Professional Engineering Examination.

Awards Chair –

The awards co-chairs prepare award applications on behalf of our YMF chapter. The awards co-chairs also select nominations for individual younger member awards and coordinate the submittal of the applications prior to the due dates.

Social/Technical Chair –

The social co-chairs selects and organizes social events and technical tours for younger members and creates opportunities for networking with other young professionals.

Luncheon Coordinator –

The luncheon coordinator assists the treasurer during the YMF lunch meetings, providing the RSVP list, receipts and slide presentation for the monthly lunch meetings.

Student Liaison Chair –

Student liaisons help bridge the gap between the UNLV student ASCE chapter members and YMF members. They also help student members prepare to enter the work-force by establishing contacts with working engineers.

ASCE – Southern Nevada Branch Liaison* -

The Southern Nevada Branch selects one member to serve as a representative to the Las Vegas YMF. The liaison reports YMF activities at branch board meetings, and informs the YMF of branch events.

Meeting/Speaker Chair –

The meeting speaker co-chairs select speakers, locations and YMF lunch meetings that are held monthly, during the last Tuesday of the month.

Conference Chair –

The conference chair informs the group of upcoming Conferences that would be of interest to YMF. The conference chair is also in charge of putting together logistics that YMF members participate in.

Website/Social Media Chair–

The website chair post information regarding YMF events on the YMF web page and other social media outlets. Items, such as the list of officers and upcoming events, will be posted on the YMF web page and made accessible to the younger members. The website chair also handle website advertising and job postings.

The following list will be filled by end of August 2017. If a position is of interest to you, please do not hesitate to let us know.

**YMF Board of Directors*

*** Nominations and voting need to be done for these positions per ASCE-YMF Bylaws*