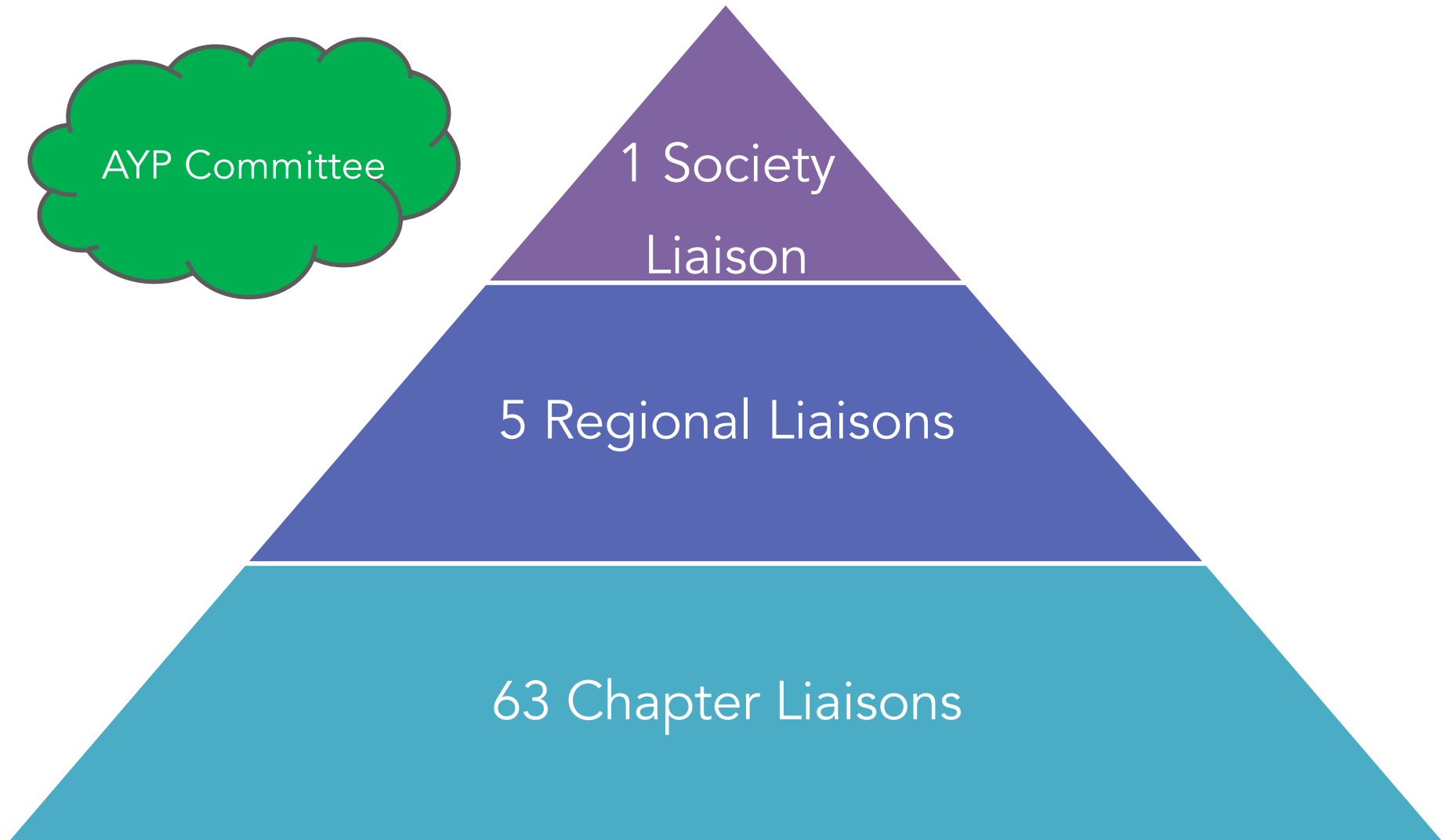


THE AUTHORITY IN PLUMBING SYSTEM DESIGN AND ENGINEERING



ASPE Young Professionals (AYP) Special Interest Group Structure and Guidelines

AYP Structure of Officers



AYP Officer Duties

Society Board of Directors AYP Liaison (1)

The AYP Liaison is responsible for communicating with ASPE's Regional AYP Liaisons, provides the Board with input from the AYP's provides input to the Convention and Technical Symposium Committee, and advises the Board concerning the format and the operation of the Biennial Exposition.

- **Reports to:** Society President, Board of Directors
- **Manages:**
 - Regional AYP Liaisons
- **Responsibilities:**
 - Communicates regularly, on behalf of the Board, with Regional AYP Liaisons
 - Establishes and manages the network of Regional AYP Liaisons
 - Receives and reports information from the AYP to the Board
 - Prepares an Annual Report for the Annual Report to the Members/Chapters
 - Coordinates sponsorship programs for the Society
 - Performs other functions as may be directed by the President or the Board of Directors
 - Coordinate AYP representation on different committees within ASPE

AYP Officer Duties

Regional AYP Liaison (5)

The Regional AYP Liaison is responsible for communicating with ASPE's chapter AYP members, provides the Board Liaisons with input from the local chapters AYP's and provides input within the AYP Committee.

- **Reports to:** Society Board of Directors AYP Liaison and AYP Committee
- **Manages:**
 - Chapter AYP Liaisons
- **Responsibilities:**
 - Communicates regularly, on behalf of the AYP Committee, with chapter AYP members
 - Establishes and manages the network of Chapter AYP Liaisons
 - Receives and reports information from the AYP to the committee and society liaison
 - Ensures that all chapter AYP liaisons are performing their duties

AYP Officer Duties

Chapter AYP Liaison (63)

The Chapter AYP Liaisons are responsible for communicating with ASPE's Regional AYP Liaisons , provides the regional Liaisons with input from the chapters AYPs.

- **Reports to:** Regional AYP Liaison
- **Manages:**
 - Chapter AYP Members
- **Responsibilities:**
 - Communicates regularly, with AYP members in their local chapter
 - Establishes networking events, volunteering efforts, technical events, etc.
 - Receives and reports information from the AYP to the regional liaison
 - Discuss upcoming bylaw changes and any PO discussions with the chapter AYP members

***Open communication with the regional liaisons
is crucial to the continued success of the AYP program***

AYP Officer Duties

AYP Committee

The ASPE Young Professionals (AYP) Committee shall be responsible for the special interest group of active members 35 years and younger.

- **Reports to:** Society Board of Directors AYP Liaison
- **Responsibilities:**
 - Provide assistance with recruiting
 - Discuss ideas and goals to improve AYP
 - Assist with National Engineers Week and World Plumbing Day outreach

Reporting

When reporting to others on the AYP chain, not everything requires an email or a call.

Email

- Event Notices
- Initiatives
- Updates on AYP business

Phone Call

- Region updates to the Chapter Liaisons
- Topics that warrant frequent back and forth discussion.

AYP Event Guidelines

Events

It is the chapter AYP liaison responsibility to organize events for the chapter AYP members. Examples of events are listed below

Networking	Technical	Volunteering
<ul style="list-style-type: none">••Happy hours••Sporting events••Team building	<ul style="list-style-type: none">••Factory tour••Dinner presentation/discussion	<ul style="list-style-type: none">••Food Kitchen••Street clean up••Fundraising / Donation Events

Discuss with your local chapter members about other event options. Local chapter AYP liaisons know their surroundings best and what would make for great events.

AYP Event Guidelines

Events

- Events will be quarterly
- Once scheduled, event will be posted in the chapter news letter with ample time for response. (2 months)
- Emailed to the chapter AYP members
- Sponsorships from local manufacturing representatives is allowed to aid in the financing of events.
- Chapter AYP Liaisons to email their events to their chapter president, Regional AYP Liaisons, and their Region director.

Discuss with your regional liaisons members if you have any questions regarding the society sponsorship

AYP Event Sponsorship

Society Sponsorship

In 2019, Zurn sponsorship funds for AYP will solely go towards AYP Society Level educational events. Funding by Zurn for chapter level events as was available in 2018, are no longer available as that program has expired.

ASPE Chapters are now free to do as they wish for funding their AYP events; there is no need to go through Society. This is a good thing as there is now more flexibility for individual chapters AYP events.

AYP Event Sponsorship

Sponsorship Guidelines

- Event sponsorship at the local level is always welcomed.
- Reaching out to your local manufacturers representatives is the best place to start your search for sponsorships.
- Discuss and plan the event with the potential sponsor for ideas and costs.
- Co-sponsorships are acceptable if coordination is made between all the parties and all parties are in agreement on their levels of sponsorship.
- If an event is being sponsored, place the sponsors company and product logo on the newsletter notice.

AYP Bylaw Review

Bylaw Review and Discussion Guidelines

- Once the Society distributes the proposed bylaw changes, each chapter liaison shall send those changes in a group email to their respective chapter AYP affiliates for discussion.
 - The discussion shall be in a conference call medium
- The Chapter Liaison will then gather the comments made from that discussion and report them to the Region Liaison.
 - This reporting shall be in email form.
- The Region Liaison will set up a conference call to discuss these comments with the Chapter Liaisons for further discussion.
- The Region Liaison will then discuss their regions comments with the Society Liaison prior to final date for comments.

AYP Bylaw Review

Bylaw Review and Discussion Guidelines

The intent of this Bylaw review process is to ensure that the young professional's voices are heard and that ideas and concerns for improvement are not lost with one member.