

SEAW Seattle Chapter
Younger Member Forum Policy & Procedures

Mission

The mission of the YMF is to offer younger engineers an introduction to SEAW while providing networking and leadership opportunities. In addition, the YMF assists with mentoring and recruiting through university outreach events and social activities.

Membership

YMF membership is open to all SEAW membership categories under 35 years of age. However, SEAW membership is not specifically required as prospective members are added to the contact list at outreach and social events.

Leadership

The YMF leadership structure is currently comprised of five representatives: Chair, Vice Chair, Outreach, Social, and Past Chair.

Chair

- Develops and leads YMF activities
- Liaison to SEAW Board of Directors
- Contributes to YMF corner in newsletter
- Maintains email list and send announcements to membership
- Plan leadership meetings

Past-Chair

- Position filled by immediate past chair of YMF
- Provide continuity in leadership transition, assist in development of activities

Vice-Chair

- Assist with Chair activities
- Prepare minutes of YMF meetings
- Leads technical programs and coordinates committee contacts
- Professional society liaison (ASCE, EERI, etc.)
- Maintains Calendar

Outreach Representative

- Develop program to encourage young engineers to join and participate in SEAW
- Coordinate program communication with Chair
- Serve as university liaison
- Encourage involvement in SEAW
- Plan and coordinate Outreach Luncheons

Social Representative

- Develop program to encourage sustained involvement in SEAW among young members
- Coordinate program with Chair
- Champion YMF table at SEAW dinner meetings
- Encourage sustained YMF membership involvement in SEAW through social activities
- Serves as treasurer
- Supports Chair in maintaining email list

Advisory Chair

- Position typically filled by Seattle Chapter Board member
- Provide general guidance on SEAW structure and history

Leadership Elections

Like the YMF leadership structure, YMF elections shall be similar to the SEAW elections. The positions of Chair, Vice-Chair, Outreach Representative, and Social Representative shall have one-year terms, from May to May. The election schedule and available positions shall be advertised via email, at the monthly SEAW dinner meetings, and at the YMF social hour, starting six weeks prior to the election. Voting shall take place during the two weeks prior to the May SEAW dinner meeting, and must be submitted for counting three days prior to the May SEAW dinner meeting. The winners shall be announced at the May SEAW dinner meeting. Following the meeting, YMF members unable to attend the meeting will be notified of winners via email. YMF members will receive ballots via email, and they shall be returned to the YMF chair via email.

Self-nomination for available positions shall be through written or email communication with the YMF chair. This communication shall state the position the nominee would like to run for, as well as the nominee's name, email address, company, alma mater, duration of membership in SEAW, and any personal information the candidate wishes to add. Members may also self-nominate at via sign up sheet at YMF social hours. Because leadership is expected to be members of SEAW, nominees must be members of SEAW.

Regular Activities

The following activities have been successful in the past and can provide a starting point for future planning.

Meetings

Representative meetings are held at the Chair's discretion, quarterly at a minimum. The Chair maintains regular email contact with representatives, soliciting input as required.

Monthly Social Hours

These are typically held after work with YMF providing appetizers. Events are usually in

downtown Seattle on the second Tuesday of each month and on the east side on the third Wednesday every other month.

Seattle locations have included: Red Lion Terrace Garden, Rock Bottom, the Pyramid Ale House, the Elephant & Castle, Gordon Biersch Brewery, and Pike Brewery. Bellevue locations have included: Rock Bottom, the Tap House, Z'Tejas Southwestern Grill, and Parlor Billiards.

University Outreach Lunches

Outreach lunches are an opportunity to introduce SEAW to local university students and encourage participation in a professional society. Lunches are provided by YMF and are typically held in spring, as many students will be graduating and moving into professional practice.

University of Washington lunches have been held at Big Time Brewery
Seattle University lunches have been held at Piccoras Pizza

PSEC Engineering Day Fair

We have planned and operated the SEAW's booth at the Puget Sound Engineering Council's Engineering Day Fair. This is in coordination with SEAW's Public Information Committee.

Community Service

Twice a year we plan to participate in community service activities, such as Rebuilding Together and Habitat for Humanity.

Future Possibilities

Ideas for future activities include:

- Site visits/tours
- Recreational activities
- Sporting events
- Interaction with other younger member groups (ASCE, AIA Young Architects)
- SEAW committee participation
- Participation with student organizations at UW and SU, like BBQs or Resume Workshops