



## Nomination Packet 2010

**Serve.**  
**Unite.**  
**Inspire.**  
**OUR Knoxville.**

[www.ypknox.com](http://www.ypknox.com)

# YPK Overview/Information



January 2010

*Thanks for your interest in Young Professionals of Knoxville!*

Since 2007, Young Professionals of Knoxville has worked to provide leadership and professional development opportunities, foster a sense of community among the area's young professionals, strengthen awareness of talented young leaders in our area, and enhance Knoxville's image as an exciting, compelling city in which young professionals can thrive. We're committed to the vision of "our" Knoxville - a place where young professionals serve the community, unite with one another, and inspire greatness.

YPK is now accepting nominations and applications for new members. We're seeking active, community-minded individuals under age 35 who live and work in the greater Knoxville region. Ideal candidates are rising stars in their field who desire an opportunity to give back and make a difference.

As members, they will receive numerous benefits including training via our professional development series, invitations to regular social gatherings with like-minded people, and access to business and community leaders via a new mentorship program. Additionally, they'll join other young professionals in making a difference throughout Knoxville via community outreach and volunteer projects.

If you, or someone you know, personifies what it means to be a young professional or community advocate, please consider complete the following application. (Self-applications are accepted as long as they are accompanied by a nomination form.) Completed potential member packets, including nomination, application and current resumé must be received by March 15. New members will be contacted in mid-April.

We're excited about the future of YPK, and look forward to growing the organization. Thank you for your interest in helping us discover Knoxville's future leaders!

Sincerely,

A handwritten signature in black ink that reads 'Charley Sexton'.

**Charley Sexton**  
*President*

A handwritten signature in black ink that reads 'Erin Freeman'.

**Erin Freeman**  
*Vice President*

## Mission

YPK unifies young professionals through building relationships, serving our community and cultivating our Knoxville.

## Vision

To make Knoxville the place for young professionals to serve, unite, and inspire.

## Objectives

- Keep young professionals in Knoxville
- Educate, cultivate, and motivate young business
- Assist in the revival of Downtown, Market Square, The Old City, and the Strip
- Provide a brainstorm forum for knowledge, development, and expression of ideas
- Build and contribute philanthropy projects in Knoxville
- Develop business opportunities and careers for our membership
- Support Knoxville's businesses and community leaders

# Nomination Process



*Calling all Young Professionals of Knoxville looking to Serve, Unite, and Inspire.*

We are very proud of the quality of the YPK membership, and we are excited to see what else our young professionals have to offer in this town.

We are looking for Young Professionals between 23 and 35 with hearts for their community and the city of Knoxville. We want Knoxville's next generation of leaders and those who are already making a difference to join with YPK to make an impact.

We are encouraging and accepting nominations from Knoxville's business leaders, community leaders, and current members.

The long term vision for YPK is to have an open membership. In order to build a successful organization where we can both handle and excel under such growth, we have to build a solid foundation. This solid foundation will be built by a limited amount of people devoted to pouring their time and energy into YPK, and so we will have a cap on new members for this process. Please take this into consideration when filling out the application.

Make sure all requested pieces are returned by the March 15 deadline in order to be considered by the Membership Advisory Board. If you have any questions, do not hesitate to ask. Please e-mail any questions to [member@ypknox.com](mailto:member@ypknox.com).

Looking forward to your nomination!

**Membership Committee**

## Nomination Checklist

Please make sure you provide a complete nomination packet. Incomplete nominations will not be considered.

- Nomination form
- New member application form
- Current resumé

## Important Information for Potential Members

- YPK new membership dues –\$200
- Membership year is May 2010 through April 2011
- Completed packet must be received by 5 p.m. on Monday, March 15, 2010 to: YPK, P.O. Box 194, Knoxville, TN 37901 or fax to (865) 584-5554
- New members will be notified by Mid-April 2010
- Initial meeting for new members and renewing members will be Mid-May
- Assistance may be available on a case-by-case basis

## List of Minimum Requirements for New YPK Members

The following must be completed during the 2010-2011 membership year.

- 10 hours of general volunteer work
- 2 YPK endorsed events
- 2 YPK Professional Development events\*
- 1 General Membership meetings
- 1 Major Social event\*
- New Member sessions
- Active involvement in committee activities

*\* Additional fees may apply*

*Please e-mail questions to [member@ypknox.com](mailto:member@ypknox.com).*



## Nominee Information

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*Complete packet must be received by Monday, March 15, 2010, by 5 p.m. for membership consideration.*

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Years in Knoxville Area \_\_\_\_\_

Business/Organization \_\_\_\_\_ Title \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Home Address \_\_\_\_\_

Best Contact Phone Number \_\_\_\_\_

Educational Information \_\_\_\_\_

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## Nominator Information

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Business/Organization \_\_\_\_\_ Title \_\_\_\_\_

Business Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

In what capacity do you know the nominee? (Employee, friend, family, etc.) \_\_\_\_\_

Reason for Nomination (Please submit in letter form):

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*Nomination Packet must be fully completed for consideration.*

Mail completed packet to:

**YPK**  
**P.O. Box 194**  
**Knoxville, TN 37901**

Or fax to (865) 584-5554



## Applicant Information

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*Complete packet must be received by Monday, March 15, 2010, by 5 p.m. for membership consideration.*

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Years in Knoxville Area \_\_\_\_\_

Business/Organization \_\_\_\_\_ Title \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Home Address \_\_\_\_\_

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How do you prefer to receive communication from YPK?  Mail  E-mail  Facebook

Where would you like mailed correspondence sent?  Home  Work

Best Contact Phone Number \_\_\_\_\_

Educational Information \_\_\_\_\_

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*Please briefly answer the following questions in one page or less (separate page please):*

What do you expect that Young Professionals of Knoxville can offer you?

What do you expect that you can add to Young Professionals of Knoxville?

What vision do you have for yourself and the Knoxville community?

How are you currently engaged in your community?

Have you shown leadership in your community in the past?

What is one idea or program that you would like to see made a reality as part of the Young Professionals of Knoxville?

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*Nomination Packet must be fully completed for consideration.*

Mail completed packet to:

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Knoxville, TN 37901

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## Committee Descriptions

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### Professional Development

*To foster professional development of the membership through outstanding programming.*

- Identify the best time, place, and frequency of YPK meetings and seminars
- Plan an agenda, book speakers, reserve meeting spaces and arrange for refreshments at each meeting
- Create a calendar of meetings and topics for the year

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### Marketing and Communications

*To effectively promote YPK to the community and to manage all systems of communication to the membership.*

- Manage the YPK Web site
- Design or author any e-mail, or regular mail communication going to the membership
- Be the primary respondent to written proposals for collaboration from outside groups and present to the Executive Committee for review
- Manage any marketing effort connected with membership recruitment
- Be responsible for transmitting the YPK logo used in promotional activities
- Manage the printed stationary and any correspondence for YPK
- Create any printed marketing or promotional pieces

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### Social Events

*To plan and execute creative social events that will engage and connect the membership.*

- Develop a one year plan of purely social events
- Be responsible for greeting members and sign-in at meetings
- Give a Social Events Report at all YPK meetings
- Develop a plan to encourage all members to participate

### Finance

*To create and manage effectively all systems pertaining to financial resources and to assist the Treasurer in the stewardship of the organization's finances.*

- Review yearly budget requests
- Assist the Treasurer in budget planning
- Give Treasurer's Report at Executive Committee meetings when the Treasurer is absent
- Review the membership fee structure
- Send out delinquency notices to members
- Review expense reports
- Help maintain accounts

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### Community Outreach

*To plan and execute meaningful philanthropic projects and to educate members on the benefits of giving back to the community.*

- Manage all volunteer activities for YPK
- Coordinate any philanthropic collaborative efforts with other organizations
- Submit a calendar of events for the year

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### Membership

*To create and manage innovative systems for recruiting and retaining qualified members to YPK.*

- Create a directory for the current membership
- Plan how and when new members are to be brought in to YPK
- Develop an application process
- Create a welcome and training process for new members
- Design a process to follow up with new members

# General Activities List for 2010-2011

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## Professional Development

- Monthly Lunch & Learn with community leaders & other recognized professionals
- Additional opportunities throughout the year
- Tours
- Discussion forums
- Classes

## Social Events

From the Skybox in the Sunsphere to the relaxed Aubrey's patio, we've held happy hours in various locations throughout Knoxville this past year.

The happy hours are always on the first Thursday of the month. They're a great way to get to know fellow members of YPK, but they're open to non-members as well.

And in November, YPK had its Third Annual Fall Ball. Our venue was the S&W Grand in downtown Knoxville and the Coveralls, once again, had everyone on their feet dancing by the end of the night.

## Community Outreach

Community Outreach is currently working on the Dogwood Mile Run benefiting The Dogwood Arts Festival and Knoxville Sports Center held spring 2010!

Previous Community Outreach projects have included:

- Registering people to vote and encouraging vote participation through the YPK Voting Campaign
- Collecting needed items for the Kiwanis Fresh Air Camp
- Collecting coats for the The Lost Sheep Ministry
- Volunteering time to help with various community non-profit organizations such as The Howard Baker Center, The Lost Sheep Ministry, Dogwood Arts Festival and Kiwanis Club

## Membership

- Have exciting, informative, and worth-while general membership events
- Plug the new class in through brainstorming sessions and a strong introduction to the organization
- Create an online directory
- We were proud of our new class of members, our new member orientation, and strong support of our committee.