Young Agents Committee (YAC)

Roles & Responsibilities

**Guidelines for Young Agents Committee Chair (Agent)**

* The Chair is the leader of the committee. As leader, the Chair is responsible for guiding the committee and professional project development to support the growth/development of Young Agents across the U.S. as it aligns with the Big “I” Strategic Plan.
* The Chair will work with the Young Agents Liaison to develop meeting agendas.
* The Chair will facilitate all committee meetings. This includes: Start and end meetings on time, establish ground rules, initiate open discussion, keep topics on track, and review action items.
* To communicate with the Board of Directors (BOD), the Chair will go through the Young Agents Liaison.
* The Chair will copy the Young Agents Liaison on all committee correspondence, with a courtesy copy to the Senior Director, Education Programs.
* The Chair will follow guidelines for Member Participation.

**Guidelines for Member Participation (Agent/State Staff Member)**

A committee member will:

* Report to the committee Chair.
* Actively participate in the work of the committee.
* Be accessible to other members and the Young Agents Liaison.
* Be knowledgeable about the Young Agents Program.
* Attend required meetings, both virtually and in-person.
* Meet deadlines.
* Act appropriately at meetings.
* Treat others with respect.
* Communicate with states in respective region and share committee updates.
* Work closely with the Young Agents Liaison on fundraising activities and communications to company partners.
* Follow-through on assignments and be a reliable team member to other individuals on the committee.

**Guidelines for the Big “I” Young Agents Liaison (National Staff)**

The Young Agents Liaison serves as a resource to the committee. This includes a number of tasks, including: advising the committee, developing informational materials, leading preparation for meetings, developing recommendations for committee considerations, and serving as the primary communications point with the Big “I.” The Young Agents Liaison reports to the Senior Director, Education Programs.

The Young Agents Liaison will:

* Be familiar with all aspects of committee work.
* Be familiar with Big “I” policies and procedures.
* Be knowledgeable of the Big “I” strategic plan as it pertains to the committee’s activities.
* Maintain contact with the Chair and committee members.
* Provide orientation and standard handouts for new members.
* Ensure the committee meets deadlines and maintains integrity in its role.
* Assist the Chair in preparing the monthly meeting agendas.
* Ensure meeting minutes are distributed in a timely manner post meeting.
* Draft action items or discussion items on behalf of the committee and inform other programs/staffers of any collaboration points (as needed).
* Manage the scholarship and awards process for state associations each year.
* Work closely with the committee and the Big “I” Events team to ensure plans and activities for in-person events are executed.
* Communicate quarterly updates on committee work with the CEO, EC (Executive Committee), and BOD.