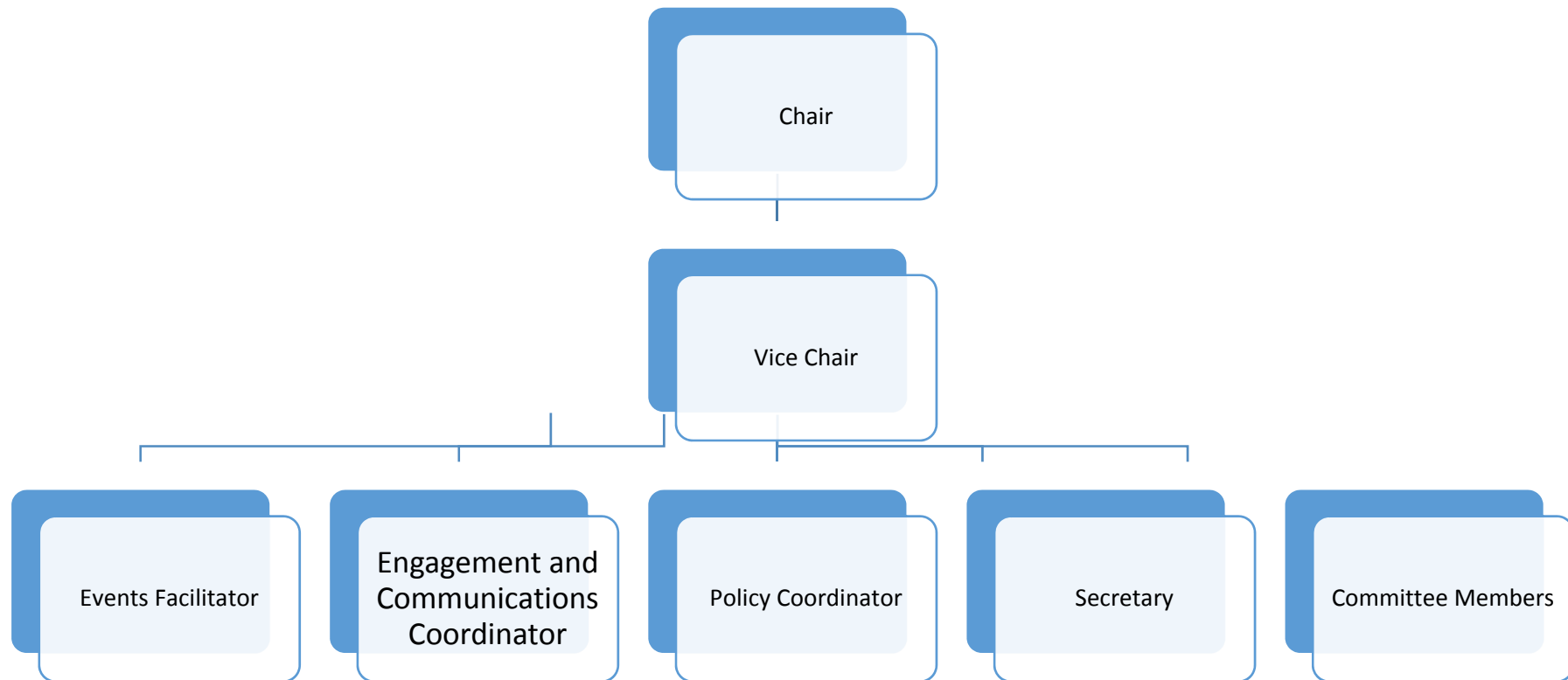


## Young Professional Committee (YPC) Structure



## Young Professional Committee (YPC) Responsibilities

Role	Responsibilities
Chair	Attend IPAA Council meetings to represent the YPAC, inform Council of upcoming events or opportunities and gain approval for policy aspects of the YPAC such as the Terms of Reference. Assist all committee members in undertaking various tasks. Presides over YPAC meetings, ensures agendas are followed and actions arising from meetings are followed up by the responsible committee members.
Vice Chair	Attend IPAA Council meetings and preside over YPAC meetings when the Chair is unavailable. Provides support to the Chair and is available to assist committee members when required.
Secretary	Ensures the smooth functioning of the YPAC. Organises meetings including receiving agenda items from YPAC members, circulating agendas and any other material for meetings, taking minutes and circulating minutes and agreed action items shortly after meetings. Upholding YPACs Terms of Reference requirements, particularly when it comes to elections or other stipulated procedures.
Events Facilitator	Responsible for planning, creating and updating the YP events calendar. Will be involved in any sub-committees developed to engage in planning events or other projects. This role will liaise closely with the Chair as well as IPAA staff when investigating proposed events or projects. This role has a long-term focus, particularly forward planning of events and spacing YP events over the yearly calendar.
Engagement and Communications Coordinator	IPAA staff will refer interested YPs to the Engagement and Communication Advisor, if they are interested in joining the committee or seeking further information about the committee. Manages marketing and liaises with IPAA staff to arrange communications from YPAC to the WA YPs. This may include designing and creating flyers for upcoming events. Ensures marketing and communications of YPAC, such as the IPAA website, are up-to-date and include relevant information that is helpful for YPs. Investigates and coordinates social media to engage more YPs and is a main YPAC administrator for these types of communication functions.
Policy Coordinator	Responsible for coordination of advisory support and research activities of YPAC, including annual survey of young professionals working in or with the WA public service, and development of subsequent research report. Also responsible for coordination of twice-per-annum presentations by YPAC to Council on topics of interest to young professionals, or topics nominated by Council. Activities are to be supported by a subset of committee members, with this position to work closely with IPAA WA staff members to design and undertake required activities.
Committee	Contribute to meetings by providing ideas for events or training opportunities that support and promote the interests of YPs. Engage with YPs in their organisations and through networking to share their experiences of IPAA and the benefits of joining. Attend YP events to represent YPAC and network with other YPs across the public sector. Assist with any activities arising from meetings and circulate information, actions and ideas to YPAC out-of-session for discussion and agreement. Advise the secretary of any agenda items they wish to discuss at meetings. The YPAC may delegate, in writing, to a Member certain operational duties relating to YPAC activities (policy support, events or meetings).