Connecting a World of Pharmaceutical Knowledge

Young Professionals Recruitment/Retention Position Description

Updated on 19 January, 2012

Young Professonals Committee Overview:

This Committee will energize all of ISPE by drawing students, young professionals, and professionals new to the industry to become dynamic, involved participants in the Society throughout their careers and their professional development. Every consideration will be made to include young professionals on the YPC Committee and its subcommittees. The YP Recruitment and Retention subcommittee's primary roles are to evaluate and create membership benefits and recommended programs to enhance the value of membership to students and young professionals.

Position Purpose and Objectives:

Committee members will be young professionals (< 10 years in the industry) or professionals at any career stage who are deeply committed to students and young professionals as the future of the industry.

Appointed by: Committee Chair/Co-Chairs

Responsibilities of this Position:

The YP R&R subcommittee Members must become familiar with the annual Business Plan.

- Develop programs, membership campaigns and promotional materials to increase student and young professional involvement in the Society focusing on expanding, nurturing, and supporting student chapters and YP Chapter/Affiliate groups.
- Establish a continuum approach for students and young professionals using personalized professional development tools as a core element. Develop metrics and monitor the effectiveness of the program in retaining members.
- Collaborate with the Volunteer Development Subcommittee of the Membership Development Committee to establish a mechanism for personalized mentoring of students and young professionals by local ISPE Members.
- Enhance ISPE's Young Professionals Social Media's websites and communication.
- Provide young professionals input into continuing and enhancing other ISPE initiatives such as website development, potential Web 2.0, Career Solutions, Apps for Guidance Documents and other initiatives that will impact ISPE image and functionality for young professionals.
- Provide recommendations regarding specific content, programs and educational tracks for ISPE conferences and at the local Affiliate/Chapter level.
- Establish a scholarship program that can be used as a best practice for Affiliates/Chapters.
- Act as Ambassadors in your companies promoting ISPE membership benefits to Employers, HR representatives and employees.

Skills/Experience Requirements for this Position:

Committee Members must have a good understanding of ISPE's students and young professionals and their needs. It will be important to learn the Society's structure, strategic plan, and business plan. Previous volunteer experience serving at the local Affiliate or Chapter level is a plus. Must be an ISPE Member in good standing.

Length of Service: 1 Year Additional Details (optional): Term may be renewed up to five years

Time Commitment: Approximate hours per month: >0 to 5 Hours
Work will be ☐ intermittent ☐ regular ☒ regular with peaks requiring additional effort.

Resource Requirements
List expectations for support of the volunteer in this position, including staff or volunteer assistance for the task, funding for travel, etc.

Provided by ISPE staff or volunteers: Staff Project Manager
Expected from the volunteer (or his/her employer): Funding for travel expenses to attend one meeting in person. If a Committee Member cannot attend a meeting in person, he or she may participate via conference call. Time to participate in conference calls and Committee projects, often during regular business hours. Due to the global nature of this committee, some off-hours time will also be required.

Meeting Schedule:

One in-person meeting is scheduled annually during the ISPE Annual Meeting. Monthly conference calls are held throughout the year and rotated to accommodate time zone differences. Much work is done in subcommittees.

Attendance Requirement:

Must attend a minimum of 75% of the meetings and conference calls throughout the year. Must participate in one of the 3 task teams: Mentorship, Marketing and Promotions or YP Groups.

Volunteer Expectations

- ✓ *Actively participate in meetings*
- ✓ *Read materials and come prepared to each meeting*
- ✓ *Listen to people and ideas*
- ✓ *Become knowledgeable of the Society's policies and procedures*
- ✓ *Complete assignments on time*
- ✓ *Respond to communications in a timely manner*
- ✓ *Develop a good relationship with Staff*
- ✓ *Respect confidentiality*
- ✓ *Fully support all decisions of the Board and Committee*
- ✓ *Always act in the best interests of ISPE*

If you are interested in volunteering for this position please click the link to complete a Volunteer Profile
http://www.ispe.org/volunteerprofile