

*This document was created by CSCMP's Young Professional Committee as a guide to recruit a Young Professional (YP) Chair to your Roundtable Board.*

## **On-boarding Process:**

1. Schedule a meeting with a Young Professional Committee member to review the role and responsibilities of the Young Professional Chair to gain understanding of the importance and direction of this role.
2. Recruit a Young Professional Chair for the Roundtable
  - a. If your Roundtable Board already has a candidate, be sure to connect them with the Young Professional Process Team.
  - b. If your Roundtable does not have a candidate:
    - i. The Young Professional Process Team can send a communication to all current Young Professional Members within the roundtables geography to assist in the recruitment process.
    - ii. The Young Professional Process Team can assist the Roundtable leadership in the selection process by interviewing potential candidates
3. The new Young Professional Chair will be paired with a seasoned Young Professional Chair from another Roundtable and encouraged to share ideas and insight.
4. The Young Professional Process Team will deliver on-going training and support by hosting monthly process team calls.

*For more information on the Young Professional Chair position the below members of the Young Professional Committee are here to assist:*

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