Steering Committee Member Position Description

The Young Leaders Caucus (YLC) Steering Committee is responsible for helping shape the direction, programming, and volunteer experience of the YLC. Steering Committee Members lead key focus areas, develop meaningful engagement opportunities, and work collaboratively with YLC Co-Leads and volunteers to support the group.

General Responsibilities

- Attend monthly Steering Committee meetings, YLC team meetings, and YLC events. Provide updates on projects, progress, and volunteer engagement during meetings.
- Lead and support activities within an assigned focus area. Including hosting sub-committee meetings.
- Recruit, engage, and mentor volunteers participating in projects and initiatives.
- Collaborate with other Steering Committee Members to develop impactful programs and opportunities.
- Support YLC communications, outreach, and growth efforts.
- Help manage and promote YLC communication platforms, including Microsoft Teams.
- Participate in leadership training opportunities as available.
- Participate in state team activities as a structure volunteer.

Qualifications for All Steering Committee Roles

- Passion for volunteer engagement and leadership development.
- Strong communication and collaboration skills.
- Ability to work independently and as part of a team.
- Commitment to supporting and growing the YLC community.
- Interest in developing leadership experience while helping create meaningful opportunities for young adults.

Time Commitment

- Approximately 3-5 hours per month

Specific Steering Committee Roles

Campus Engagement Lead Responsibilities

- Identify opportunities for campus outreach and engagement.
- Build resources and materials for campus advocacy.
- Develop strategies to recruit new volunteers from colleges and universities.
- Coordinate campus-focused initiatives and events with the ACS National Campus Team
    - Collaborate on the annual campus petition drive.

Regional Mentors Lead Responsibilities

- Support State based YLC activity
- Facilitate mentor-mentee connections.
- Develop mentorship resources and best practices.
- Support regional networking and leadership development opportunities.
- Track engagement and gather feedback from participants.

Onboarding Lead Responsibilities

- Develop and manage the volunteer onboarding process.
- Welcome and engage new members.
- Coordinate orientation sessions and onboarding materials.
- Connect new volunteers with projects and leadership opportunities.
- Monitor onboarding effectiveness and recommend improvements.

Fundraising Lead Responsibilities

- Promote and champion ACS CAN Fundraising opportunities like Lights of Hope.
- Track participation and share results with the Steering Committee.

Book Club Lead Responsibilities

- Select books and educational resources that align with YLC goals.
- Organize and facilitate book discussions.
- Encourage participation and ongoing engagement.
- Coordinate guest speakers or related learning opportunities when appropriate.
- Promote book club participation.

Young Adult Survivorship Lead Responsibilities

- Develop activities and discussions focused on survivorship topics.
- Gather input from young adult survivors regarding their needs and interests.
- Partner with other Steering Committee Members to incorporate survivorship perspectives into YLC programming.
- Help elevate the voices and experiences of young adult survivors across the organization.