

HOW TO START A YOUNG PROFESSIONALS GROUP CHECKLIST

Members of the NAHB Young Professional Committee are also very involved in committee and council groups at the local level and compiled the following checklist with important steps and best practices for establishing a successful YP group.

- **When Local leadership (EO, Board, Etc.) identifies and approaches active young members to create and develop a core Young Professional (YP) Group.**
 - ✓ Establish a charge or mission for the YP group and provide guidance and support throughout their development.
 - ✓ Recruit highly engaged members under 45 years of age to serve (recommended based on the national age criteria)
 - ✓ Elect or appoint YP leadership to help with recruitment, establishing meetings and overall group structure, and lead or assist staff with member communication and meeting agendas.

- **Organize an informal meeting with YP members first and invite Local Senior Leaders to attend for moral support**
 - ✓ If possible, assign a staff liaison for guidance and support of group initiatives and activities.
 - ✓ Organize an official committee, council, or group meeting either offsite or during your annual HBA meeting such as a breakfast, lunch, or happy hour (offsite or at HBA)
 - ✓ Promote the group's meeting date and time to your local young members
 - ✓ Create a social atmosphere that allows attendees to brainstorm how they would like to see the YP Group evolve (keep it organic)
 - ✓ Develop questions, surveys, next steps, or assignments, and frequency of YP group meetings.

- **Schedule a formal meeting with YP committee, council or group members only. It is recommended to have at least one Local Senior Leader attend for support.**
 - ✓ YP members establish positions for co-chairs, working groups, and committee member roles to establish a group structure.
 - ✓ Begin setting mission, vision, and goals (examples: Social / Business Networking / Philanthropy / Political Action) that will be the foundation of the YP Group
 - ✓ Set important dates for holding meetings, events, and any other action items,

- **Set your YP Group up for success in the following areas:**
 - ✓ Finances
 - If no budget is available:
 - Avoid any additional dues
 - Pay as you go events are acceptable
 - Seek sponsorships to pay for events
 - If a budget is available:
 - Avoid any additional dues
 - Fund 1st year meetings and events through budget exemptions and/or

sponsorships

- Budget for 2nd year developed based on 1st year

✓ Recruitment

- Local leadership (EO, Board, Etc.) encourage highly engaged members under 45 to attend
- Encourage non-members under 45 to attend (Limit number of meetings to encourage joining)
- Create contests as an incentive for recruitment (example: NAHB SPIKE program)

✓ Maintain Momentum

- Seek constant feedback from YP members
- Create new events, meetings, etc.
- Build local online communities
- Stay connected to the rest of the local association
 - Experienced Members Q&A, Roundtables, Etc.
 - Committee Involvement

✓ Schedule Meetings

- Determine a consistent date and time (example: 3rd Thursday of the month)
- Have an agenda and stick to time frame of meeting

✓ Scheduling Events

- Create game plan for following year at end of current year
- Review game plan at meetings throughout the year