



Committee Role Descriptions

Constitutionally elected roles

Chairman

Provides strategic direction and is responsible for all YRP activities and acts as a figure head for YRP externally. This may be through:

- Attending executive-level meetings
- Speaking at external conferences
- Producing business plans for YRP
- Chairing committee meetings

Vice Chairman

Supports the chairman in their duties and manages delivery of the portfolio of YRP initiatives. This may be through:

- Manages delivery against the business plan for YRP
- Standing in for the chairman
- Chairing executive committee meetings
- Governing delivery of high-profile initiatives
- Assuring delivery against corporate membership commitments

Secretary

Facilitates committee member interactions and ensures compliance of YRP with applicable laws and regulations. This may be through:

- Maintaining committee contacts list, distribution lists and email addresses
- Sending invites for and producing minutes of committee meetings
- Providing an understanding of legal obligations, e.g. data protection, company registration etc. to the YRP committee

Treasurer

Assures the financial sustainability and compliance of YRP through managing fundraising, expenditure, tax liabilities and accounting. This may be through:

- Producing financial and cash flow plan
- Setting corporate membership and event pricing
- Managing debtors and creditors
- Paying tax liabilities
- Identifying and applying for external funding
- Managing income including corporate membership



Appointed/elected roles

Ambassadors Programme Manager

Delivers initiatives to promote rail industry careers to those outside including those at schools, colleges and universities. This may be through:

- Developing a programme of industry promotion activities and ambassadors engagement events at schools, colleges and universities
- Forming working groups to deliver strategic initiatives
- Collaborating with external parties, e.g. NSARE.
- Providing a brand for careers in the rail industry

Professional Development Manager

Provides opportunities for YRP members to develop new skills and enhance their knowledge whilst building the YRP brand through delivery of annual YRP keynote events. This may be through:

- Delivering a programme of seminars, workshops and conferences including annual keynote events (Welcome to Rail and Careers/Skills workshop)
- Delivering a mentoring/buddying scheme
- Developing a structured development plan for young professionals

Professional Networking Manager

Provides opportunities for YRP members to broaden their professional networks throughout the industry and to inspire young people to progress in their career. This may be through:

- Delivering the YRP Annual Black Tie Dinner, Summer BBQ and Christmas Party
- Attending Rail Engineering Forum meetings
- Facilitating meetings of Professional Institution Young Members committee members

Marketing Manager

Ensures YRP understands its customers and their needs and helps those customers to understand what YRP offers. This may be through:

- Managing the YRP Website
- Maintaining the YRP Brand
- Producing materials to describe YRP to its customers



- Developing marketing strategies in support of other YRP sections and understanding competitors
- Provide insight into YRP Members, Non-members, and people who are yet to consider careers in the rail industry

PR & Communications Manager

Ensures YRP members and external parties are informed of relevant news and upcoming events and activities and promotes the YRP brand. This may be through:

- Producing news articles on the YRP website
- Issuing press releases
- Issuing YRP newsletters
- Maintaining social media channels
- Nominating YRP members for external awards
- Providing commentary on external news

External Relations Manager

Manages formal engagements with external organisations and industry in support of YRP section leaders. This may be through:

- Maintaining a database of external relations and activities
- Developing collaboration agreements with external organisations
- Maintaining the YRP Representative scheme

Regional roles

Regional equivalent roles

All roles are as listed above for a specific geographic region, to be delivered in conjunction with central committee equivalent roles.

Supporting roles

Committee member

Volunteer who contributes to delivery of YRP sections. This may be through:

- Attending committee meetings
- Providing feedback on proposals
- Joining working groups to deliver initiatives