



# YOUNG PROFESSIONAL LEADERSHIP RESPONSIBILITY CHECKLIST

## Important Links

[Young Professionals Webpage](#)

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[MySWANA Website](#)

The YP Leadership Responsibility Checklist (Responsibility Checklist) has been created by the SWANA Young Professionals Steering Committee to provide standards and guidelines for YP volunteers fulfilling leadership roles within SWANA, including Chapter Liaisons, Regional Representatives, and Technical Division Chairs. The Responsibility Checklist provides guidelines for expectations in various roles so volunteers can hold themselves accountable to the standards set by the Steering Committee.

We understand you are undertaking voluntary positions and hope with this document offers clarity in the expectation for each position. We will be utilizing this Responsibility Checklist to promote active participation, enhance engagement, and to provide a unified understanding of what volunteers should be undertaking within their various positions. The Responsibility Checklist will be submitted annually to the YP Steering Committee to review success from the previous year for each volunteer and to identify areas where additional support and/or resources are needed.

Thank you for your time and commitment. We look forward to partnering with you in the coming years!

Young Professionals Steering Committee  
Solid Waste Association of North America



## Chapter Liaison Annual Checklist

YP Chapter Liaisons work within their local chapters to engage YP members by hosting social events/activities, coordinating chapter conferences, and assisting with efforts to increase YP involvement. Commonly the YP Chapter Liaisons sit on their chapter board and assist with chapter initiatives.

The following checklist will be used as a responsibility standard for each person(s) filling the Chapter Liaison roles. This Checklist will be reviewed with the YP Steering Committee to review the successes of the previous year, identify future opportunities, and to discuss where additional support is needed.

	<b>Responsibilities</b>	<b>Status</b> <small>(In-progress, completed, not yet started)</small>	<b>Describe what was done, what you plan to do, and/or where you need future support.</b>
1.	Host annual webinar (or similar) to provide intro to SWANA for new YPs in the Chapter.		
2.	Attend at least 50% of bi-monthly YP Rep Calls.		
3.	Attend at least 50% of local Chapter Meetings (refer to Chapter expectations).		
4.	Host annual event for YPs to network and/or learn new material.		
5.	Support at least one sub-committee for your local Chapter.		
6.	Connect with YP Regional Rep at least 2x/year.		
7.	Recruit new YP members and encourage participation in your chapter.		

**Reflection on this year and description of goals for next year:**



## Regional Representative Annual Checklist

YP Regional Representatives support Chapter Liaisons within their region by hosting calls for coordination and idea sharing. They are organized by SWANA standard regional structure (Regions 1-13). Additionally, these YPs help backfill open positions within their region.

The following checklist will be used as a responsibility standard for each person(s) filling the Regional Representative role. This Checklist will be reviewed with the YP Steering Committee to review the successes of the previous year, identify future opportunities, and to discuss where additional support is needed.

	<b>Responsibilities</b>	<b>Status</b> (In-progress, completed, not yet started)	<b>Describe what was done, what you plan to do, and/or where you need future support.</b>
1.	Fill YP Chapter Liaison seats.		
2.	Host bi-annual meetings with Chapter Liaisons to identify support needs.		
3.	Attend at least 50% of YP Steering Committee meetings.		
4.	Support at least one sub-committee for your Region's Regional Symposium (or similar event).		
5.	Host at least 1 webinar per year to support professional and/or business development for your local region.		
6.	Disseminate national info - push initiatives to chapter liaisons, etc., set standard for level of engagement		
7.	Recruit and temporarily support the role of Chapter Liaisons		
8.	Connect with Regional Rep at least 2x/year.		
9.	Recruit new YP members and encourage participation in your chapter.		

### Reflection on this year and description of goals for next year:



## Technical Division Chair

YP Technical Division Chairs are the young professional representatives in SWANA's technical divisions of which there are seven: Communications, Education, and Marketing; Collection and Transfer; Landfill Gas and Biogas; Landfill Management; Planning and Management; Sustainable Materials Management; and Waste Conversion and Energy Recovery. These YPs are responsible for encouraging YP members to join and engage within the TDs.

The following will be used as minimum responsibility standards for each person(s) filling Technical Division Chairs. This Checklist will be reviewed with the YP Steering Committee to assess success of the previous year, identify future opportunities, and to discuss where additional support is needed.

	<b>Responsibilities</b>	<b>Status</b> <small>(In-progress, completed, not yet started)</small>	<b>Describe what was done, what you plan to do, and/or where you need future support.</b>
1.	Actively participate and coordinate within your technical division (attend at least 50% of annual calls, participate in at least one sub-committee).		
2.	Participate in SOAR YP Activity Planning (YP Booth, YP Sessions, Networking Event)		
3.	Host at least one annual YP Webinar describing ongoing work and future opportunities/developments from your Technical Division.		
4.	Encourage YP participation within your Technical Division.		
5.	Disseminate industry technical highlights through general YP communications (such as YP Newsletters, Websites, Webinars, etc.).		

### Reflection on this year and description of goals for next year:

