

Emerging Professionals Program

Leadership/Co-Chair positions

Communications Committee

- Responsible for managing all internal and external communications for the program and maintaining a consistent brand image.
 - Specifically social media as well as marketing and promotional materials, both print and electronic (EPP newsletter, UNMC Today, Nebraska Medicine Now, direct emails to members, etc.)
- Manages the website.

Community Engagement Committee

- Responsible for identifying community engagement opportunities (community speakers, volunteering, etc.) for members.
- Engages communications committee to promote upcoming engagement opportunities.
- Responsible for producing and collecting post event surveys from EPP members to help improve future events.

Membership Committee

- Responsible for recruiting new members, ensuring the retention of current members, and helping the program achieve steady and healthy growth.
- Responsible for maintaining the membership directory and providing updates on member status and participation.
- Responsible for sending out welcome emails to new or interested members.
- Responsible for the planning and execution of annual membership social hour.
- Will attend campus and EPP related events (Networking & diversity roundtables, EPP networking events, etc.) to recruit new members, along with any other events deemed necessary.

Events Committee

- Responsible for planning and executing all professional development and networking events within the budget set by the advisors and leadership team.
- Engages communications committee to promote upcoming events.
- Responsible for producing and collecting post event surveys from EPP members to help improve future events.

Secretary/Treasurer

- Responsible for taking meeting minutes at bi-weekly leadership meetings.
- Responsible for sending out meeting agendas, invites, and minute to leadership team.
- Responsible for sending out calendar invites on upcoming events to entire EPP membership.
- Responsible for tracking all EPP related expenses and providing a bi-weekly update on funds.
- Responsible for checking EPP email account and responding to requests.

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Committee member positions

Community Engagement Committee

- Assists co-chairs in identifying community engagement opportunities (community speakers, volunteering, etc.) for members.
- Assist in the planning and execution of all community engagement events/opportunities.
- Assist in producing and collecting post event surveys from EPP members to help improve future events.

Events Committee

- Assists in planning and executing all professional development and networking events within the budget set by the advisors and leadership team.
- Assists in producing and collecting post event surveys from EPP members to help improve future events.

Membership Committee

- Assists in recruiting new members.
- Assists in maintaining the membership directory.
- Will periodically attend campus and EPP related events (Networking & diversity roundtables, etc.) to recruit new members.
- Assists with the planning of the annual membership social hour.