

University of Illinois Urbana-Champaign
Civil and Environmental Engineering Alumni
Association Young Engineers Division

The Young Engineers Division (“YED”) of the UIUC Civil and Environmental Engineering & Alumni Association (“CEEAA”) is open to all CEEAA graduates under age 35. The objectives of the YED are to establish an ongoing relationship between the Alumni Association and the Department and recent graduates, provide networking opportunities, assist in providing insight and assistance for certification and professional development and higher education pursuits, raise funds for scholarships, and provide one-on-one mentoring to current UIUC CEE students.

Membership:

The YED is open to all graduates who have earned a BS, MS and/or PHD degree and are under age 35, at the time of application, or are 5 years or less since graduating from the University of Illinois Civil and Environmental Engineering Department.

Leadership:

The leadership of the YED will consist of up to 10 young alumni who have expressed interest in serving on the leadership group. All leadership group members will serve a minimum 2-year term beginning on September 1st of odd years. They will have the option to continue serving longer if desired. Maximum commitment is two 2-year terms for a total of 4 years. Leadership group members must confirm their intention to stay in or vacate their role by July of the year in which their term expires. A rolling application process will be used to determine the next leadership group with applications being reviewed beginning in July of odd numbered years and selections announced by August.

New applications for the leadership team will be reviewed by the current YED chair. Interviews will be scheduled and conducted by the YED chair(s) to qualify applicants and secure interest in committee leadership. If more applications than open positions are received, admission will be at the discretion of the YED chair after applications are reviewed and applicants are interviewed. If less applications than open positions are received, all applicants will gain admission unless an applicant is deemed unfit to lead.

All applications that are not selected for admission during the current application cycle will stay on record for the following application cycle and will be considered for admission for the next term.

Leadership Team Responsibilities & Schedule:

The initial leadership group will meet via teleconference to review the concepts identified in this document and to enhance and modify as appropriate the approach to achieving the objectives identified in this document. Following establishment of the initial leadership group an enhanced charter for the YED will be reviewed and approved by the CEEAA Board.

All leadership group members will be expected to serve as a committee chair or co-chair during their 2-year term. They will be responsible for chairing committee meetings, recruiting new committee and YED

members, and ensuring that committees are accomplishing their goals. A contacts list will be generated to share with the members of the leadership team and will be used to establish preferred methods of communication. An events and newsletter schedule will be generated each term to help plan events and communicate plans to YED members.

YED Chair(s) Responsibilities:

The YED chair(s) is the leader of the group and sets the vision for each term, acting as a liaison between the Department, the CEEAA Board of Directors, and the YED leadership team. Below is a list of general responsibilities of the YED chair(s):

- Create meeting agendas
- Lead meetings and committee discussions
- Periodically update the CEE department on events and progress
- Attend CEEAA Board of Directors meetings and provide updates
- Coordinate changes to YED website page as necessary
- Review new applicants and perform admissions interviews
- Create team structure and organization chart
- Set expectations and vision for YED performance
- Acclimate new leadership team to standards and share charter
- Motivate members and create a strong collaborative environment
- Maintain existing member engagement and grow new membership

The YED chair is responsible for ensuring that each committee has established goals for each year and are executing their plans annually. Performing regular check-ins and status updates are best practices for this role. The YED chair is ultimately responsible for maintaining and improving the reputation of the organization and should set as a priority to actively engage members as often as possible. Communication and execution of planned events are paramount to gaining the confidence and trust of young alumni and should be taken seriously.

Committees:

The following Committees are anticipated to be established within the YED:

- Networking Committee
- Professional Development Committee
- Scholarship Committee
- Mentorship Committee
- Communication Chair

The Committee chairs shall be selected based on interest from the screening interviews. Each of the Committees will work to establish their own events while supporting the events of the CEEAA Board.

Networking Committee

The goal of the Networking Committee is to establish a group that YED members can use to share knowledge and information and establish contacts. The approach will be to connect with other graduates for purposes of establishing long-term business relationships, identifying potential job opportunities, using social media effectively and other objectives that the Committee will establish.

The Committee will encourage YED members to attend alumni association events and will provide input to the alumni association Board on potential new events that could be especially attractive to YED members (e.g., Webinars). The Committee will also encourage YED members and CEE alumni to organize/host social and networking events within their region.

Professional Development Committee

The goal of the Professional Development Committee is to be a resource to the YED group to turn to for guidance regarding professional certifications and educational & professional development. The professional certifications include, but are not limited to:

- Professional Engineer
- Structural Engineer
- Certified Project Manager
- LEED Accredited (“Certified”)
- Certified Cost Professional
- Certified Planning and Scheduling Professional
- Diplomate in Geotechnical Engineering (D.GE)
- Envision Sustainability Professional (ENV SP)

The Professional Development Committee will work with individuals and guide them through the requirements to become certified, inform them of the benefit of becoming certified and provide information on best practices (e.g. classes) to use in becoming certified. The Committee will also seek volunteers who are certified to answer questions and provide guidance for YED members seeking certification.

The Committee will also assist and guide young alumni to seek membership in professional organizations. Regarding technology transfer, the committee will serve as a guide to assist YED members in developing technology skills and capabilities that will assist them throughout their careers (i.e., CAD programs, Primavera etc.). The committee will also be a resource for guidance regarding higher education (e.g. Master’s degrees and PhDs) as well as careers in academia. The Committee will provide guidance, resources, and advice to individuals interested in these pursuits based on the experience of committee members.

Scholarship Committee

The goal of the Scholarship Committee is to establish a means to philanthropically support the Department immediately upon graduating and gaining permanent employment. The Committee will reach out to all graduates from the current graduating class and establish a modest request for each graduate to consider giving to support a scholarship program for the Department. Each year the

Committee will continue to reach out to graduates with a goal of establishing an ongoing, lifelong philanthropic relationship with the Department.

The Committee will work with the Department to establish a \$1,500 scholarship annually. The number of scholarship recipients shall be determined based on available funding. Once a scholarship has been awarded, the Committee will be responsible for informing the YED members of the scholarship recipients and publicizing the benefits of supporting the Department. Scholarship funding cycles will align with the Department's award cycle with scholarships typically awarded in April. Scholarship fund development will start in May, following the last scholarship award, and will end in March prior to the next scholarship award. The approach to funding the scholarship will follow three phases:

- PHASE I: Marketing Success
 - Feature previous scholarship winner in a Q&A article in the CEE Magazine
 - Inform YED members of scholarship through Newsletter
 - Post scholarship winner on social media (i.e., LinkedIn, Facebook, etc.)

- PHASE II: Set Funding Goal & First Ask
 - Forecast funds needed for next scholarship considering carry over funds
 - Track funding on a monthly basis and update total funds needed
 - Confirm deadline for funds needed before awarding scholarship
 - Explore a donor matching program in association with CEEAA Board of Directors
 - Make first ask in May following the previous scholarship award

- PHASE III: Bi-Monthly Progress Updates to Our Network
 - Use communication channels to provide updates to our network
 - Communicate funding goal and our progress towards that goal
 - Newsletters, LinkedIn, Networking Events, and other social media channels
 - Tactful messaging, not pressure driven but rather impact driven

Mentorship Committee

The goal of the Mentorship Committee is to provide one-on-one mentoring to current UIUC CEE students. Mentoring will be available for students in their senior year of college. Students will have an opportunity to apply to have a mentor twice per year and mentor/mentee pairs will be established based on common interests. Mentors will be generally expected to correspond with their mentee periodically during the school year, providing them with guidance on their post-college pursuits.

The mentor and mentee applications will be sent out twice per year, once in the spring and once in the fall. Additionally, a feedback survey will also be sent out twice per year, once in the summer and once in the winter to collect data on how pairings are working out. Information received from these surveys will be used to improve the process.

Communication Chair:

The Communication chair is responsible for assembling the monthly YED Newsletter and sending the content to the Department to distribute to the YP Mailing List. Each year, the Communication chair will complete the schedule that includes the monthly deadlines for content to be received by the Department and will communicate these deadlines to the YED leadership team to collect content for each newsletter.

The Communication chair will work closely with the YED chair to make sure content is appropriate and accurately conveys a consistent message to active and new YED members.