

---

# NCSEA YOUNG MEMBERS GROUP

---

## RESOURCE GUIDE

*Compiled By:*

NCSEA YMG Support Committee

Heather Anesta, P.E., M.S., LEED AP  
Ellen (Chuanhua) Kuo, P.E., LEED AP BD+C



# NCSEA

National Council of Structural Engineers Associations

# Table of Contents

1.	How to Use This Guide.....	3
2.	Read This First.....	4
2.1.	What is a YMG?.....	4
2.2.	Why start a YMG?.....	5
2.3.	Maintaining a Healthy YMG.....	5
3.	Quick-Start a YMG.....	8
3.1.	Coordinator Positions.....	8
3.2.	Planning the First YMG Year.....	8
3.2.1.	Month 1.....	8
3.2.2.	Month 2.....	9
3.2.3.	Month 3.....	9
3.2.4.	Month 4-12.....	9
3.3.	General (Kick-off) Meeting Tips.....	10
3.3.1.	First General Meeting.....	10
3.3.2.	Maintaining Pace and Flow.....	10
3.4.	Logistics - Communications and Accounts.....	10
3.4.1.	Gmail/Web-based E-mail Account.....	10
3.4.2.	LinkedIn.....	10
3.4.3.	Dropbox.....	10
3.4.4.	Doodle.....	11
3.4.5.	SurveyMonkey.....	11
3.4.6.	MailChimp.....	11
3.4.7.	Sign-Up Sheet & Mailing List.....	11
3.5.	YMG Services.....	11
4.	Training Program.....	12
4.1.	PE Teach-In.....	12
4.2.	Contractor Teach-In.....	12
4.3.	Discussion Meetings.....	12
4.4.	Construction Site Tour.....	12
4.5.	Facility Plant Visit.....	12
4.6.	Vendor Teach-In.....	13
4.7.	Continuing Education.....	13
4.8.	Study Groups.....	13

5. Professional Development.....	14
5.1. YM WorkForce .....	14
5.1.1. What is it .....	14
5.1.2. How it works .....	14
5.2. FAQ Resources .....	14
5.3. Resume Building.....	14
6. Community and Social Outreach .....	15
6.1. Volunteer Activities.....	15
6.2. Fundraising Projects.....	16
6.3. Social Events.....	16
Appendix A: Coordinator Positions.....	18
Appendix B: Documents and Forms.....	24
ACKNOWLEDGMENTS.....	35

# 1. How to Use This Guide

This guide is intended to be a suggestion for how your NCSEA Member Organization (MO) can start a Young Members Group (YMG) quickly and easily, without as much of a “trial and error” process that established YMGs endured during their inception. This guide can be followed either strictly or loosely, transforming each particular area to fit the interest and the needs of its members in the local NCSEA MO.

It is highly encouraged that each new YMG follow the structure and guidelines detailed in this document; however, the only true requirement is that all YMG activities must exhibit the same amount of professionalism as its local NCSEA MO.

The following sections reference the inclusion and guidance of Professional Engineers (PE), and within these contexts it is inferred that the use of the term PE refers to a Professional Engineer for Structures (PE) and/or a Licensed Structural Engineer (SE). In addition, the term EIT refers to an Engineer in Training.

If your NCSEA MO would like to start a YMG, a great place to begin is to have the intended leader(s) read this packet in its entirety. Good luck, enjoy yourself, and make sure to contact NCSEA with any questions or comments at <http://www.ncsea.com/committees/young-membergroupsupportcommittee/>.

## 2. Read This First

### 2.1. What is a YMG?

- A Young Members Group (YMG) complements the NCSEA Member Organization (MO) and provides a blended community for young structural engineers within the first two levels of their career development. A YMG can customize its goals and structure by catering to one or both of these levels as suggested below.
  - Level One - EIT's and recent PE's: Focus on interaction with their peers, students, and more experienced PE's while also addressing the fundamental aspects of licensed practice following their University education.
  - Level Two - PE's with less than 10 years of licensed experience: Focus on interaction with their peers, EIT's, students, and senior PE's while also encouraging career growth, self-confidence, and education relating to the increased responsibility of becoming a senior engineer.
  
- All YMG programs should contain one or more of the following components based on the interests of its local members.
  - Training Program (See Section 4)
  - Professional Development (See Section 5)
  - Community & Social Outreach (See Section 6)
  
- The primary goal of a YMG is to train young engineers to become more confident, competent and knowledgeable.
  - Suggested Mission Statement of a YMG:  
"NCSEA Young Member Groups (YMGs) assist Young Engineers as they build their careers in the Structural Engineering Profession, offering training, networking, and community outreach opportunities to its members."
  
- A YMG is a great medium for young structural engineers to meet, advise, network and grow together.
  - Meetings generally take the form of a discussion. This format allows young engineers with experience to improve their presentation skills, while providing a learning opportunity outside of work for those with less experience. All young members in any stage of their careers are encouraged to take part in discussing an interesting topic, as either an attendee or a presenter.
  
- A YMG provides young engineers with experiences and opportunities that may not be available through their employer.
  
- A YMG assists young members in transitioning from a university group work setting to the individual responsibility associated with becoming a licensed engineer.
  
- Young members participating in a YMG continuously gain technical knowledge and insights on relevant projects from YMG peers.

## 2.2. Why start a YMG?

- A YMG assists students, EIT's, and recent PE's in efficiently transitioning from a University setting to a career as a Structural Engineer.
  - Participation in a YMG helps engineers to become more competent – benefitting the individual and the structural engineering industry as a whole.
  - A YMG caters to a specific demographic, ensuring that young engineers need not solely rely on experience gained through employment.
- The MO member base is increased by a YMG, and a YMG can encourage interaction between local PEs and young professionals.
- A YMG supplements the MO, extending its existing services to members who may not otherwise be in attendance.
  - As young members prepare to take the PE/SE Exam, they should be encouraged to attend both the YMG meetings and MO events. After becoming licensed, young members can seamlessly transition to only attending the MO meetings, resulting in a gradual increase of MO membership.
- A YMG promotes an energetic environment that encourages professional advancement and information exchange within the structural industry.

## 2.3. Maintaining a Healthy YMG

- Operations
  - The YMG operates within the NCSEA MO with a structure similar to the overall Chapter's organization.
  - However, to avoid confusion, positions similar to the titles within the Chapter Board of Directors (BoD) should be altered. For instance, a YMG has a Board of Coordinators rather than a BoD. The President is called the Chair, the Secretary is called the Records Keeper, and the Treasurer is called the Fundraiser (or Finance). Aside from these slight titular differences, the YMG is modeled to run similar to how a Chapter is designed to run within the State MO.
- Function
  - The MO Board of Directors (BoD) should oversee the YMG, with the YMG Chair serving as a liaison between the MO BoD and the YMG.
  - The Board of Coordinators, or Coordinators for short, should at minimum consist of a *Chair* and *Records Keeper*. Other Coordinator positions, such as Fundraiser and Outreach, can be filled when more manpower is available — more coordinator

positions can be opened when needed. See Appendix A for a description of possible Coordinator positions. Coordinators should have regular communication with one another throughout the term year.

- The YMG can run meetings independent of the MO meetings at a Coordinator's office or through video/phone conferencing. The meeting can also be a preface to MO's BOD meeting to discuss any items that need to be brought to MO's attention.
- Student NCSEA Chapters can be established at local universities if there is adequate volunteer power from the students. Otherwise the YMG can visit or contact local universities in order to recruit students nearing graduation.
  - The Student Liaison from a university's student chapter should help identify graduating students and help transition them to local YMG's activities.
  - The Student Liaison from the local YMG (See Appendix A) should reach out to structural engineering departments in local universities and promote the organization.
- Scheduling
  - The YMG Coordinators should schedule meetings to maximize Coordinator participation throughout the term year.
    - It is suggested that Coordinators meet an hour before the YMG general meeting or set up recurring meeting time that works for all Coordinators.
  - The Coordinators who propose events should help plan and run them, with the Chair overseeing the process and picking up any loose ends.
  - The Coordinators should delegate smaller responsibilities to volunteers, creating opportunities for member involvement where goals and ideas are set and discussed by all members.
  - The Coordinators should meet monthly via phone/web or in person to keep up with current ventures, propose new ideas, and discuss ways to adjust future events based on lessons learned.
    - The most time-intensive Coordinator positions are Chair, Past-Chair, and Records Keeper, as they have regular communication with one another each week.
- Critical Members
  - The most critical positions in a YMG are Chair, Records Keeper and Past-Chair. These individuals must be responsible members who are able to carry out their yearly terms, and they should have regular communication with one another on a weekly basis.

Each is advised not to miss more than three meetings per year, except under exceptional circumstances (notify the YMG Chair at earliest convenience).

- The Chair position is an annual position, and is an electable (or assigned by MO) position along with the Records Keeper, once the YMG is founded.
  - The Records Keeper becomes the Chair after the current Chair's one-year term is up, and a new election is held for the next Records Keeper. Care and consideration should be given to electing the Records Keeper, as they will need to learn the role of the Chair throughout the year, and then take over the responsibility at the end of the year.
  - The Chair becomes the Past-Chair, whose role is to secure a stable group structure that incorporates lessons learned in the past, plans for the present, and ideas for the future.
- Supporting Members
    - The remaining Coordinator positions can be filled by nomination. If there are multiple nominees for a position, an election should be conducted by the three YMG "Critical Members". Supporting Member is advised not to miss more than two consecutive meetings, or else the remaining Coordinators reserve the right to unseat this member after careful deliberations. Overall, every Coordinator should understand the responsibilities associated with their positions before accepting them.

## 3. Quick-Start a YMG

Starting a chapter is as easy as finding an interested young member to coordinate the effort, appointing an available MO Board Member to serve as an advisor, and reviewing this document in its entirety to ensure that the group is organized as closely as possible to other NCSEA YMGs. This section, used in conjunction with the rest of the document, contains everything a motivated young member will need to start a YMG at their local chapter.

The YMG structure, avenues for member communication, suggested events and meetings, and suggested services are outlined below. Supplemental documents relating to this section can be found in the Appendices. The outline below should be considered as a starting point, and does not dictate how every YMG must perform.

### 3.1. Coordinator Positions

The Coordinators are the heart of the YMG, meeting monthly in order to plan, prepare, and track efforts. See the preceding Section 2.3 for the general role of the Coordinators in leading the YMG. The Coordinator positions typically established in a YMG are Chair, Records Keeper, Fundraiser, Event Planner, Community Service, Outreach, Student Liaison, Resident PE, and Continuing Education. A description of each coordinator position is provided in Appendix A. Coordinator meetings should take place monthly, and/or prior to the general YMG meetings.

### 3.2. Planning the First YMG Year

The schedule is the most crucial piece of starting your own YMG. The following schedule outline may be helpful to those starting the YMG in order to balance their time between the YMG, work, and private lives.

#### 3.2.1. Month 1

- Advertise and hold the first YMG general meeting utilizing the Open Letter in Appendix B and/or other communication methods. The first meeting should foster an open atmosphere to welcome attendee's ideas for future YMG meetings. Those responsible for organizing future meetings should be prepared to listen and adopt attendee's ideas into the yearly calendar of events. (Holding the first YMG general meeting in a social setting tends to encourage a better turnout.)
- At the first meeting, gather volunteers/nominations for Coordinator positions
  - Necessary Coordinators: Chair and Records Keeper
  - Ancillary Coordinators: Events, Fundraising, and Outreach
- Brainstorm services the YMG will offer
  - Host breakout sessions to collect event topics

- Survey prospective members for input on the YMG objectives, potential events, and future activities

### 3.2.2. Month 2

- Advertise and hold the second YMG general meeting utilizing the Open Letter in Appendix B and/or other communication methods. The purpose of the second meeting should be to gauge the interest of the attendees and to understand reasons for participation in the YMG. Those responsible for organizing future meetings should be prepared to listen and adopt attendee's ideas into the yearly calendar of events.
- Continue to gather volunteers/nominations for Coordinator Positions
- Discuss possible events and meetings for the year while considering fundraising, outreach, and networking.
  - Frequency of events should be decided upon, with fundraising, outreach, and networking in mind, and selected by discussion and vote in Month 3

### 3.2.3. Month 3

- Vote for Coordinators in election set up by Chair and Records Keeper
- Schedule and Vote on events
  - All Coordinators should vote on a calendar of events for the year that incorporates the brainstorming and discussion from previous meetings.
  - Coordinators should discuss event logistics, and the YMG Chair should delegate responsibilities to the Coordinators as necessary.
  - Schedule events and mark them on Calendar of Events

### 3.2.4. Month 4-12

- Distribute the calendar of events at all meetings, and publish the calendar via all available media.
- Update and schedule events as required to hold at least one event every month.
  - It is recommended to have no more than one event per month, unless there is strong group support to do so
  - If a given month has no planned event, the YMG Chair may consider scheduling a discussion, PE teach-in, or other meeting.
- When a community service activity or a social event is planned for a given month, Coordinators may schedule an additional discussion meeting or PE teach-in to provide educational opportunity.

- The Coordinator in charge of each event is responsible for planning the event and delegating responsibility as required to young members and/or other Coordinators.
- The Fundraising chair is responsible for incorporating fundraising into every meeting and/or event.

### 3.3. General (Kick-off) Meeting Tips

#### 3.3.1. First General Meeting

- Implement an attention grabber to recruit new members and maintain interest in participating in the YMG.

#### 3.3.2. Maintaining Pace and Flow

- Designate a Coordinator as the moderator for the meeting. The moderator is responsible for continuing the flow of conversation, and preventing a boring or confusing atmosphere.
- Unless accepted by a majority of members, off-topic discussions should be noted by the Records Keeper, ended, and considered for discussion in a future meeting.

### 3.4. Logistics - Communications and Accounts

*Note: Tutorials for setting up the following online accounts can be found in a separate document at <http://www.ncsea.com>- **NCSEA Young Members Group Tools & Tutorials**.*

#### 3.4.1. Gmail/Web-based E-mail Account

- An email account may be created to facilitate event announcements, distribution of information, and organization outreach. The YMG Chair should control and moderate any official YMG email address.
- All emailed meeting announcements should be sent by the YMG Chair with ample notice (at least one week ahead).

#### 3.4.2. LinkedIn

- A YMG LinkedIn group may be created to facilitate event announcements, distribution of information, and intermediate discussion.
- Membership in the group should only be for members who have signed up for a mailing list or who specifically request an invitation to join.
- Member-to-member communication should take place on the LinkedIn Discussion tab.
- All communication, including meeting reminders should be posted on the LinkedIn page.

#### 3.4.3. Dropbox

- A Dropbox account may be set up for the YM group in order to allow Coordinators to share information and create a digital scrap book of the year's efforts.

#### 3.4.4. Doodle

- Doodle, an online scheduling tool, may be used to help schedule meetings and events.

#### 3.4.5. SurveyMonkey

- SurveyMonkey is a free online survey & questionnaire tool that can be utilized to survey YMG members for event ideas or suggestions.

#### 3.4.6. MailChimp

- MailChimp, an email marketing service provider, can be used to send a professionally formatted YMG monthly newsletter that contains reminders and announcements for upcoming and future events.

#### 3.4.7. Sign-Up Sheet & Mailing List

- Every meeting and event should have a mailing list or sign-up sheet prepared to evaluate attendance and/or collect contact information.
- After every meeting, the Records Keeper shall update the mailing list in the email account and invite all interested members to join the LinkedIn group.

### 3.5. YMG Services

Primary services offered by a YMG are introduced in the following sections. All YMGs should provide at least one of these services.

Training Program:	See Section 4
Professional Development:	See Section 5
Community and Social Outreach:	See Section 6

Your YMG may choose to also provide other services that are specific to your area and the needs of your members. Gather a group of young engineers and ask them what they expect from participation in a YMG in order to identify the services that appeal most to young engineers in your area.

The YMG is encouraged to draft a Mission Statement early in its creation to set the tone for the YMG and to establish key services. A mission statement that the NCSEA YMGSC has provided for individual YMGs is, **“NCSEA Young Member Groups (YMGs) assist Young Engineers as they build their careers in the Structural Engineering Profession, offering training, networking, and community outreach opportunities to its members.”** If you or your YMG needs assistance in putting together a mission statement, please contact the NCSEA YMG Support Committee.

## 4. Training Program

The meetings and events hosted by the YMG should inform, educate, and appeal to the members such that members can easily learn and apply pertinent information from the YMG meetings. Possible meeting types are outlined below. Please contact your local MO or the NCSEA YMG Support Committee if your YMG needs assistance developing productive meetings. NCSEA also hosts a basic training guide for young engineers. Visit [www.ncsea.com](http://www.ncsea.com) for more information.

### 4.1. PE Teach-In

A local PE volunteers to speak to the YMG during a 1-1.5 hour presentation followed by a short Q&A session. The PE presents basic concepts and examples of their specialty in order to broaden the YMGs knowledge of structural engineering and expand their understanding of the structural industry as a whole. The PEs are responsible for the presentation content and can choose the medium by which they present. Rule-of-thumb lectures and case studies have been well received in the past.

### 4.2. Contractor Teach-In

A local Contractor volunteers to present about a current project under construction in order to show the YMG how engineering designs are built in the field. The Contractor is responsible for the presentation content, and can choose how to present his topic.

### 4.3. Discussion Meetings

Topics for discussion meetings should be based on the level of interest of the YMG. The YMG Chair should solicit topic ideas from the Coordinators and the general YMG membership so that the meetings are interesting to attend.

The following topics are examples that have been hosted by other YMGs:

- Prescriptive Designs within the Building Code
- How to Find Reliable Engineering Information on the Internet
- Overview of ASCE 7 for Wind Provisions & Design
- How to Learn as an EIT while Utilizing Technology & Programs

### 4.4. Construction Site Tour

The YMG group can set up a site tour with a construction team or a client of a local ongoing project on a weekend or other scheduled time. The YMG Chair should be in charge of explaining what YMG represents and how this tour will benefit the young members. A construction site tour helps those who are still in school to see actual structural components that they may have only previously seen on paper. (It is advised that all attendees bring their own personal safety equipment.)

### 4.5. Facility Plant Visit

The YMG can arrange a facility plant visit (i.e. steel galvanizing plant, concrete production facility). The location should be local and easy to access. Learning through close observation and guided explanations from a facility plant visit can enhance the young members' knowledge of methodologies and procedures for manufacturing the elements they design in their projects.

## 4.6. Vendor Teach-In

A local vendor can volunteer to present and demonstrate its products that are commonly seen and used in modern construction. Learning through hands-on activities, members can comprehend the nature of the presented product and its functions and features.

Possible vendors include:

- Hilti – Fastening Design Center
- Powers Fasteners
- Simpson Strong-Tie

## 4.7. Continuing Education

- Webinar presentations (NCSEA, ASCE, AISC, etc.)
- Seminars hosted by local structural chapters to foster continuing education

## 4.8. Study Groups

Study Groups may be provided for FE, PE, and SE exam registrants. Information about current and future exam registrants can be neatly gathered by providing a Study Group Sign-Up sheet at each YMG general meeting. An example sheet is provided in Appendix B. This information can then be used to pair members with the same tests and dates so they may create study groups. A round-table discussion with members who have already taken the PE/SE exam may be helpful for members who are preparing to take the exam—as they can ask questions about the application process, studying methods, test-taking skills, etc. The YMG can either host the study groups formally, or it can leave the study group organization to the exam registrants.

# 5. Professional Development

## 5.1. YM WorkForce

### 5.1.1. What is it

- The YM WorkForce is a venue through which local structural firms can advertise open positions before they advertise to the general public.
  - The YM WorkForce allows members of the YMG to have a better chance of finding a job than if they did not attend meetings.
  - For a YMG member to be invited to the WorkForce, they must be a registered member (and have attended three consecutive meetings). After attending three consecutive meetings, the member can be added to the WorkForce mailing list which is operated by the YMG Chair.
  - If a WorkForce member misses three consecutive YMG meetings he/she will be suspended from the WorkForce. A suspended member can be reactivated as soon as he/she attends a YMG meeting again—the three consecutive meeting requirement does not apply to reactivating a member of the WorkForce.

### 5.1.2. How it works

- The Chair will solicit the Chapter’s members for available positions, and all WorkForce members will then receive notifications from the Chair with a description of the position and relevant contact information. The Chair must send job openings to all WorkForce members without bias.
- The Chair will monitor the YM WorkForce mailing list, unless a website is established for the YMG. If a website is established, a page dedicated to YM resumes and MO member job opening advertisements should be developed.
- Structural firms will soon choose to contact the local YMG before advertising a position publicly, because WorkForce members demonstrate dedication and persistence by attending YMG meetings regularly.

## 5.2. FAQ Resources

The Records Keeper should keep a log of FAQs and answers that arise during meetings. These FAQs and responses should be displayed on the LinkedIn Group page or on the YMG website.

## 5.3. Resume Building

It is suggested that at least twice a year meetings include a LinkedIn page and/or resume building workshop. This workshop can be as simple or complex as determined by the members’ needs. If the Coordinators are not sure of how to create a professional resume and/or LinkedIn page, they should consult their State MO or NCSEA YMG Support Committee.

# 6. Community and Social Outreach

## 6.1. Volunteer Activities

Community service gives a YMG the opportunity to give back to the community and to demonstrate that structural engineers care about the communities they serve. Some possible volunteer activities include:

- United Way: Volunteer as a mentor or tutor in afterschool literacy programs and respond to other volunteer opportunities. Visit [www.unitedway.org/volunteer/volunteeropp](http://www.unitedway.org/volunteer/volunteeropp) for volunteer opportunities and local contacts in your area.
- Make A Difference Day: The fourth Saturday of October is set forth as a day to make a concerted nationwide volunteer effort. Visit <http://makeadifferenceday.com/advance-search> to find an event that will be taking place in your area or to organize your own.
- National Engineers Week (EWeek): The third week of February is dedicated to raising public awareness of engineers' positive contributions to quality of life. Contact local science centers, museums or schools to see if your group will be able to set up a booth or give a presentation on what structural engineers do. Visit <http://www.discovere.org/our-programs/engineers-week> for more information and EWeek resources.
- Bridges to Prosperity: Bridges to Prosperity provides isolated communities with access to essential health care, education and economic opportunities by building footbridges over impassable rivers. Visit <http://bridgestoprospersity.org/what-you-can-do/> for more information about how you can be involved with B2P.
- Engineers Without Borders: EWB-USA supports community-driven development programs worldwide by collaborating with local partners to design and implement sustainable engineering projects, while creating transformative experiences and responsible leaders. Visit <http://www.ewb-usa.org/get-involved> to see how you and your group can get involved.
- Wheelchair Ramps: Work with local churches or medical centers to identify residents who require wheelchair ramps and cannot afford to have one built. Design and build wheelchair ramps conforming to local building codes. Visit <http://ecos.osu.edu/local/wheelchair-ramps> to see what students at Ohio State University have been doing.
- Visit a Homeless Shelter: Volunteer to regularly serve meals or help in other ways.

## 6.2. Fundraising Projects

Note: make sure to obtain approval from MO board prior to execution

- T-shirt Sales: Design a T-shirt that best represents the group and set the sale price to generate a profit that can be deposited into the YMG fund. Members can help support and promote the group by wearing this T-shirt to YMG events.
- 50-50 Raffle: Sell tickets to the raffle, combine the entire pool, and award 50% of the collected money to the winner and the other 50% to the YMG fund.

## 6.3. Social Events

YMGs can consider holding joint events, such as networking and recreational activities, with another structural YMG or other young member organization from a related field (i.e. AIA, ASCE, SEI, etc.). The YMG Chair or another Coordinator may plan the joint event with assigned officers or individuals from the participating young member group. Some ideas for joint social events are:

- Summer Outing/Barbeques: Organize an outdoor summer outing or barbeque at a local park, pavilion, or recreational area.
- Happy Hours: Meet at a local restaurant during happy hour. Consider providing drinks and/or appetizers.
- Sporting Events: Sign up for city league softball, basketball, volleyball or other fun sports offered in your area.
- Hiking/Kayaking: Socialize and stay fit as a group by hiking local trails or paddling in local rivers.

# Appendices

# Appendix A: Coordinator Positions

## Table of Content: Appendix A

YMG Chair.....	19
YMG Past-Chair.....	19
Records Keeper.....	19
Events .....	20
Fundraiser.....	20
Outreach & Community Service .....	20
Continuing Educator (and/ or Resident P.E.).....	21
Digital Media.....	21
Student Liaison.....	21
Finances.....	22
WorkForce.....	22
Recruitment.....	22
Nominating.....	23

## YMG Chair

**Role:** As the chief executive of the young member group, the YMG Chair spends most of his/her time and energy working toward accomplishing the group's strategic goals in a variety of ways, including coordinating leadership positions and filling in where needed. This officer serves as the primary YMG representative to the MO chapter's executive board. The YMG Chair is the only Coordinator Position that can speak on behalf of the YMG. The YMG Chair develops and maintains relationships with community members, engineers, architects, government officials, and anyone else who interacts with the YMG.

**Qualifications:** The YMG Chair must have served as Records Keeper during the prior year and must be approved by the outgoing YMG Chair. Additionally, the YMG Chair must be an experienced and respected member of the group, hold an EI certification, and have at least 2 years of experience in structural engineering.

## YMG Past-Chair

**Role:** As the outgoing chief executive of the YMG, the YMG Past-Chair focuses his/ her efforts on closing out any outstanding items from the previous year. The YMG Past-Chair acts as a sounding board for the current YMG Chair and attends the YMG meetings as often as possible. The past-chair should also focus on how the young members will eventually transition into the MO after licensure.

**Qualifications:** The YMG Past-Chair must have served as the YMG Chair the previous year.

## Records Keeper

**Role:** The Records Keeper is responsible for maintaining the YMG roster, minutes, and communication from the YMG Chair. The Records Keeper shall report new members and their membership status to the local MO. The Records Keeper will also submit a "YMG Update" to the MO twice a year (or more frequently if desired). The Records Keeper becomes the next year's YMG Chair upon approval by the outgoing YMG Chair.

**Qualifications:** The Records Keeper should be an experienced and respected member of the group, must hold an EI certification, and have at least 1 year of experience in structural engineering. A candidate for Records Keeper will typically have previously served as one of the other Coordinators.

## Events

**Role:** The Events Coordinator helps coordinate all aspects of an event to ensure the event runs smoothly. This officer's duties include calculating a budget for proposed events and working with the YMG Chair to choose the event location, arrange the schedule, select speakers or entertainment, choose vendors, select menus, procure accommodations, and coordinate the creation and distribution of marketing materials (invitations, flyers, and advertisements). The Event coordinator is expected to be onsite the day of the event to oversee set-up and troubleshoot any issues that may arise.

**Qualifications:** Event Coordinators must be detail-oriented and very organized. Good written and oral communication skills are important because event coordinators must be able to interact with a variety of people. Event coordinators must be able to work under pressure and with tight deadlines. An event coordinator must also be flexible and capable of multi-tasking since many of the actions required to manage an event must be arranged concurrently.

## Fundraiser

**Role:** The Fundraiser plans fundraising opportunities to be held in conjunction with meetings and events. The Fundraiser should compile a list of possible fundraising strategies (i.e., raffles, silent auctions, meetings, etc.). At fundraising events, this officer acts as host. The Fundraiser works closely with the YMG Chair and the Events coordinator. This position often serves as a preparatory position for an individual to become the Records Keeper.

**Qualifications:** Must have a basic understanding of finances and money and be able to attend all events and meetings where fundraising is taking place. The Fundraiser must be sociable and excited to raise money for the YMG in order to maximize the benefits of fundraising events.

## Outreach & Community Service

**Role:** The Outreach & Community Service Coordinator promotes a positive image of NCSEA and the YMG by actively seeking methods to reach out to the community. The duties of this office include setting up community service and artistic ventures, coordinating community efforts with local media, and involving the MO in events that exemplify the importance of structural engineers in today's society.

**Qualifications:** The Outreach & Community Service Coordinator should have excellent communication and sales skills, as well as strong organizational skills. He/she must be a well-respected member of the MO's YMG and have at least 2 years of structural engineering experience. The Outreach & Community Service coordinator must be able to maintain a level of professionalism during all events and outreach efforts.

## Continuing Educator (and/ or Resident P.E.)

**Role:** The Continuing Educator gathers information about upcoming continuing education seminars, webinars, and relevant literature. At each YMG general meeting, the Continuing Educator disperses this information to the young members. If a sufficient number of young members decide they would like to participate in a given continuing education opportunity, the Continuing Educator may choose to formally organize an effort to attend the seminar or host the webinar. Otherwise, young members are free to choose in which continuing education opportunities they participate. It is of note that group participation in continuing education seminars, workshops, and webinars often result in a reduced cost to each participant. Suggested providers of continuing education events include NCSEA, AISC, ASCE, and ACI.

**Qualifications:** The Continuing Educator should be a respected member of the group, should be pursuing licensure, and should have at least 3 years of structural engineering experience.

## Digital Media

**Role:** The Digital Media Coordinator establishes an internet presence and active online community for public relations with the YMG through services such as LinkedIn and Twitter—it is strongly recommended that a YMG avoids using Facebook in order to maintain a separation between young members' social lives and professional lives. The duties of this office also include recording the events of the YMG in an easily retrievable and accessible format. These formats include websites, webcasts, blogs, and document repositories. The Digital Media Coordinator cannot post anything or speak on behalf of the YMG without prior authorization from the YMG Chair—all materials must be reviewed by the YMG Chair before being published.

**Qualifications:** Digital Media Coordinators must have good communication skills and technical knowledge of existing social and photo websites such as Twitter, LinkedIn, Google, etc. This coordinator must understand the importance of community perception so as to always portray the YMG in a positive, professional light.

## Student Liaison

**Role:** The Student Liaison establishes communication between the YMG and the local NCSEA student chapter to ensure that both organizations are informed of each other's events and programs. This coordinator provides a schedule of all student events to the YMG and attends the YMG general meetings in order to secure coordinator attendance at student meetings. The duties of this office also include reporting back to the student chapter. The Student Liaison may shadow the YMG Chair to better understand the importance of the board of coordinators or plan functions for the student chapter. If a local student chapter doesn't exist, the Student Liaison works to start a chapter at his/her university.

**Qualifications:** The Student Liaison must have excellent social, communication, and organization skills and must be the current or past President of the local student chapter before being appointed to this position.

## Finance

**Role:** The Finance Coordinator is the chief financial officer of the YMG and is responsible for the overall financial health and stability of the group. In some YMGs, the duties of this coordinator may be covered by the YMG Chair. In other groups, the MO may require that all money and funding go through the MO. If staffed, this coordinator is in charge of paying all dues or earnings as required to the MO. The Finance Coordinator is also requests financial support from the MO if mandated by the YMG Board of Coordinators.

**Qualifications:** The Finance Coordinator should have a good understanding of finance and/or accounting. Additionally, it is recommended that this coordinator have at least one year of experience in managing contracts or other business related functions such as cost management and project estimating.

## WorkForce

**Role:** The WorkForce Coordinator monitors the YMG roster to determine who should receive notices of WorkForce job openings. The WorkForce Coordinator actively requests job opening advertisements from local structural engineering firms. The duties of this office also include the active promotion of the WorkForce program so that the MO knows to contact the YMG when job openings are available.

**Qualifications:** The WorkForce Coordinator typically also serves as the YMG Chair or Past-Chair.

## Recruitment

**Role:** The Recruitment Coordinator helps recruit new members and actively collects new member contact information. Recruitment is always a duty of the YMG Chair; however, this dedicated coordinator position can be established to share the responsibility. New members and interested parties are referred to the Recruitment Coordinator, who maintains a roster of prospective young members. It is suggested that Recruitment Coordinators organize at least one recruitment event during their term.

**Qualifications:** The Recruitment Coordinator must have social and organizational skills. Additionally, the Recruitment Coordinator should possess an excellent understanding of recruitment tactics and the marketplace of young engineers in the area.

## Nominating

**Role:** The Nominating Coordinator identifies active members of the YMG who demonstrate good qualifications to become members of the Board of Coordinators. After careful evaluation of the skills and characteristics of candidates—and discussion with the current Coordinators—the Nominating Coordinator approaches potential candidates about serving on the Board of Coordinators.

**Qualifications:** The Nominating Coordinator must have excellent social, communication, and organizational skills and an understanding of recruitment tactics.

# Appendix B: Documents and Forms

The following pages contain typical forms and documents that are helpful when starting your YMG. These forms may be modified as required to fit the needs of your YMG. All completed forms should be archived by the Records Keeper either as a physical record or electronic copy.

## Table of Contents: Appendix B

Sign-In Sheet.....	25
Event Request Form.....	26
Study Group Sign-Up.....	27
PE Teach-In Sign-Up.....	28
Sample Brochure (Front).....	29
Sample Brochure (Back).....	30
Sample Open Letter (SEAMASS) .....	31
Sample Open Letter (SEAO) .....	32
Sample Event Flyer.....	33
Sample YMG Event Proposal to State MO Board.....	34



Young Members Group  
EVENT REQUEST FORM

**Event Information:**

**Title/Topic:**

**Place:**

**Time & Date:**

**Guest Speaker (if applicable):**

**Required materials:**

**Portions of event that will require funding:** (ie: speaker, meeting room, beverages, etc.)

**Ideas for Fundraising (if funding is required):**

**Event Summary:**

**Date Requested:**

**Name of YM sponsoring event:**



Young Members Group  
**PE Teach-In Sign Up**

Name & Company	Email	Dates & Times Available	Area(s) of Expertise/Teach-In Topic

Please coordinate all PE Teach-in efforts with the YM Chair. The YM Chair will prepare all materials required for the Teach-in, after they are received from the PE. The YM group will work to ensure that the PE spends as little time as possible preparing for the Teach-in.

# Mission Statement

*"A group that strives to fill the gap between school and licensed practice by providing young structural engineers with discussions and tutorials on topics within their field, a network of their peers, connections to established local structural engineers, and experiences that will increase their personal abilities in order to become responsible and contributing members to the structural industry as a whole."*

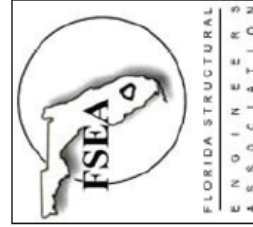
## Get Involved!

Whether you are a student, EI, recent PE, or an experienced PE looking for a new perspective, our YM Discussion Meetings and PE Teach-in's can serve as an invaluable service. Our goal is to have each member leave the meeting with a refreshed, excited outlook on the field of Structural Engineering.

To participate as a member, or to volunteer as a guest PE Speaker, contact [fsea.pb.ym@gmail.com](mailto:fsea.pb.ym@gmail.com).



FSEA Palm Beaches Young Members  
2011 Coordinators



Email: [fsea.pb.ym@gmail.com](mailto:fsea.pb.ym@gmail.com)  
Website: [www.fsea.com/join](http://www.fsea.com/join)



# Florida Structural Engineers Association

Palm Beaches  
Young Members Group

"Filling the Gap Between  
School and Licensed  
Practice"

# FSEA – Palm Beaches Young Members Group

*Monthly  
Young  
Members  
Meetings  
for  
Aspiring  
Structural  
Engineers*

## 2012 Elected

### Coordinators:

- Chair:  
Troy Bishop
- Record's Keeper:  
Chen Leow
- Events:  
Tricia Fitzgerald
- Continuing Education:  
Youry Demosthenes
- Community Services:  
Eric Trillas
- Student Liaison:  
Diana Serrano
- Fundraising:  
Clifford Hippolyte
- Digital Media:  
Sam Ciminello
- Recruitment:  
Alden Brandt
- Past-Chair:  
Heather Anestia

## Meeting Frequency

The Young Members hold monthly discussion meetings in addition to special event presentations by a local Structural PE's and Contractors.

### Discussion Meeting Topics:

#### Past Topics

- How to Learn as a Young Engineer while Utilizing Technology to Meet Tight Deadlines
- Understanding Structural Codes and Manuals
- Interpreting Exposure Categories in ASCE 7-05
- 2007 Florida Building Code and 2010 Changes
- Prescriptive Designs in Structural Engineering

#### Upcoming Topics

- The Structural Design Process – How do you start? Where do you begin?
- Exposed: Behind the Curtain of America's Coolest Structures

#### PE Teach-In Topics

- Shoring Design for Multi-Story Building Concrete Structures
- Design and Permitting of Glazing Systems
- Structural Challenges of Local Buildings
- Running an Engineering Business
- Understanding Concrete Mix Designs

## FSEA PB YM Works for You!

### Improve your Resume Credentials

- Participate in Local Community Service Projects
- Strengthen your Structural Vocabulary by attending Discussion Meetings
- Broaden your Structural Familiarity by attending Monthly Discussions and Presentations
- Acquaint yourself with local Structural Engineers who can serve as Personal References

### Advance your Skills and Abilities

- Learn new design concepts
- Practice your knowledge of code requirements
- Fill the gap between schooling and licensed practice





# SEAMASS

Structural Engineers Association of Massachusetts

Dear fellow Structural Engineer,

We are writing this letter to introduce you the Young Member Group (YMG) of Structural Engineers Association of Massachusetts (SEAMASS). The purpose of SEAMASS YMG is to guide and support young engineers in their transition between school and industrial practice while developing a structural profession. SEAMASS YMG is geared towards young P.E.s, E.I.T.s and Structural Engineering students who practice or have interests in the structural industry. The main goals of this group are to:

- Alleviate the learning curve for the young engineers with provided seminars, workshops and construction site-visits.
- Build a network among young engineers to exchange technical information and to share lessons learned from their career.
- Help the young members to develop leadership and management skill through career enhancement and mentorship programs.

SEAMASS YMG provides a platform for young engineers to exchange and share structural information, to network in a community environment, to enhance structural knowledge through design seminars and construction site-visits, and to develop leadership and management skill by being a part of the SEAMASS YMG team. Members will be exposed to in-depth structural methodologies, latest technologies and applications, and presentations on lessons learned from the past or ongoing projects in the industry. We aim to shape our members into more valuable structural engineer and to further educate them to grow and advance in their career.

We invite all E.I.T.s and P.E.s to join and to become actively involved in this group. Our first general meeting will be held on **December 6, 2012 at 6:00pm at MIT Sloan School of Management Study Room E62-261 (food and beverage will be provided)**. Please contact us at [SEAMass.YMG@gmail.com](mailto:SEAMass.YMG@gmail.com) to RSVP or to e-mail questions, comments or suggestions. You are also welcome to become a member in our Linked In group through searching *SEAMASS – Young Member Group* on Linked In webpage. We look forward to hearing from you and/or meeting you at one of our future meetings and/or events.

Thank you,

Ellen (Chuan-Hua) Kuo, P.E., LEED AP BD+C  
SEAMASS YMG Co-Chair  
[chuanhua.kuo@gmail.com](mailto:chuanhua.kuo@gmail.com)

Sofia Zamora, E.I.T.  
SEAMASS YMG Co-Chair  
[sozamora5@gmail.com](mailto:sozamora5@gmail.com)



## STRUCTURAL ENGINEERS ASSOCIATION OF OREGON

P.O. 9220 SW Barbur Blvd #119, PMB #336 • Portland, OR 97219  
503.753.3075  
www.seao.org • E-mail: jane@seao.org

January 21, 2015

Gary J. Lewis  
Lewis & Van Vleet  
18660 S.W. Boones Ferry Road  
Tualatin, OR 97062

Dear Gary,

I am writing on behalf of Structural Engineers Association of Oregon's (SEAO) Young Members Forum (YMF) seeking your help in encouraging young engineers in your organization to actively engage and participate in YMF activities.

The primary goal of the YMF is to produce more confident, competent and capable engineers who will ultimately benefit your firm and the profession as a whole. SEAO and the YMF provide:

- a venue to meet, advise, network and grow together both technically and socially as they transition from a university setting to experienced engineers
- a forum to exchange ideas and learn from each other's' experiences
- an avenue to get involved not only with the local SEA but in national and international professional organizations and committees thus providing more exposure of your firm

Some of the activities that SEAO YMF has engaged in the past include:

- bi-monthly lunch meetings to discuss relevant professional issues
- happy hours (~8 per year) to socialize with engineers and other industry professionals (Ex. AIA)
- field trips to local construction sites and production facilities
- education outreach program to middle school students where members present about structural engineering and then assist in a hands on building activity with the students
- an internal PE licensure exam information session for professional development

Planned activities include YMF focused free presentations such as assembling a good drawing set, tips on weld design and detailing, and guidelines for non-linear analysis.

SEAO's YMF group is a strong active group. However, most of the membership has come from a small group of companies. We hope to expand the group's membership to cover a more comprehensive cross section of the young structural engineers practicing in the Portland area.

As a leader in your firm, you have a large influence on the direction of the younger staff. I am asking you to encourage and support your younger staff to get involved in SEAO and the YMF. We hope this includes letting younger members know it is important to their company that they participate. Where appropriate, consider the firm paying SEAO membership dues on their behalf. SEAO has financially supported the YMF since it's rejuvenation a few years ago. SEAO provides lunch at the YMF meetings and happy hour appetizers. SEAO has also reduced chapter meeting prices for the YMF to encourage attendance. We would appreciate your support in our effort to engage the younger membership.

If you have any questions, please contact me, Seth Thomas or Phil Davis. Seth and Phil are Co-Chairs of the YMF committee. Additional information can be found on SEAO's website using the link below.

Thank you for your support,

  
Jennifer Eggers, P.E., S.E.  
SEAO President 2014-2015

**Contact Information:**

Seth Thomas (YMF Co-Chair) [ymf@seao.org](mailto:ymf@seao.org)  
Phil Davis (YMF Co-Chair)  
Jennifer Eggers (President) [jennifer.eggers@kpff.com](mailto:jennifer.eggers@kpff.com)  
YMF Link: <http://www.seao.org/committees/advocacy/ymf/>

## **SEAMASS Young Members Group**

**Construction Site Tour at Wentworth Institute of Technology**

***Saturday, Feb. 22, 2014, 10:00 a.m. - 12:00 p.m.***

**Join SEAMASS YMG on a construction tour of the new building at WIT**



**RSVP now for the YMG Construction Site Tour at Wentworth**

**LOCATION:** 525 Huntington Avenue, Boston, MA. Meet us at the corner of Louis Prang Street and Vancouver Street.

**COST:** Free for members/ \$5 for non-members

**DESCRIPTION:** The new building at 525 Hunting Avenue has a 13,670 square foot footprint steel frame structure, which will provide housing for Wentworth students with 305 beds in apartment style units on 7 floors. The tour will consist of a short presentation by Wentworth and Bond Brothers followed by a tour of the new building. The presentation will explain some of the challenges encountered related to construction in close vicinity to existing buildings and underground utilities, as well as the construction process and sequencing. There will be ongoing construction activity on the site during the tour and Personal Protection Equipment (PPT) including hard hat and boots will be required. **Please notify the YMG at [seamass.ymg@gmail.com](mailto:seamass.ymg@gmail.com) if you need to borrow a hard hat.**

**RSVP:** Please RSVP NOW at [wit-525huntington.eventbrite.com](http://wit-525huntington.eventbrite.com) by **February 21, 2014**

**PLEASE MARK YOUR CALENDAR AND SAVE THESE DATES:**

**YMG Social Event: *March 5, 2014 (Wednesday) 6:00 P.M.***

**LOCATION:** Carrie Nation Cocktail Club, 11 Beacon St., Boston , MA

**COST:** Free

**DESCRIPTION:** Join us for some food (free appetizers), a few drinks and meet other young structural engineers in your community. Students and non-members are welcome.

**Other Events Hosted by SEAMASS:** <http://seamass.org/calendar.html>

## STRUCTURAL ENGINEERS ASSOCIATION OF MASSACHUSETTS

One Walnut Street  
Boston, MA 02108-3616  
<http://www.seamass.org>



### Event Proposal

Prepared by: SEAMass YMG

Proposal Date: June 1, 2013

## Social Event to Boost YMG Member Base

**Intent:** To host a social event during a week day to promote the SEAMass YMG and increase the membership base. Appetizers to be provided by the YMG to increase attendance.

**Logistics:**

- Location: Private room in bar or restaurant near downtown Boston. (To be determined prior to submitting proposal).
- Event from 6 PM to 9 PM, preferably on a Wednesday or Thursday.
- Appetizers will be free to all attendees. Drinks are not covered.
- Event flyers to be distributed through email and through existing member base. YMG will send invite to administration of major Boston structural firms.
  - Weidlinger, SGH, LeMessurier, McSal, Cannon, WJE, CBI, Arup, Kleinfelder/SEA, Souza, SMMA, Structures North, + MORE?
- Estimated No. of attendees: 60
- YMG to present group, our intent and benefits to joining SEAMass (and the YMG specifically). Present next major event/excursion.
- Only SEAMass members can participate in future events.
- Membership forms and payment can be accepted by YMG during event.

**Budget:** (get quotes prior to submitting proposal)

- Private room: \$200 (may be free if find location interested in maintaining regular events).
- Appetizers: \$300
- Average cost less than \$10 per person.

**Financing:** The event is expected to increase YMG member base by 20 people, as well as raise awareness of the Association within our industry. There is a significant potential of obtaining new members later through word of mouth.

Costs may be covered by SEAMass, or by corporate sponsorship. Sponsorship will include logo on flyer and at discrete locations during event.

## ACKNOWLEDGMENTS

NCSEA YM Guide was compiled by the FSEA Palm Beaches YMG, based on their efforts from 2010-2012, under the guidance of NCSEA Board of Directors, FSEA Board of Directors, and FSEA State Board. This guide has been improved and modified implementing information and ideas provided by the SEAMASS Young Members Group. Special thanks to individuals who have contributed their time and have offered continuous support throughout this process. We, the NCSEA YMG Support Committee, appreciate all of the extended efforts in helping the community of young engineers to expand and grow in the country.

Please contact the NCSEA YMG Support Committee with all questions, comments, and/or revision requests. <http://www.ncsea.com/committees/young-membergroupsupportcommittee/>