**Membership Development**

**4.13 Younger Members Forums Best Practices Guide 2021 Edition**

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| **1. Section, Branch** | Region 9 Younger Member Council |
| **2. Section/Branch Size** | 13 members |
| **3. Project Contact** |  |
| Name | Melissa Hilsabeck, EIT |
| Phone Number | 562-519-0026 |
| Email | Melissah.asce@gmail.com |
| **4. Project Category** | Communication |
| **5. Project Description** | Objective  In order to assist Region 9 and promote communication and interaction between the Younger Member Groups, the Sections, the Branches, and the Student Groups the Region 9 Younger Member Council has assembled this Best Practice Guide (BPG) to serve as a tool for those purposes. Topics included are as follows:  • Guidance for Traveling Younger Members and Connections to Nearby  Groups  • Communications to Universities and Recruitment  • Championing National and Region 9 initiatives to the Community  • Social Media Opportunities  • Checklist of Best Practices for each Younger Member Group |
| **6. The Process**  (What you did, When and How) | Wrote a best management guide outlining the objectives above during our R9 YMC meeting with input from all R9 YMFs. |
| **7. Those in Charge** (Committee, Task Committee, Etc.) | Past-Chair Guy Hopes and Current Chair Melissa Hilsabeck  Technical Reviewer Tony Akel  Region 9 Younger Member Council 2020 & 2021 |
| **8. Time Frame**  (When Started, When Completed) | 2020-2021 |
| **9. Success Factors**  (The Parts that Worked Really Well) | Leadership – Having someone spearhead the revisions and the YMC providing a review of the content |
| **10. Setback Factors**  (The Parts that did Not Work Well) | Difficult to engage groups to provide feedback, plans to continue updating the document over the years. |
| **11. Creativity**  (This is something off the wall that we did) | Memorialized events in one location via Google Drive |
| **12. Administration**  (What was most Important?) | Consistent follow up |
| **13. Follow-Up**  (What was most important?) | Showing useful examples |
| **14. Recommendations**  (What you should ALWAYS do with this project?) | Memorialize projects that meet the objectives, present to folks in the Region |
| **15. Cautions**  (What you should NEVER do with this project?) | Bookshelf it and not use it |
| **16. The Outcome** | Completed document supporting other YM groups across all regions |
| **17. Ongoing Activity**  (Would you do it again?) | Yes this is a living document to be updated |
| **18. Speaker Contact Information**  (person from your Region who would be willing to speak about the Best Practice) | Melissa Hilsabeck |
| Name | Melissa Hilsabeck |
| Address | 415 W. Ocean Blvd., Long Beach, CA 90802 |
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| **19. Additional Comments**  (We strongly recommend attaching relevant photos and graphics) | **See document below** |

