

## The Municipal Forum of New York Junior Board Overview and Structure

### **Overview**

The Municipal Forum of New York's ("MFNY") Junior Board will be established to:

- Encourage Urban Leader Fellows ("ULF") alumni participation in municipal finance through increased involvement with current programming and through organization of networking and mentoring events.
- Work with MFNY's Forum's Youth Education Committee and Futures & Options to develop educational materials for the summer intern program and, through fundraising efforts, raise money for MFNY's scholarship funds that provide financial assistance to summer interns entering and alumni attending college.
- Fostering growth of young professionals in municipal finance through increased participation with MFNY and its partners, providing a path for future involvement on the Board of Governors.

### **Fundraising**

All Junior Board members are expected to raise money for the MFNY's scholarship funds to benefit summer interns entering and alumni attending college. Members will participate in MFNY's sponsored fundraisers and may be asked to assist with overall event planning, and/or solicitation of sponsors/donors/attendees for the annual awards dinner, regularly scheduled breakfasts/luncheons, and networking events.

### **Membership**

The Junior Board will consist of 8-10 young professionals in the municipal securities industry or the institutional investment industry. To be considered for the board, prospective members must be in position of at least Vice President (or equivalent) at their respective firm and must be nominated by a firm that is a member of the MFNY or by an Officer or Governor of the MFNY.

Each member will serve an initial 2 year term, and may elect to extend his/her term extended for an additional 2 year term at the discretion of the MFNY Board of Governors. No member may serve on the Junior Board for more than 2 terms.

Members will be encouraged to participate at regular breakfasts and lunches and serve as a resource for raising awareness of forum initiatives within their individual firm.

### **Committees**

Junior Board Members are required to participate in one of two committees that focus on i) current intern education and programming and ii) alumni outreach and networking. Each committee shall have a committee chair that holds that position in for one year.

Each committee will have a chair that participates in a non-voting capacity at MFNY in-person meetings and calls.

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All committee members are expected to raise awareness for the needs of the scholarship funds, highlight the importance of the scholarships as they provide an important source of money to help offset the rising expense of college.

### Internship Programming Committee

The Internship Programming Committee is responsible for coordinating with MFNY's Youth Education Committee and Futures & Options to enhance the experience of the interns during their paid internships with member organizations. Duties of the committee include, but are not limited to:

- Help recruit mentors for the incoming interns, assist with opening and closing mentor meetings and organizing meetups throughout the summer program. Also the committee will organize workshops prior to the summer internship for incoming students and alumni.
- Assist in organization of the annual Bond School through developing a program that provides the interns with an introduction to the municipal finance industry. Recruiting speakers and participation as a panelist or moderator is encouraged.
- Work with member organizations to develop assignments, or general knowledge goals for the interns to work toward. Handouts, training modules or a handbook with consolidated online resources (i.e. EMMA) should be developed, reviewed and updated, as appropriate.

### Alumni Outreach and Young Professional Development Committee

The focus of the committee is to keep alumni involved and provide resources for alumni to discover opportunities to enter the industry as young professionals—providing the next generation of municipal finance professionals. Duties of the committee include, but are not limited to:

- Organizing workshops prior to the summer internship for incoming students and alumni.
- Organizing networking events (in addition to the annual clothing drive) for young professionals and, during winter breaks, for interns. These events should have a fundraising aspect to contribute directly to the scholarship funds.
- Coordinating with MFNY's Website/Communications Committee to maintain an online resources page on MFNY's website. The resource page will allow alumni attending college to access consolidated information pertaining to summer internship opportunities programs. The resource page will also provide information regarding full time positions for graduating seniors and young professionals.