



**ATHENA**  
NextGen

Thought  
Leadership  
Series

## Open Board Positions 2024 – Job Descriptions

### General Counsel

- Provide legal counsel to the Board on various topics and issues as they arise
- Maintain FDACS licensure in good standing
- Maintain and procure various insurance policies
- Review, revise, and negotiate contracts and other legal documents
- Ensure compliance with bylaws and periodically review and revise them
- Maintain and update records on file with the Florida Department of State Division of Corporations
- Perform other legal or compliance related tasks as needed

### Treasurer

- Keep current Form W-9 on file
- Prepare yearly budget
- Prepare monthly bank rec and financials
- Make sure the tax return is extended, prepared, and timely filed
- Deposit checks/transfer money from PayPal
- Pay bills (make sure approval is received if needed)
- Renew PO Box in January
- Check PO Box monthly
- NextGen
  - Create invoices
  - Track payments
  - Follow up with those who did not pay by the deadline
- Propose yearly donation to UCF scholarship and make payment prior to year-end

### Vice President of Programming

- Main responsibility is overseeing the eight-month NextGen Leadership cohort
  - Class site selection, budget, monthly programming, speaker arrangements, and all class communication

- Lead the Programming Committee
- Coordinate details for the ATHENA booth at participating trade shows
- Assist the ATHENA President in booking and coordinating the Annual Board Retreat
- Assist other Board Members as needed for event site selection and planning
- Assist with coordinating ATHENA branded materials

## **Director of Recruiting**

- Leads and recruits ATHENA alumnae for the Recruiting Committee
  - Meetings are held monthly during recruiting season October – March
- Oversees and plans recruiting events with the help of the Recruiting Committee
  - Typically, there is one in the fall and two in the spring, including the Informational Breakfast in the spring
- Meets with organizational leaders and business leaders to cast the vision of ATHENA NextGen and ask if they have any candidates to recommend
- Meets with NextGen alumnae to ask them for candidates and referrals to the program
- Meets with candidates who are interested in the NextGen program
- Leads and oversees the application process with the help of the Board of Directors
- Leads and oversees the selection process with the help of the Board of Directors
- Leads and oversees the scholarship process with the help of the Board of Directors
- Prepares recruitment materials such as FAQ document and marketing flyer with the help of the Recruiting Committee