



NexGen President-Elect Job Description

(Year 1 of 3-year elected leadership position)

- Participate in 1 hour monthly leadership conference call;
- Co-Lead Town Hall meeting at FPA National Conference with President;
- Set time and location for the next year's NexGen Gathering (that they will co-lead as President with the Gathering Coordinator);
- Attend FPA NexGen Gathering and as many other FPA national conferences (Retreat, BE, CLC) as possible to represent NexGen;
- Provide input on strategic direction of the NexGen community;
- Take the lead on ad hoc projects such as NexGen video, write articles etc.;
- Respond to and initiate discussions on NexGen Connect community group;
- Recruit new members to the community as well as future leaders for the leadership team;
- Fully support other members of leadership team in any way possible;
- Lead and manage the annual NexGen elections for President-Elect (and Secretary every two years);
- Assist NexGen Chair in planning the NexGen sessions at FPA National Conference, if needed;
- Plan NexGen social events at FPA National Conference;
- Help with implementation of projects directed by Chair and President;



NexGen President Job Description

(Year 2 of 3-year elected leadership position)

- Organize and lead 1 hour monthly leadership conference calls;
- Set strategic goals, and plan of work for the year in conjunction with the leadership team;
- Co-Lead Town Hall meeting at FPA National Conference with President-Elect;
- Co-lead and fully plan FPA NexGen Gathering with the Gathering Coordinator (date and place will have been set while in President-Elect position);
- Lead the search and discussion with NexGen leadership to fill appointed leadership positions, e.g. NexGen Local Leader Coordinator, Social Media Coordinator, Gathering Coordinator, and Membership Coordinator;
- Work with FPA Corporate Relations and NexGen leadership on securing appropriate sponsors and funding for NexGen initiatives;
- Attend FPA NexGen Gathering and as many other FPA national conferences (Retreat, BE, CLC) as possible to represent NexGen;
- Talk to the media about FPA NexGen;
- Speak at local chapters as invited and availability allows (such as Career Days);
- Recruit new members to the community as well as future leaders for the leadership team;
- Discuss topics of interest with FPA's President and CEO when appropriate;
- Take an active role in responding to and initiating discussions on NexGen Connect community group;
- Assist NexGen Chair in planning the NexGen sessions and/or social events at FPA national conference, if needed;
- Review and approve all third party communications to NexGen Connect community;
- Communicate w/ other FPA working groups for projects/overlapping interests w/ NexGen members.
- Communicate with other communities for additional support or mentoring as needed (i.e. Mid-Profession and Student Chapters);



NexGen Chair Job Description

(Year 3 of 3-year elected leadership position)

- Participate in 1 hour monthly leadership conference call ;
- Participate in NexGen Town Hall meeting at FPA National Conference;
- Provide input on strategic direction of the community;
- Attend FPA NexGen Gathering and as many other FPA national conferences (Retreat, BE, CLC) as possible to represent NexGen;
- Plan NexGen sessions at FPA National Conference and serve on conference task force at request of task force chair;
- Assist President-Elect in planning NexGen social activities at FPA National Conference;
- Continue work on prior year(s) unfinished projects as needed;
- Prepare, maintain and review leadership documents including:
 - Job descriptions
 - Best Practices
 - Processes
 - Other templates
- Fully support President and other members of leadership team in any way possible;
- Respond to and initiate discussions on NexGen Connect community group;
- Recruit new members to the community as well as future leaders for the leadership team;
- Discuss topics of interest with FPA's President and CEO when appropriate;
- Speak at local chapters as invited and availability allows (such as Career Days);
- Communicate with other FPA working groups for projects or overlapping interests with NexGen members.
- Communicate with other communities for additional support or mentoring as needed (i.e. Mid-Profession and Student Chapters);



NexGen Secretary Job Description

(Elected 2 year term)

- Participate in 1 hour monthly leadership conference call and prepare minutes;
- Take notes for monthly leadership conference call and post to leadership group on Connect;
- With assistance from NexGen Chapter Leader Liaison and/or Membership Coordinator, respond to email queries sent to FPA NexGen email address;
- Own the Gathering Scholarship:
 - Maintain and update NexGen Scholarship Application and Eligibility Requirements as needed;
 - Organize the NexGen Scholarship Committee;
 - Work with FPA Staff to keep records of NexGen Scholarship funds;
 - Be the main point of contact for any questions regarding NexGen Scholarship donations;
 - Work with FPA Staff Liaison and NexGen Media Coordinator to advertise the NexGen Scholarship;
- Act as NexGen Treasurer
 - Work with FPA Staff Liaison to reconcile the Scholarship and Operating balances each year;
- Attend FPA NexGen Gathering and as many other FPA national conferences (Retreat, BE, CLC) as possible to represent NexGen;
- Provide input on strategic direction of the community;
- Fully support President and other members of leadership team in any way possible.



NexGen Local Leader Coordinator Job

Description

(Appointed 2 year term by NexGen Leadership Committee)

- Participate in quarterly leadership conference calls (or as needed);
- Reports to the NexGen Chair;
- Maintain NexGen Chapter Leaders list;
- With assistance from NexGen Secretary, respond to email queries sent to FPA NexGen email address;
- Owns and maintains NexGen Local Leaders Connect community;
- Schedule and facilitate quarterly conference calls with local NexGen Leaders;
- Train and advise NexGen Local Leaders on:
 - NexGen Logo Usage
 - Sponsorship
 - Non-member attendees and rates
 - Marketing pieces and other resources available
- Owns and maintains NexGen Local Leaders toolkit;
- Help facilitate the creation of and distribution of NexGen marketing pieces with FPA Staff Liaison to Local Leaders;
- Contact chapters that don't have a local NexGen chapter to introduce them to NexGen and help create one;
- Attends FPA Chapter Leaders Conference (CLC) to represent NexGen; and attend NexGen Gathering;
- Fully support President and other members of leadership team in any way possible;
- Works with Membership Coordinator to notify local communities of new members on a regular basis;



NexGen Social Media Coordinator Job Description

(Appointed 1 year term by NexGen Leadership Committee)

- Participate in leadership conference calls as needed;
- Reports to NexGen Secretary;
- Build a monthly dashboard of tweets;
- Setup a monthly reminder call between NexGen Chair to create and signoff on tweets (Or NexGen President in the absence of Chair availability);
- Recruit and manage curators for NexGen Community on FPA Connect;
- Be the main point of contact for any questions regarding NexGen Social Media and Connect Forum;
- Review, approve, and post all third party communications to NexGen Connect community;
- Implement and lead a quarterly check-in call with curators to come up with topics;
- Post all third party communications to FPA Connect upon approval of NexGen President;
- Work with FPA Staff Liaison to advertise the NexGen Events;
- Work with FPA Staff Liaison and NexGen Secretary to advertise the NexGen Scholarship;
- Attend FPA NexGen Gathering;
- Fully support President and other members of leadership team in any way possible.



NexGen Membership Coordinator Job

Description

(Appointed 1 year term by NexGen Leadership Committee)

- Reports to NexGen Secretary; Participate in leadership conference calls as needed;
- Work with NexGen Leadership to amplify engagement of NexGen members
- Create an monthly communication dashboard and execute upon approval of NexGen leadership;
- Determine need for membership committee; create and manage committee to personally connect (by phone) with new NexGen members.
- Prepare a welcome letter for new members and submit to leadership for approval; Monitor the NexGen membership on FPA Connect (with assistance of FPA Staff Liaison) and send welcome letter to new members each month;
- Be the main point of contact for any questions regarding NexGen Membership issues and work with FPA Staff Liaison to resolve issues; Assist NexGen Secretary in responding to email queries sent to the OFA NexGen email address.
- Work with Local NexGen Community Liaison to notify local chapters of new NexGen members on a regular basis.
- Attend FPA NexGen Gathering and as many other FPA national conferences (Retreat, BE, CLC) as possible to represent NexGen;
- Fully support Secretary and other members of leadership team in any way possible



NexGen Gathering Co-Coordinator Job

Description

(Appointed 2 year term by NexGen Leadership Committee)

- Participate in leadership conference calls as needed;
- Reports to the NexGen Leader in charge of that year's Gathering;
- First year as co-coordinator shadows/assists as needed, second year as co-coordinator runs the conference;
- Develop and Manage Gathering Committee
 - Recruit members to serve on the Gathering Committee. Monitor Team progress.
 - Seek recommendations from NexGen leadership.
 - Establish committee assignments, roles and responsibilities.
 - Report progress to the NexGen President in advance of the monthly leadership meetings.
- Develop Gathering Program and Agenda
 - Determine date and location of conference.
 - Identify conference facilitators and CE sessions for pre-conference, subject to approval of the NexGen leadership team.
 - Support facilitators, ensuring appropriate format and structure to maintain the intimate, conversational objectives of the Gathering.
 - Ensure all requirements are satisfied for approval and tracking of continuing education credits.
 - Pre-Conference: ensure presentation materials are prepared and running smoothly, CE sign-in sheets and maintained, and speakers are introduced.
- Coordinate facilities— including A/V, food/beverage, meeting space, supplies, transportation, etc., including lodging accommodations both on and off campus.
- Manage the conference budget and set registration fees accordingly.
 - Work with the NexGen Leadership team, FPA Staff Liaison, and FPA Partner Relations as necessary to secure conference sponsors.
- Marketing
 - Develop marketing calendar/campaign to promote conference
 - Work with the FPA Staff Liaison and FPA Public Relations, as needed.

- Provide content for Gathering Website, Flyers (Save the Date and Registration), and other promotional materials.
 - Implement marketing strategy across various mediums: Promotion at other FPA events, email campaigns, press releases/media, FPA Connect, Social Media, Local Chapters, etc.
- Weekend of Gathering
 - Act as Master of Ceremonies
 - Delegate duties for the committee members, as required.
- Personally thank each presenter, exhibitor and sponsor for their time and contribution to the success of the Gathering