

ROLES AND RESPONSIBILITIES

JUNIOR BOARD MEMBERS SHOULD EXPECT TO CONTRIBUTE TO FUTURES AND OPTIONS IN THE FOLLOWING WAYS:

1. Regularly attend Junior Board meetings
2. Demonstrate support for Futures and Options by promoting its work, including via social media, and keeping informed about its programs and activities
3. Lend talents and strengths to one of the sub-committees: Alumni Engagement/Volunteer, Fundraising, Recruitment, or Social
4. Attend, promote, and fundraise for the Junior Board's annual scholarship fundraiser: A Toast To Brighter Futures
5. Help develop financial or other resources, including volunteers, for Futures and Options
6. Help Futures and Options grow and diversify the Junior Board through recruitment, nominating and vetting processes

JUNIOR BOARD COMMITTEE MEMBERS COMMIT TO THE FOLLOWING:

1. Attend at least 75% of Junior Board meetings each year
2. Make a personally meaningful financial gift to Futures and Options annually; using personal and professional resources to meet an annual Give/Get minimum of \$500 in financial support for the organization
3. Attend A Toast To Brighter Futures
4. Help our staff to promote Futures and Options' work and visibility by introducing the organization to new communities, corporate sponsors, foundations, media, and other helpful individuals and potential partners
5. Volunteer for at least one Futures and Options event and/or program activity
6. Serve as a member of at least one sub-committee and attend sub-committee meetings

These guidelines for Committee participation help identify and recruit potential Committee members. Below are the "sub-committees," each of which is tasked with supporting the Committee through specific efforts.

FOCUS AREAS OF THE JUNIOR BOARD:

1. **Alumni Engagement/Volunteer:** Supports relationship cultivation with our alumni as they become young professionals. Members will define activities to bring both alumni and non-alumni together, and will serve as a liaison for Futures and Options' staff and other Board committees for alumni needs and activities (e.g. reaching out to alumni for a Business Partnership Committee networking event)
2. **Fundraising:** Guides planning for A Toast To Brighter Futures and ensures its success. Members will be expected to set and reach a fundraising goal for the event, as well as help to recruit new members for the Toast Benefit Committee, and support event-related sales
3. **Recruitment:** Responsible for screening applicants for the Junior Board and interviewing candidates, with particular emphasis on diversity to better represent NYC
4. **Social:** Responsible for scheduling and organizing all social activities, identifying opportunities to socialize with committee members, increasing morale, and promoting network-building opportunities

