

## **Board Position Descriptions and Responsibilities**

The following board positions are up for election. These positions are open either because the current officer's term ends on June 3 or the position is newly created. Current officers with terms that are ending may run again for their current position, or a different position.

### **UP FOR ELECTION THIS YEAR:**

Vice President  
Secretary  
Communications Chair  
Web Chair  
Sponsorship Chair\*  
Exhibitions Chair\*  
Programming Chair\* (1-year commitment, this year only)

### **UP FOR ELECTION NEXT YEAR (and odd years from here on out):**

President  
Treasurer  
Education Chair  
Membership Chair  
Diversity Chair  
Programming Chair\*

\*New positions

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### **GENERAL BOARD MEMBER DUTIES AND REQUIREMENTS:**

- Follow the policies and procedures adopted in the chapter bylaws
  - Attend all board meetings (4 times a year)
  - Contribute to board meeting agendas
  - Participate in board discussions on Basecamp
  - Attend at least 80% of chapter-sponsored events and programs
  - Be familiar with chapter programming and chapter policy and economic issues
  - Be available to members and non-members in the design community
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### **PRESIDENT**

*mandatory position*

The President focuses on the vision and direction of the chapter's Board of Directors. He/she is the primary contact between the local chapter and the National Office. He/she shares responsibility with the Vice President in running board meetings, setting the agenda, and keeping the board focused on its objectives. The President works closely with every board member, and assists in making "big picture" decisions that affect the entire chapter. The President is accountable to the chapter and the Board of Directors. He/she is responsible for maintaining and communicating the chapter's charter and upholding the agreement. The President will split time with the Vice President to be available to the different committees. He/she is responsible for national initiatives during his/her term.

### **Successful candidate traits:**

- Good leadership skills
- Excitement about the possibilities for AIGA NH/VT
- Motivation

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## VICE PRESIDENT

*mandatory position*

The Vice President works directly with the President in maintaining the direction of the chapter's Board of Directors. He/she will share in running board meetings and preparing the agenda. The Vice President will also share in the monthly Presidents' Council conference call. The Vice President will split time with the President to be available to the different committees. The Vice President is responsible for maintaining the local initiatives during his/her term.

### **Successful candidate traits:**

- Good leadership skills
  - Excitement about the possibilities for AIGA NH/VT
  - Motivation
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## SECRETARY

*mandatory position*

The Secretary shall keep a correct and permanent record of the chapter contact list, along with the Membership Chair, while maintaining appropriate and accurate accounts and records of all chapter activities, committees and chairpersons. He/she will record minutes at board meetings and disseminate that information to board members. The Secretary will manage correspondence, file reports and program summaries with the national office (via the Chapter Workroom on the national web site), and perform all duties that customarily pertain to the office of Secretary.

### **Successful candidate traits:**

- Highly organized
  - Detail oriented
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## TREASURER

*mandatory position*

The Treasurer ensures the responsible management of the chapter's financial resources. The Treasurer manages the financial planning for the group, recommending strategies that will help grow the group's coffers. His/her responsibilities include: bookkeeping, managing of the chapter's checkbook and bank/investment accounts, filing of annual reports with the national office, and maintaining historical spending records for events. The Treasurer is also the keeper of important documents (insurance forms and nonprofit status forms).

### **Successful candidate traits:**

- Interest in, and knowledge of, financial protocols similar to businesses and non-profits
  - Highly organized
  - Detail oriented
  - Helpful if person has industry connections (CPA, Bookkeeper, Banker)
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## MEMBERSHIP CHAIR

*mandatory position*

The Membership Chair's primary responsibility is to maintain and grow chapter membership and encourage the involvement of its members. The Membership Chair will lead any recruiting initiatives through planning annual membership events and managing routine correspondence with all potential members. He/she will work with the chapter Secretary to maintain an accurate and current local membership list, coordinate membership information with the National Office, and work with the Communications Chair in preparing mailing lists. In regards to specific

event responsibilities, the Membership Chair will manage all attendee event registration. The Membership Chair is also responsible for planning the Roundtable event, required annually by National, for the purpose of gaining insight and feedback from the local membership on AIGA NH/VT programming as per the National Roundtable kit.

**Successful candidate traits:**

- Organized; manages time well
  - Strong communication skills
  - Familiar with current AIGA initiatives and policies
  - Strongly motivated and committed to both AIGA as a national organization and to growing the local chapter
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## EDUCATION CHAIR

The Education Chair is responsible for forming and administering relationships with student members and all area secondary school with design programs. He/she will create programing specifically geared toward education needs. He/she will also be responsible for the creation and maintenance of student chapters and answer all education-related questions.

**Successful candidate traits:**

- Organized, manages time well
  - Understanding of secondary schools
  - Connection with secondary schools
  - Strong Communication Skills
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## COMMUNICATIONS CHAIR

The Communications Chair focuses on initiatives that improve communication between the AIGA NH/VT Board of Directors, the local membership and the National Office. He/she will be the primary PR professional. He/she will respond to any media opportunities. The Communications Chair will ensure that the local community is informed of all AIGA programs/events/issues. All event documentation will be routed through the Communications Director for dissemination, either online or for the physical scrapbook.

**Successful candidate traits:**

- Organized
  - Deadline oriented
  - Ability to leverage available online communication tools
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## WEB CHAIR

The Web Chair is responsible for the creation, direction and ongoing maintenance of the chapter website. He/she will work closely with the national office in regards to the site hosting and use of the CMS (content management system). They work closely with each board member as a liaison for information to be added as content to the web, and work towards enabling others to add content.

**Successful candidate traits:**

- Deadline oriented
  - Skilled with XHTML/CSS
  - Experienced with CMS
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## PROGRAMMING CHAIR

The Programming Chair develops AIGA NH/VT programs and events, based on their alignment with AIGA's local and national mission statement. He/she identifies potential programs/speakers/issues of interest. He/she will coordinate ensuring each program has necessary items: location, food, tables, internet connection, etc. as needed. Each member of the board should plan on assisting in the planning of an event. The Programming Chair will also maintain a database of potential speakers.

### **Successful candidate traits:**

- Personable, good peoples skill
  - Deadline oriented
  - Event planning experience
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## SPONSORSHIP CHAIR

The Sponsorship Chair's primary responsibility is to manage the fund raising sources of the Chapter, by means of sponsor relationship development. The Sponsorship Chair will work closely with the Programing Chair in establishing a calendar and identifying potential sponsors for the various events/activities throughout the year.

### **Successful candidate traits:**

- Personable, good peoples skill
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## EXHIBITIONS CHAIR

The Exhibitions Chair coordinates all chapter exhibitions. Creates and maintains lists of exhibition space and contacts, as well as lists of traveling exhibitions and ideas for original exhibitions. Organizes exhibitions, handles issues, contracts, set-up, security, layout of space, etc. Works with Communications Chair to publicize exhibitions, and with programming chair to line up speakers and related events as needed. Works with Sponsorship Chair and Treasurer to obtain financial resources as needed.

### **Successful candidate traits:**

- Knowledge of gallery best practices
  - Understanding of exhibition instillation
  - Personable, able to maintain and enhance list of contacts
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## DIVERSITY CHAIR

Raise awareness within our chapter about the rich cultural diversity that exists locally, regionally and nationally. Includes working with youth programs and local organizations (Organization for Black Designers, Focus On Design, Project Osmosis and The Inneract Project) to raise awareness of AIGA and reach out to designers of color. Plans at least one event a year focusing on a topic relevant to a diverse audience. Works with Programming Chair to build speaker rosters to include designers from different perspectives, communities and disciplines that speak to the myriad practitioners in the industry.

### **Successful candidate traits:**

- Great collaborator
- Open minded
- Organized