

AIGA DFW Secretary

Minimum Tenure: 2 years

Maximum Tenure: 4 years

Mission:

Ensure the ongoing viability of the chapter by managing all the organization's internal communications and monitoring volunteer performance.

Responsibilities:

- Manage monthly board meetings by setting meeting dates, securing location for meetings, preparing meeting agendas, running meetings, and taking meeting minutes
- Guide board members by communicating monthly action items, enforcing weekly standup reports, and identifying communication lapses
- Create and/or manage documentation of processes and resources that support board growth and stability (i.e. board votes, board engagement, chapter bylaws)
- Populate Google Calendar with appointments for board meetings, chapter events, and promo art/copy deadlines
- Manage the organization of the Google Drive folder structure
- Maintain the Slack workgroup by adding/removing volunteers and managing channel usage as needed
- Work with Communications Committee to keep chapter website and Google Slide event template updated (ex: Board of Directors page)
- Plan, promote, and host Community Meetings
- File legal paperwork with the state, AIGA National, and other entities when appropriate

Skills + Traits

- Organized, detail-oriented, and able to multitask
- Excellent verbal and written communication skills
- Familiarity with organizing and planning events
- Comfortable managing people
- Comfortable working remotely (i.e. resourceful, independent, self-motivated, use of digital tools, team player)