

AIGA DFW President

Minimum Tenure: 2 years

Maximum Tenure: 4 years

Mission:

- Oversee chapter development.
Ensure chapter activities are in line with both local and national goals and standards.
- Lead chapter operations and delegate workloads. Prioritize board workload to meet the needs of the membership and chapter goals.
- Ensure board efforts are in the best interest of the organization and follow bylaws.
- Supervise daily chapter administration including the selection of chapter vendors, partnerships, and sponsors.
- Lead the board of directors to make responsible decisions for the overall health and wellbeing of the chapter.

Responsibilities:

- Facilitate monthly board meeting in conjunction with the Secretary
- Encourage enthusiasm for the chapter's members, activities, and volunteers
- Attend monthly leadership call with AIGA National
- Attend National AIGA Leadership retreat with executive board members
- Know chapter bylaws; ensure they are up to date and that operations are in accordance
- File chapter affiliation agreements on time with AIGA National
- Develop a succession plan 6 months prior to term end
- Establish/maintain protocols for board operations/check-ins between monthly meetings
- Establish protocols for and participate in ensuring that all public facing content meets the highest standards for both visual and verbal communications.
- Plan and run an annual chapter leadership retreat
- Review chapter mission, purpose and goals with board of directors on a yearly basis, updating as necessary (should be publicly accessible on website)
- Review's the secretary's proposed agenda prior to monthly board meetings
- Select (or at a minimum meet and approve) all committee members
- Attend and speak at the majority of AIGA DFW events
- Oversee success of all committees, guiding all committee leaders in team management
- Serve on Advisory board for at least one year upon completion of service as President

Skills + Traits:

- Excellent verbal and written communication skills.
- Expert level knowledge of design principles and standards.
- Comfortable critiquing the work of others and requesting iterations.
- Experience managing people and keeping them motivated.
- Organized and can easily multitask
- Ability to manage and monitor multiple people and different projects.
- Comfortable working remotely: resourceful, independent, self-motivated, use of digital tools, team player, cross-cultural literacy