

## **AIGA DFW Vice President**

*Minimum Tenure: 2 years*

*Maximum Tenure: 4 years*

### **Mission:**

- Provide support and insight for Program Chairs and the Executive Board to ensure all programming and initiatives run smoothly and effectively within the organization
- Support the President in:
  - Prioritizing chapter operations and delegate workload to ensure board efforts are in the best interest of chapter's members as well as its financial and organizational health
  - Oversee chapter programming, initiatives and operations
  - Ensure programs are executed on time, within budgets and according to the mission and goals of the chapter

### **Responsibilities:**

- Maintain knowledge of AIGA, AIGA DFW and local and national industry events and affairs
- Ensure chapter operations meet expected standards
- Perform Presidential duties in their absence
- Work with President to divide and execute duties as needed
- Help perform or delegate duties of other board members in the case of premature termination until position is filled
- Work with President to replace outgoing or resigned board members with their suggested or nominated replacements through standard election procedures
- Be available via Slack and email to support leadership teams and committees as needed
- Provide feedback and advice to the President and chapter leadership
- Work with President to facilitate and lead chapter board retreat annually
- Work with President and Secretary to set agenda for and guide board meetings
- Work with the President to evaluate board structure to ensure effective chapter resource or volunteer allocation, and modify when necessary
- Work with the President to maintain a presence at the AIGA National Leadership Retreat
- Develop a succession plan to be communicated to the board no less than 6 months prior to position expiration
- Attend at least half of AIGA DFW's events and one board meeting per month, as well as the annual retreat

### **Skills + Traits:**

- Strong networking skills
- Excellent verbal and written communication skills
- Self-motivated and independent
- Organized with the ability to multitask
- Ability to take high-level goals and values and apply them without help or direct oversight
- Ability to manage conflict and motivate board members
- Desire to make a difference and build DFW into a place where design thrives for everyone