

## **AIGA DFW Student Groups Chair**

*Minimum Tenure: 2 years*

*Maximum Tenure: 4 years*

### **Mission:**

To oversee the success of our chapter's local student groups by developing and nurturing relationships between AIGA DFW and regional schools with design programs via both communication and student-group-oriented programming/events.

### **Responsibilities:**

- Ensure each SG and SG Advisor are registered with AIGA National every school year.
- Establish and maintain student group board and advisor rosters each semester.
- Share SG toolkit and resources with SG board members at start of each school year.
- Update SG toolkit if/when needed.
- Survey students, student group members, and student group leaders about their needs and wants, and plan programming that responds appropriately.
- Plan a Student Group Leadership Luncheon and a Student Membership event each year.
- Ensure that SG event objectives are aligned with AIGA national initiatives as well as our chapter's purpose statement.
- Find unique ways to encourage students to participate in the two planned events.
- Encourage design students to volunteer for and participate in chapter-level events.
- Keep in contact with SG board members: check-in, ensure success, facilitate problem solving. (What are you planning this semester? What struggles is your SG facing?)
- Collaborate with the executive board to deliver key messages of chapter goals, and act as a liaison to ensure each SG's school events address appropriate design outcomes.
- Recruit schools to create new student groups
- Manage distribution of SG leadership graduation regalia medals and congratulatory graduation cards for SG members.
- Promote transition from student events to our professional events upon graduation.
- Connect students with industry professionals; become a bridge from school to the world.

### **Skills + Traits:**

- Excellent verbal and written communication skills.
- Experience managing people and keeping them motivated.
- Organized and can easily multitask
- Ability to self-manage and monitor multiple different projects.
- Comfortable working remotely: resourceful, independent, self-motivated, comfortable with frequent use of digital communication tools
- Team player