

AIGA DFW President

Minimum Tenure: 2 years

Maximum Tenure: 4 years

Mission:

- Oversee chapter development and ensure chapter activities are in line with both local and national goals and standards. Lead chapter operations, delegate workloads, and prioritize board work to meet the needs of the community and chapter goals. Ensure board efforts are always in the best interest of the organization as a whole and follow bylaws. 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 presidents' 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
- Work with Director of Communications to ensure that all public facing content meets the highest standards for both visual and verbal communication
- Plan and run an annual chapter leadership retreat with the Secretary
- Review chapter mission, purpose and goals with board of directors on a yearly basis, updating as necessary; keep these publicly accessible on AIGA DFW website
- Review the Secretary's proposed agenda prior to monthly board meetings
- Supervise daily chapter administration including the selection of program partnerships
- Interview and appoint program chairs
- Attend and speak at the majority of all AIGA DFW events
- Oversee success of all program chairs and guide team leaders in team management
- Serve as President of Advisory Board for at least one year following the end of Presidential term
- Attend at least half of AIGA DFW's events, one board meeting per month, and annual board retreat

Skills + Traits:

- Excellent verbal and written communication skills
- Expert level knowledge of design principles and standards
- Confidence in critiquing the work of others and requesting iterations
- Advanced experience managing people and keeping them motivated
- Strong problem solving and conflict resolution skills
- Organized and can easily multitask / follow multiple detailed projects from day to day
- Ability to address productivity issues and replace team members when necessary
- Works well remotely: resourceful, independent, self-motivated, digital team player
- Possess cross-cultural literacy