

## **AIGA DFW Secretary**

*Minimum Tenure: 2 years*

*Maximum Tenure: 4 years*

### **Mission:**

Ensure the ongoing viability of the chapter by managing all of the organization's internal communications and board meeting. Understanding and monitoring the duties, deadlines, and performance expectations of all Directors and Program Chairs.

### **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, onboarding procedures, and protocols)
- Populate Google Calendar with appointments for board meetings, chapter events, and deadlines
- Manage the organization of all chapter files and documents
- Maintain Slack workgroup and email accounts by adding/removing volunteers and managing channel usage as needed
- Work with Director of Communications to keep chapter website and slide deck template updated and accurate (ex: Board of Directors page)
- Plan, promote, and host one board meeting per year that is open to all members and solicits feedback, in accordance with bylaws (i.e. community meeting) in conjunction with Director of Membership and Community
- File legal paperwork with the state, AIGA National, and other entities as required
- Attend at least half of AIGA DFW's events, one board meeting per month, and annual board retreat

### **Skills + Traits**

- Highly organized, detail-oriented, and able to multitask
- Excellent verbal and written communication skills
- Familiarity with organizing and planning events
- Comfortable managing people and course-correcting efforts when deadlines are missed
- Works well remotely: resourceful, independent, self-motivated, digital team player