

AIGA DFW Vice President

Minimum Tenure: 2 years

Maximum Tenure: 4 years

Mission:

To support the President in prioritizing and overseeing chapter operations and workloads to ensure board efforts are in the best interest of the chapter, as well as its financial, organizational, and long term health.

To recruit and support Board Members and Program Chairs as needed to ensure the chapter's mission can be effectively attained while maintaining smooth operations within the organization.

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 the event of the President's absence
- Work with President to complete oversight duties as necessary
- Help perform and/or delegate duties of other board members in the case of premature termination/exit until the position is filled
- Work with President to replace outgoing/resigned board members with nominated replacements through standard election procedures, and lead external recruiting efforts as necessary
- Be available via Slack and email to support Directors and Program Chairs on a daily basis
- Provide feedback and advice to the President and chapter leadership
- Work with President and Secretary 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 allocation of chapter resources and volunteer allocation, and modify when necessary
- Work with the President to maintain a presence at the AIGA National Leadership Retreat
- Develop a succession plan 6 months prior to term end
- Attend at least half of AIGA DFW's events, one board meeting per month, and the annual retreat

Skills + Traits:

- Strong networking skills
- Excellent verbal and written communication skills
- Self-motivated, resourceful, independent, digital team player
- 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
- Ability to recruit, train, and motivate board members
- Desire to make a difference and build DFW into a place where design thrives for everyone