



## **AIGA Dallas President**

*Minimum Tenure: 2 years*

*Maximum Tenure: 4 years*

### **Role Purpose**

The AIGA Dallas President provides strategic leadership and oversight for the chapter, ensuring all activities align with both local and national AIGA goals, standards, and bylaws. This role leads the Board of Directors, guides chapter operations, and ensures the long-term health, sustainability, and impact of the organization while serving the best interests of the design community.

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### **Core Responsibilities**

#### **Governance & Strategy**

- Oversee chapter development and ensure alignment with AIGA National standards and local bylaws
- Maintain working knowledge of chapter bylaws and ensure compliance across all operations
- File chapter affiliation agreements and required documentation with AIGA National on time
- Attend monthly Presidents' calls with AIGA National
- Attend the AIGA National Leadership Retreat with Executive Board members
- Serve as President of the Advisory Board for at least one year following the end of the presidential term

#### **Board Leadership & Operations**

- Facilitate monthly board meetings in partnership with the Secretary
- Review and approve board meeting agendas in advance
- Establish and maintain protocols for board operations and communication between meetings
- Encourage enthusiasm and engagement among board members, volunteers, and chapter leadership
- Develop a formal succession plan at least six months prior to the end of term

#### **Team & Program Oversight**



- Interview, appoint, and supervise Program Chairs and Directors
- Oversee the success of all Program Chairs and guide leaders in effective team management
- Address productivity challenges, leadership gaps, and transitions when necessary
- Supervise daily chapter administration and strategic program partnerships

### **Communications & Representation**

- Work closely with the Director of Communications to ensure all public-facing content meets high standards for visual and verbal communication
- Ensure consistency with AIGA brand standards, mission, and values across all channels
- Represent AIGA Dallas publicly at events, partnerships, and community engagements
- Attend and speak at the majority of AIGA Dallas events

### **Planning & Vision**

- Plan and lead annual chapter planning meetings in partnership with the Secretary
- Review chapter mission, purpose, and goals annually with the Board and update as needed
- Ensure mission and goals remain publicly accessible on the AIGA Dallas website

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### **Collaboration & Reporting**

- Works closely with the Executive Board, Program Chairs, and Directors
- Collaborates with the Director of Communications on messaging, branding, and visibility
- Interfaces regularly with AIGA National leadership and peer chapter Presidents
- Reports to the Board of Directors and ensures transparency across leadership decisions

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### **Time Commitment**

- **Weekly:** Approximately 3–6 hours for leadership, communication, and oversight
- **Monthly:**
  - One board meeting



- One AIGA National Presidents' call
  - **Events:** Attendance at the majority of AIGA Dallas programs and events
  - **Annual:**
    - National Leadership Retreat
    - Annual Board Planning Meetings
  - Time commitment may increase during major initiatives, leadership transitions, or large-scale events
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## **Skills & Traits**

- Excellent verbal and written communication skills
  - Expert-level understanding of design principles and professional standards
  - Advanced experience managing people, teams, and volunteer leaders
  - Confidence in providing constructive feedback and requesting iterations
  - Strong problem-solving and conflict-resolution skills
  - Highly organized and able to manage multiple complex initiatives simultaneously
  - Comfortable addressing performance issues and making leadership decisions
  - Works well remotely: resourceful, independent, self-motivated, and collaborative
  - Demonstrates cross-cultural literacy and inclusive leadership
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## **Measures of Success**

- Chapter operates in compliance with bylaws and AIGA National requirements
- Board meetings are effective, well-facilitated, and action-oriented
- Board members and Program Chairs are engaged, supported, and accountable
- Programs demonstrate strong attendance, engagement, and positive feedback
- Clear succession planning and leadership transitions are in place
- Public-facing communications are consistent, professional, and mission-aligned
- AIGA Dallas maintains a visible, respected presence in the local design community
- The chapter is left organized, sustainable, and positioned for future leadership success