



## **AIGA Dallas Student Groups Chair**

*Minimum Tenure: 2 years*

*Maximum Tenure: 4 years*

### **Role Purpose**

The Student Groups Chair oversees the success and growth of AIGA Dallas's student groups by building strong relationships with regional schools, faculty advisors, and student leaders. This role serves as a vital bridge between design education and the professional design community, ensuring students feel supported, connected, and prepared to transition into the industry.

This is an active, relationship-driven role focused on mentorship, communication, and student engagement.

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### **Mission**

To support, strengthen, and expand AIGA Dallas student groups by developing meaningful relationships with regional schools and design programs, fostering student-focused programming, and creating clear pathways from student involvement to professional participation.

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### **Core Responsibilities**

- Ensure each Student Group (SG) and SG Advisor is registered annually with AIGA National
- Establish and maintain an up-to-date list of student group board members and advisors
- Maintain and distribute the Student Group Toolkit and resources at the start of each academic year
- Plan and execute:
  - A Student Group Leadership Luncheon each fall to kick off the school year
  - One additional student-focused event each spring (e.g., Student Minicon), open to all design students
- Survey students, student group members, and student leaders to understand their needs and interests, and shape programming accordingly

- Ensure all student group events and initiatives align with AIGA's mission, values, and purpose
- Develop creative strategies to encourage student participation in chapter-sponsored student events
- Encourage student involvement in appropriate chapter-level events (excluding events intended solely for working professionals)
- Maintain regular communication with student group boards, including:
  - Check-ins on goals and plans
  - Support with challenges or roadblocks
  - Guidance on semester planning and leadership transitions
- Collaborate with the Executive Board to communicate chapter goals and ensure alignment between student group programming and professional design outcomes
- Recruit and support new schools interested in forming AIGA student groups
- Manage the distribution of graduation regalia medals and send congratulatory graduation cards to active student group members at the end of Fall and Spring semesters for those graduating
- Promote a smooth transition from student programming to professional chapter involvement after graduation
- Connect students with industry professionals, helping bridge the gap between education and the working design world

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## Engagement Expectations

This role requires **consistent, proactive engagement** throughout the academic year. The Student Groups Chair is expected to:

- Maintain ongoing communication with student leaders and advisors
- Actively support problem-solving and leadership development within student groups
- Anticipate academic calendar shifts and adjust outreach and programming accordingly
- Serve as a visible, approachable point of contact for students and educators

Success in this role is measured by student engagement, strong relationships, and clear pathways into the professional community.

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## Time Commitment

- Ongoing communication throughout the school year
- Increased involvement during:
  - Fall semester kickoff
  - Spring student events
  - Graduation season
- Attendance at monthly board meetings

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## **Collaboration & Reporting**

- Reports to the Chapter President
- Works closely with:
  - Education Chair
  - Professional Development Chair
  - Membership & Community Director
  - Diversity Chair
  - Executive Board

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## **Skills & Traits**

- Excellent verbal and written communication skills
- Experience managing people and keeping teams motivated
- Strong organizational and multitasking abilities
- Comfortable planning and executing events with multiple stakeholders
- Comfortable working remotely: resourceful, independent, and self-motivated
- Collaborative and supportive leadership style
- Cross-cultural literacy and commitment to inclusive student engagement

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## **Measures of Success**

- Strong relationships with active student groups and advisors
- Well-attended and meaningful student-focused events
- Clear communication and support for student leaders
- Increased student participation in chapter activities
- Successful transition of students into professional AIGA Dallas involvement