



## **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