



AIGA Dallas Director of Membership & Community

Minimum Tenure: 2 years

Maximum Tenure: 4 years

Role Purpose

The AIGA Dallas Vice President supports the President in overseeing chapter operations, leadership effectiveness, and long-term organizational health. This role acts as a strategic partner and operational anchor—helping prioritize workloads, ensure continuity, and support Board Members and Program Chairs so the chapter can effectively serve the Dallas design community.

Core Responsibilities

Leadership Support & Operations

- Support the President in overseeing day-to-day chapter operations and leadership priorities
- Ensure chapter activities and board operations meet expected standards and align with AIGA's mission and values
- Perform Presidential duties in the President's absence to ensure continuity of leadership
- Maintain awareness of local, regional, and national AIGA initiatives, industry trends, and relevant events

Board & Volunteer Management

- Assist with recruiting, onboarding, supporting, and retaining Board Members and Program Chairs
- Help temporarily perform or delegate responsibilities of board roles in the event of a premature resignation until the position is filled
- Support leadership transitions by assisting with nominations, elections, and external recruiting efforts as needed
- Be available via Slack and email to support Directors and Program Chairs with guidance and problem-solving

Strategic Planning & Governance



- Work with the President to evaluate board structure, workload distribution, and volunteer allocation, recommending adjustments when necessary
- Support development of a succession plan at least six months prior to term completion
- Provide feedback, insight, and counsel to the President and chapter leadership on organizational health, risks, and opportunities

Meetings & Retreats

- Partner with the President and Secretary to:
 - Set agendas for board meetings
 - Facilitate and lead board meetings as needed
 - Plan and execute the annual board retreat
 - Attend annual planning meetings
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Collaboration & Reporting

- Works in close partnership with the President to support leadership, operations, and strategy
 - Collaborates with the Secretary on board governance, meetings, and documentation
 - Supports Directors and Program Chairs across all programs and initiatives
 - Acts as a trusted advisor and connector across leadership roles
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Time Commitment

- **Weekly:**
 - Ongoing communication and leadership support via Slack and email
- **Monthly:**
 - One board meeting
 - Strategic planning and leadership coordination
- **Events:**
 - Attendance at half or more of AIGA Dallas events
- **Annual:**
 - Planning meetings
 - Potential participation in National Leadership events



Time commitment may increase during leadership transitions, recruitment cycles, or major initiatives

Skills & Traits

- Strong networking and relationship-building skills
 - Excellent verbal and written communication abilities
 - Highly organized and able to manage multiple priorities simultaneously
 - Self-motivated, resourceful, and comfortable working independently and remotely
 - Ability to translate high-level goals and values into action without direct oversight
 - Skilled in conflict resolution and leadership coaching
 - Experience recruiting, mentoring, and motivating volunteers and leaders
 - Passion for building a thriving, inclusive design community in Dallas
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Measures of Success

- Smooth chapter operations and leadership continuity
- Board Members and Program Chairs feel supported, informed, and empowered
- Leadership transitions occur smoothly and without disruption
- Board structure and workloads remain balanced and effective
- Strong collaboration between President, Executive Board, and Directors
- Chapter leadership reflects stability, clarity, and alignment with mission