



## **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.

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### **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

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

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## **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