



AIGA Minnesota

AIGA | the professional association for design

AIGA Minnesota Job Description President

Purpose of Position

To oversee the development of the Chapter and ensure Chapter activities are in alignment with the AIGA mission and local purpose statement. Effectively lead Chapter operations and delegate workload to ensure board efforts are in the best interest of the Chapter's financial and organizational health as well as local membership needs; and are prioritized according to Chapter purpose statement. Supervise the Chapter vendors/contractors and daily administrative operations of the Chapter. Lead Chapter Board of Directors, which is responsible for the overall health and well-being of the Chapter, and the Executive Committee.

General Responsibilities

1. Facilitate monthly board meetings
2. Lead Executive Committee, which is responsible for the financial and procedural stability of the Chapter
3. Facilitate monthly Executive Committee meetings
4. Attend Finance Committee meetings as needed
5. Attend monthly President's conference call
6. Participate in AIGA leadership group discussions as necessary
7. Review Presidents Resource Book in Chapter workroom
8. Oversee AIGA Minnesota Chapter vendors/contractors
9. Evaluate board structure to ensure effective Chapter resource allocation
10. Review Chapter bylaws and ensure they are up-to-date and approved
11. Maintain Chapter purpose statement; work with Advisory Board to ensure relevance and to facilitate updates as needed
12. Maintain and communicate the Chapter Affiliation Agreement with national office
13. Maintain general knowledge of AIGA/industry current affairs
14. Develop comprehensive succession plan and submit to board for approval six months prior to term expiration

Required Areas of Expertise and Work Experience (required)

1. Practicing in, or retired from the design (or closely affiliated) industry
2. Minimum 10 years experience in professional practice
3. People, project and/or business management experience
4. Attend MAP Training for leadership of non-profit boards

Critical Knowledge and/or Skills (preferred)

1. Proven ability to manage conflict
2. Able to motivate and align board to a shared vision
3. Good communication skills
4. Previous leadership training a plus
5. Previous non-profit board experience a plus



AIGA Minnesota

AIGA | the professional association for design

Teams & Resources

1. Advisory Board – maintain regular communications regarding Chapter strategy; solicit for advice as needed
2. Finance Committee – serve as voice for Chapter strategic initiatives
3. Chapter vendors/contractors — conduct quarterly check-ins and annual evaluations; maintain open lines of communication and performance feedback
4. Chapter Directors – be available to Chapter Directors, volunteers and partners as needed
5. Executive Committee – lead efforts; ensure effective and aligned to Chapter goals

Powers, Nomination and Term

1. POWERS: Voting member of the AIGA Minnesota board of directors.
2. NOMINATION: Nominated by any AIGA Minnesota member or self-nominated for consideration by the AIGA Minnesota nominating committee; appointed to the slate by the nominating committee; ratified to serve on the board by majority vote of the membership.
3. TERM: 2 years, with option to reapply for second and third term. Not to exceed maximum of 6 consecutive years of (voting) Chapter board service.
4. Serve on Advisory Board for at least one year upon completion of final term