



AIGA Minnesota

AIGA | the professional association for design

AIGA Minnesota Job Description Director of Volunteers

Purpose of Position

AIGA Minnesota is run by volunteers. The number and commitment of the Chapter's volunteers is the determining factor in what the Chapter can achieve. The purpose of this position is to recruit, organize, communicate with, and oversee the volunteers of AIGA Minnesota. The Director of Volunteers should help interested members connect with volunteer opportunities and make sure that all volunteers feel they are recognized and appreciated.

General Responsibilities

1. Recruit volunteers as needed.
2. Find volunteers who have leadership potential, who can facilitate a committee of other dedicated volunteers.
3. Make sure planning committee chairs have the appropriate information and are aware of resources to effectively lead and organize an event.
4. Act as a liaison between potential volunteers and the chairs of a planning committee.
5. Verify that all volunteers are active members of AIGA Minnesota. For any person inquiring for a volunteer position who is not an active member, direct them to the membership page to sign up and follow up.
6. Keep an up-to-date log of all volunteers who have participated in current and past events.
7. Work directly with Director of Programming to oversee the initial steps of planning and execution of an event led by volunteers.
8. Define clear expectations of volunteers' responsibilities and levels of commitment.
9. Listen and respond to all volunteers.
10. Recognize the time, work, and participation of all volunteers. Thank volunteers for their involvement. Make sure they feel appreciated.
11. Attend events to network with potential new volunteers.
12. Organize and plan annual Volunteers Party.

Required Areas of Expertise and Work Experience (required)

1. Minimum 2 years experience in professional practice in design or related/affiliated field
2. People-oriented, outgoing and able to create conversation among strangers
3. Previous team or committee experience (in any capacity); must be a team player
4. Previous AIGA committee experience

Critical Knowledge and/or Skills (preferred)

1. Previous experience leading/working with volunteers
2. Good communication skills
3. Previous AIGA committee or non-profit board experience a plus



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Teams & Resources

1. Director of Membership
 - People inquiring for volunteer positions who are not active members need to communicate with Director of Membership to reinstate their membership.
2. Programming Directors and event committees
 - The Director of Volunteers and Programming Directors work together to see the success of the initial steps of planning and execution of events led by volunteers.
3. Director of Communications
 - Emails need to be sent out to let members know of volunteer opportunities. Call-for-volunteers notices can also be posted to the Chapter's website.
4. AIGA Minnesota Board of Directors

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.