**Mission:** IGDA-DC will facilitate collaboration, communication, learning, fun and creativity among members of the video game creator community in DC and its metro area. IGDA-DC will support efforts to make the community welcoming to all kinds of people: young, old, indie, employed, paying special attention to ensure that people of all races, genders, and sexual orientations feel welcomed to fully participate.

IGDA-DC will assist the unique community that is DC, including indie developers, serious games, art, academic, government and profits and small companies as they mix media, mechanics, purposes, and players to create new games.

Short term plans: create

IGDA-DC will not shy from our responsibility to discuss, organize for or against and consider the impact to our humanity and creativity of policies or laws enacted by government or private entities that affect the game creator community.

**Seven Board Members** who attend monthly meetings and who each have 3-4 helpers who do not have to attend the meetings.  Board members vote and must attend a board meeting on the first Monday of each month. Committee members may fill in for their board member. Anyone can attend board meetings. Only the 7 board members or their appointed committee member will vote.

**Important points:**

A. Board members would be elected to some term of office.

B. We want to spread responsibilities evenly among board members.

C. To build up our community, we will adhere to a regular schedule for our meetings, hold regular board meetings, communicate and collaborate with related groups in the area and ensure that our events are inviting for a wide range of people.

D.  The board will support each other in arranging events to ensure highest quality and most fun/informative for everyone. Therefore, at the beginning of each year (first Monday in July) the board will vote on the upcoming annual schedule. Additional events will be voted on by the board at a regularly scheduled event.

E. Each June consider our mission, hold elections, arrange and discuss the upcoming year’s schedule and the board will vote on the schedule at their first meting in July.

**Regular events:**

Monthly

       Board meetings. First Monday of every Month at Bravo, 6:30 PM.

       Happy Hours. Second Tuesdays at Bravo Bravo, 6:30-9 PM.

       Speaker + Games. Fourth Tuesdays at quieter, still central space) 6:30-9PM

Quarterly

       The District Arcade. On a Saturday, TBD.

Annual

        Game Jam (the GGJ at AU Gamelab)

Smithsonian Indie Arcade (where we show our annual winners.)

**Chair**

Arranges board meetings and agenda.

Arranges for elections once a year in June.

Arranges for elections whenever a board member leaves off schedule

Arranges for votes, on new events, policies etc.

Contributes to blog, website and newsletter.

Recruits/Nominates board and committee members, fills in where needed

Communicates with other IGDA chapters and the international board.

**Vice Chair**

Fills in for the Chair

Most likely to be chair next

Schedules creative game related activities for Fourth Tuesday meetings.

**-----Creative Committee**

Finds people to organize/arrange a fun activity for the each Fourth Tuesday meetings.

**-----Development Committee**

Sponsors, funders, partners… Works with legal/financial to consider some longer-term solutions to money.

**Secretary of Logistics**

Arranges logistics for District Arcade, GGJ and Second/Fourth Tuesday activities.

Gets any necessary information to the social media people

Responsible for food, audio/visual, drinks, prizes, T-Shirts, Tickets, etc.

Arranges locations for meetings, as needed.

Attends Board meetings and presents a report from the Logistics team.

**----Audio/Visual**

**----Food/alcohol**

**----Stage details: curtains, tables, and signs**

**Secretary of Speakers**

Finds speakers for fourth Tuesday events, using Board’s suggestions.

Creates a balance of technical, career, political, and fun events over the year.

Gets nice copy to the social media people >1 month in advance of meetings.

Collaborates with the Vice Chair to coordinate the fun activity with speaker.

Attends Board meetings and presents a report from the speaker team.

**-----Committee member one**

**-----Committee member two**

**-----Speaker Liaison**

       Becomes the point of contact for any speaker or guest suggested by any board member.

**Secretary of Recruiting**

Ensures a wide audience for IGDA-DC events, increased awareness for our speaker series and invitation to partake in our board and committees.

Collaborates with the Secretary of Speakers to ensure a balanced range of events over the year.

Attends Board meetings and presents a report from the Recruiting team.

**-----Industry Liaison**

       Reaches out to industry members to invite them to our events, find out what kinds of events/services they might want, and recruit volunteers.

**-----College Liaison**

       Reaches out to college students to invite them to our events, find out what kinds of events/services they might want, and recruit volunteers.

**-----K-12 Liaison**

       Reaches out to K-12 students and teachers to invite them to our events, find out what kinds of events/services they might want, and recruit volunteers.

**----Government and non-profit liaison**

Reaches out to museums/non-profits who are working on games to invite them to our events, find out what kinds of events/services they might want, and recruit volunteers.

**-----Community Liaison**

       Initiates new relationships with various entities and maintains communication with related meetup groups, schools, and other game related festivals… to maximize our positive effect on the game developer community.

**Secretary of Media**

Ensures a large and varied audience for IGDA-DC events.

Writes press releases using copy supplied by other members.

Maintains relationships with members of the games press, mainstream press, and social media.

Coordinates with other IGDA chapters and the Chair to maximize efforts.

Announces events at least 1 month in advance.

Attends Monthly Board meetings and presents a report on the Media group.

**-----Facebook and Meet Up**

**-----Blog and Website**

Curates the [WWW.igdaDC.org](http://WWW.igdaDC.org) blog, inviting posts from people suggested by other board members and committee members.

Maintains the SlideShare repository of the slides and notes for our speaker series.

Maintains the list of upcoming events on the website www.igdaDC.org

**-----Press**

Writes press releases.

Maintains relationships with members of the games press and mainstream press as well as social media.

Announces District Arcade in the WashPo weekends list, for example.

**----Newsletter**

Makes sure the Newsletter gets out weekly on Tuesday mornings, using copy written by other board and committee members.

**Secretary of Legal/Financial**

Maintains an IGDA-DC PayPal Account

Reports to Board each month on expenditures and income

**-----Accountant**

Maintaining our records and online banking

**-----Development**

Seeks out funding for our activities.

**-----Legal**

Writes and maintains codes for harassment, other such details of running a community.

Arranging IGDA-DC official chapter membership whatever unofficial arrangement we settle on.

Arranging IGDA-DC a non-profit company status

       Writes and approves contracts with event hosts, with attendees (such as permission to use images of attendees, etc.)

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Schedule guidelines for each event:

**2nd Tuesdays 6:30-9**

Happy Hour (Held at Bravo Bravo where we do not get carded)

Held in a open space that encourages standing and walking around

Held in a space that is quiet enough to allow talking and conversation especially so that new people can introduce themselves

Held in a space that encourages the informal presentation of group members’ demos.

**4th Tuesdays 6:30-9**

Held in a space that included a projector and quiet

Held in a space where food and drink are provided

Held in a space where people under 21 are able to attend

1 hours of speaker presentation and answers

30minutes of plain networking/talking

30 minutes of a group game/creative activity

**District Arcade**

Every 3 months

Start at 11AM Saturday and go to 8PM on a Saturday.  
Need to schedule to avoid conflicts with other events.

At Bravo Bravo at Farragut North/Farragut West metro stops

Holds 1800 people, if we bring in enough people, get bracelets for 21+ so it’s a “family” friendly event.

Calendar

|  |  |  |
| --- | --- | --- |
| Month/Day | IGDA-DC Events | Other people’s events |
| April 26th | Hear from folks who nominate themselves for Board positions! Discuss the Draft Plan. |  |
| May 10th | Happy Hour and Discuss plans. |  |
| May 24th | Speaker & discuss plans |  |
| June 7th | **VOTE for Board in person or web by 8PM** |  |
| June 21st | Speaker and Intro new Board committee formation and annual schedule discussion |  |
| July 11th | First board meeting, approve coming year’s schedule |  |
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| July 22nd |  | BetaCade DC |
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| August |  |  |
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| September |  |  |
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| October |  |  |
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| November |  |  |
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| December |  |  |
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| Jan 2017 | GGJ at AU GameLab | MAGFest |
| Jan 2017 |  |  |
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| Feb 2017 |  |  |
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| Mar 2017 |  |  |
|  |  |  |
| April 2017 |  |  |
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| May 2017 |  |  |
|  |  |  |
| June 2017 | Smithsonian Indie Arcade (Tentative date) |  |