



**Seattle**  
the professional  
association for design

## Joining the AIGA Seattle Board of Directors

The nomination process is designed to identify, encourage, and enlist the active participation of dedicated professionals in the service of the AIGA Seattle chapter at a leadership level. This information will assist the nominating committee in conducting a fair and equitable evaluation, deliberation and recommendation process for all nominated candidates. Each nominee is expected to complete the same form so that the nominating committee may consider the credentials of all candidates individually, as well as comparatively.

If you have questions about this form or the nominating process, please contact John Carroll, AIGA Operations VP at [operations@seattle.aiga.org](mailto:operations@seattle.aiga.org).

### To Nominate Yourself or Someone You Know

A copy of this application form must be completed and sent via email by 11:59pm on Tuesday, April 24. Please send completed forms to *both* email addresses below with the subject line: **Board-Application: (your name here)**.

- Wacarra Yeomans, Incoming AIGA Seattle President, [president@seattle.aiga.org](mailto:president@seattle.aiga.org)
- John Carroll, AIGA Operations VP, [operations@seattle.aiga.org](mailto:operations@seattle.aiga.org)

Once your completed form has been received, you will be scheduled for a brief in-person interview with the nominating committee the following week, likely on May 1 or May 2 in the evening. If you have a conflict with these dates, please mention this in your email.

If you do not return a completed form by the deadline you will not be scheduled for an interview with the nominating committee and, as a result, we regret that you will not be considered for a board position at this time.

## About the AIGA Seattle Board of Directors

Like the other chapters of AIGA, the Seattle chapter is an all-volunteer organization that connects local designer professionals to the collective voice, experience, and resources of the larger organization. Our success depends on the active participation of members, sponsors, and our Board of Directors—that is, people like you!

Lead by the chapter President and in consultation with the Executive Board and the Advisory Board, our chapter's Board of Directors is responsible for all chapter operations and activities. Our local Board works closely and collaboratively to formulate chapter goals and then to carry out action plans with the aim enriching the greater Seattle design community. You can find out more information about our chapter including our mission statement, programming initiatives, events, and current Board members at our website: [www.seattle.aiga.org](http://www.seattle.aiga.org).

### General Responsibilities

- Attendance at all Board meetings and socials
- Attendance at annual Board planning retreats
- Regular communication with other Board members, especially your VP, Directors, and Chairs
- Completion of your term (2+ years for Directors and VPs)
- Positive representation of AIGA in the community
- Active attendance at, and participation in, AIGA events
- Attendance at chapter partner and alliance events, whenever possible
- Maintain AIGA membership in good standing, at Contributing level or above for Committees, Supporting level or above for Directors and Chairs, Sustaining level or above for Executive and Advisory Board

## Legal and Ethical Responsibilities

As Board Members of a 501(c)(3) Non-Profit, we have a legal responsibility to the chapter and are covered under a liability policy. The following guidelines are recommended for non-profit organizations to reduce liability and to maximize effectiveness of a volunteer Board's leadership.

- Attend Board meetings regularly
- Be familiar with AIGA's goals, objectives, and programs
- Make sure the chapter keeps a written, permanent record of all Board minutes
- Be certain to fulfill all aspects of non-profit and tax exempt status
- Exercise general supervision over AIGA's affairs
- Know the budget, budget process, and financial health of the chapter
- Insist on meaningful Board meetings with full disclosure of operating results
- Require the chapter to engage competent legal counsel, when necessary
- Require committees to report at Board meetings when appropriate
- Know the directors and officers of the chapter
- Adopt and follow sound business policies and practices
- Avoid conflicts of interest
- Monitor the community and professional image of the chapter
- Assure the chapter maintains good credit and financial standing
- Review the organization's insurance program if relevant to your role
- Pursue warning signs and act accordingly by asking questions
- Question policies and practices that you don't understand or cause concern



## AIGA Seattle Board of Directors Application

### Contact Information

\*All fields are required

Name:

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Primary address:

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City:

State:

Zip code:

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Phone number:

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Email address:

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### Open Roles

- Student Events Director / Emerge Director
- Marketing Director
- Brand Director
- Alliance Director
- Sponsorship Director
- Technology Director
- Changemaker Director

*In addition to the standard board responsibilities noted on the previous pages, detailed descriptions of responsibilities specific to each position are available upon request.*

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**Role Desired:**

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## Questions

Answers to the following questions will enable the nominating committee to make better use of the short time they have to spend with each candidate on the night of the in-person interviews.

1. How long have you been involved with or a member of AIGA? If you are not currently a member, why are you interested in joining AIGA?
2. What AIGA run or sponsored events have you attended in the past two years?
3. Why do you wish to serve on the Board?
4. Convey the top three strengths and/or skills that you will bring to the Board, and describe how you think they can benefit the organization.
5. Please share any other interesting information about yourself such as your hobbies, passions, diversions, or ideas.