

AIGA

Seattle

**Open Board
Positions**

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2017

**the
professional
association
for
design**

Current open positions

Executive positions

Events Vice President

Director positions

In-House Initiative Director

Chair and Committee positions

Programming - Event Chairs

Programming - Events Committee

Emerge Chair

Design for Democracy Committee

In-House Initiative Committee

Marketing - Social Media Chair

Marketing - Social Media Committee

Marketing - Copywriters + Editorial Committee

Schmooze Event Chair

Volunteer Recognition Chair

Website Chair

Technology Committee

Women Lead Initiative - Event Chairs

Women Lead Initiative - Committee Members

Alliances Committee Members

Student Events Chair

Student Groups Chair

Into The Woods Conference - Chairs: Operations, Design, Volunteer

Into The Woods Conference - Committees: Operations, Design, Volunteer

Partnership & Sponsorship Committee Members

Executive positions

Executive Board Member expectations:

- Attendance at all board meetings and socials
- Attendance at annual board planning retreats
- Regular communication with your Directors and Chairs
- Completion of your term (2+ years for VP's and President)
- 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 Sustaining level or above.

We expect that you'll share key learnings from the monthly executive team meeting with your Directors in a manner that works for you—conference call, email, in person. Sharings might include: financial highlights and state of the union, upcoming events that they should consider attending or cross-promoting within the organization, new technology or processes, awards or conferences, etc.

Open position

Events Vice President

As part of the Executive Board, you will lead and support a team of Directors to accomplish our chapter's local programming and events. Also:

- Ensure that our community's needs are being met by developing the strategy and structure needed to produce high-quality events throughout the year.
- Work closely with team of Directors to ensure we are connecting to our community, fostering dialogue and producing financially positive events.
- Sit on Executive Board and participate in overall Chapter guidance.

Director positions

Board Member expectations:

- Attendance at all board meetings and socials
- Attendance at annual board planning retreats
- Regular communication with your VP and Chairs
- Completion of your term (1+ years for Directors)
- 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 Supporting level or above.

We expect that you'll be in contact with your VP on a regular basis, and communicate critical news and updates to your chairs and committees. Information for sharing might include upcoming events they're interested in, updates to Eventbrite or our ticketing process, new sponsors they could work with, etc.

Open position

In-House INitiative Director

Lead chapter efforts to engage in-house professionals, and work with a team of volunteer chairs and committee members to provide programming and engagement opportunities and events that speak to their specific needs and situation. Leverage national initiative efforts when applicable.

Committee and Chair positions

Committee and Chair expectations:

- **Regular communication with your Director or VP**
- **Flexible terms (3+ months to 1+ years depending on the position)**
- **Positive representation of AIGA in the community**
- **Active attendance at, and participation in, AIGA events**
- **Maintain AIGA membership in good standing, at Contributing level or above.**

If you are interested in becoming a Chair or joining a committee, please let the Director or VP involved with that initiative know. They will guide you to see if it's a good fit.

Open positions

All emails are @seattle.aiga.org

Programming – Event Chairs	programming@
Programming – Events Committee	programming@
Emerge Chair	education@
Design for Democracy Committee	initiatives@
In–House Initiative Committee	initiatives@
Marketing – Social Media Chair	marketing@
Marketing – Social Media Committee	marketing@
Marketing – Copywriters + Editorial Committee	marketing@
Schmooze Event Chair	volunteers@
Volunteer Recognition Chair	volunteers@
Website Chair	technology@
Technology Committee	technology@
Women Lead Initiative – Event Chairs	womenlead@
Women Lead Initiative – Committee Members	womenlead@
Alliances Committee Members	alliance@
Student Events Chair	education@
Student Groups Chair	education@
Into The Woods Conference Chairs: Operations, Design, Volunteer	specialevents@
Into The Woods Conference Committees: Operations, Design, Volunteer	specialevents@
Partnership & Sponsorship Committee Members	sponsorship@

2017 board structure

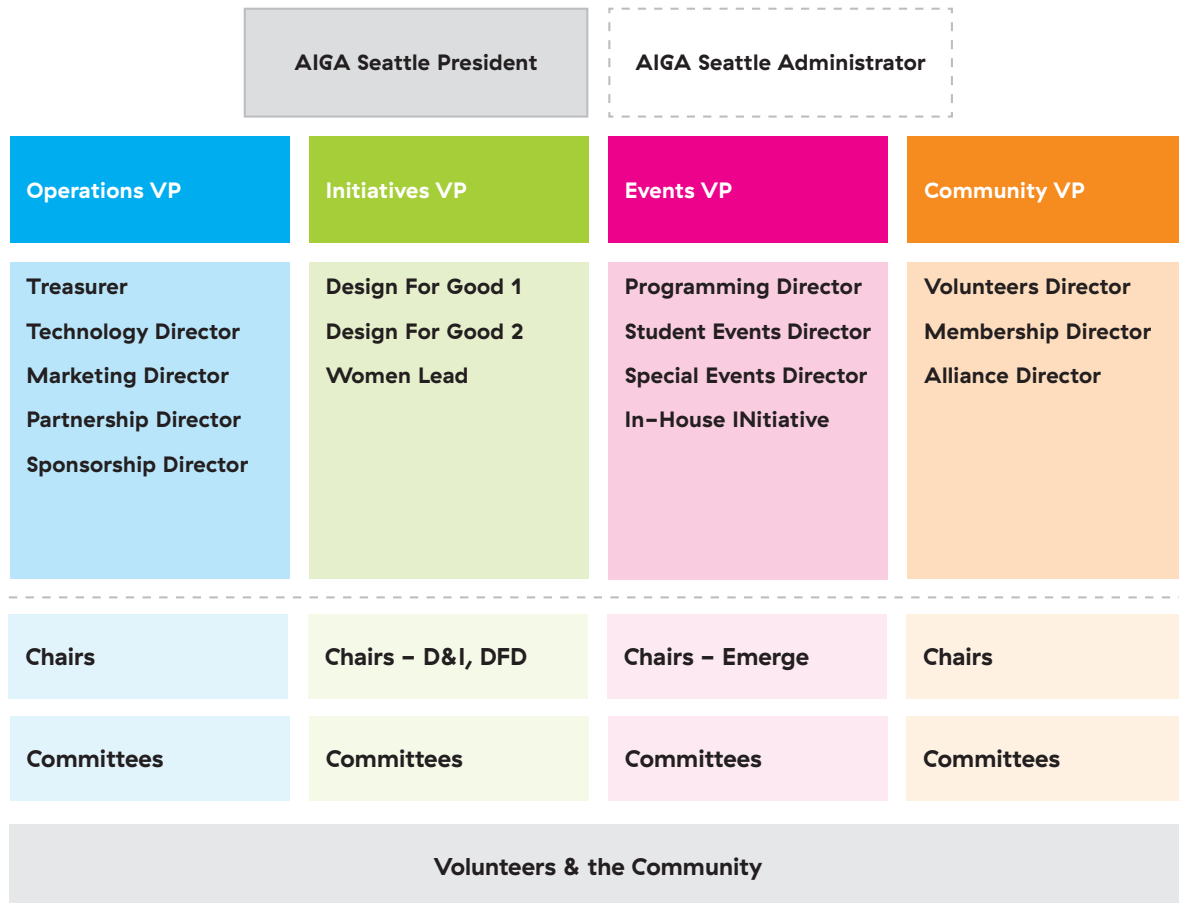
We have restructured our organization to make the work more fun, the emails less plentiful and the experience more rewarding.

Our Executive Team of VP's is headed up by our President; each VP has a pillar of 3–5 Directors that they are responsible for communicating with and assisting as needed. The goal is that VP's can help collaborate across silos, and work with Directors to set strategy, solve problems and make connections as needed—in turn, freeing up Directors to manage their Chairs, Committees and Programs.

Our Directors are responsible for setting strategy and managing teams of volunteer Chairs and Committee to ensure the success (programmatic and financial) of their functional area.

Our Chairs are short-term volunteers who work under Directors, and are committed to executing on events, initiatives and specific programs.

How our team works together



D&I - Diversity & Inclusion
 DFD - Design for Democracy

Meetings

Meeting cadence

We have worked hard to devise a meeting cadence that is as streamlined as possible, allowing us to get the most work done, with as few meetings as possible.

Advisory Board	Bi-monthly meetings
Executive Team	Monthly executive meetings (third Tuesday of the month)
President + VP's	Board meetings, all-Director meetings, other meetings TBD
Directors	Bi-Monthly, all-Director meetings with executive team; meetings with chairs and committees, as needed
Chairs	Meeting cadence to be set by Director, dependent on need
Committees	Meeting cadence to be set by Chair, dependent on need
Volunteers	Case-by-case basis

2017 Meeting schedule (mark your calendar!)

- **January 14, Saturday 10am-3pm: ALL BOARD** Mini Retreat at Artefact **PLANNING**
- **February 7, 6-8:30pm:** Executive Team Meeting at SVC **UPDATES**
- **March 11, Saturday 10am-3pm: ALL BOARD** Mini Retreat at IA **PLANNING**
- **April 19: ALL BOARD** Board Recruitment Meeting at General Assembly **RECRUITING**
- **May 16, 6-8pm:** Executive Team and New Board Member Onboarding at SVC **ONBOARDING**
- **June 2-4:** AIGA National Leadership Retreat in Dallas **NATIONAL**
- **June 13, 6-9pm: ALL BOARD** BBQ at TBD **SOCIAL, MEETING, RECOGNITION**
- **July 15, Saturday: ALL BOARD** Outdoor Outing at TBD **SOCIAL (OPTIONAL)**
- **August 15, 6-8:30pm:** Executive Team Meeting at SVC **UPDATES**
- **September 15-17, Fri-Sun: ALL BOARD** Retreat at TBD **PLANNING, SOCIAL**
- **October 12-14:** AIGA National Design Conference in Minneapolis **NATIONAL**
- **October TBD: ALL BOARD** 30th Anniversary Event (may occur in Sept) at TBD **EVENT**
- **November 14, 6-8:30pm:** Executive Team Meeting at SVC **UPDATES**
- **December 6, 6:30-9pm: ALL BOARD** Social **SOCIAL**
- **December 12, 6-8:30pm:** Executive Team Meeting at SVC **UPDATES**