

Job Description: President

Purpose of position

The President is generally involved in all of AIGA Minnesota's activities, although its major contributions are in strategy, rallying the chapter's volunteer base, providing a public face to the chapter, leading new initiatives to increase the value of membership, and advocating the value of design. As the organization's Chief Executive Officer, the President shall see that all orders and resolutions of the board of directors are carried into effect.

More specifically, the President:

- oversees the development of the chapter and ensures that chapter activities are in alignment with its mission and annual strategic goals.
- leads and prioritizes chapter operations and delegates workload to ensure board efforts are in the best interest of the chapter's members as well as its financial and organizational health
- leads the chapter's board of directors, which is responsible for the overall health and well-being of the chapter.

General responsibilities

- Maintain general knowledge of AIGA, AIGA Minnesota, and local and national industry current affairs
- Be the public face of the chapter, both in person and online
- Respond appropriately to direct member and nonmember communications, or appoint other chapter leaders to do so
- Consistently encourage enthusiasm for the chapter's mission and its activities, members, and volunteers
- Work with the Vice President to divide executive duties as needed
- Ensure compliance with all chapter and AIGA policies and procedures, as well as with state law
- Work with the Treasurer to ensure the chapter's obligations regarding insurance and office space are current and appropriate
- Set the agenda for and facilitate monthly board meetings
- Facilitate and lead annual chapter board retreat
- Lead the Executive Committee, which is responsible for the financial and procedural stability of the chapter
- Set the agenda for and facilitate monthly Executive Committee meetings
- Attend Finance Committee meetings as needed
- Attend Programming Council meetings as needed
- Facilitate the annual chapter roundtable, as dictated by the AIGA national office
- Evaluate and enter into contracts with chapter vendors
- Review and be familiar with the *President's Resource Book* in the AIGA Workroom wiki
- Participate in the monthly President's conference call
- Participate in the President's email listserv
- Review chapter bylaws and ensure they are up-to-date and adhered to
- Evaluate board structure to ensure effective chapter resource or volunteer allocation, and modify if necessary
- Maintain the chapter affiliation agreement with the national AIGA office
- Lead efforts to produce the chapter's annual report
- Lead efforts to replace outgoing or resigned board members with their suggested or nominated replacements through proper balloting/election procedures
- Lead efforts to maintain a presence at the AIGA National Leadership Retreat and other AIGA conferences/events
- Lead efforts to produce and implement the chapter's annual member survey
- In even-numbered years, lead efforts to form the AIGA Minnesota Fellow Award Program nominating committee
- Develop a succession plan to be communicated to the board no less than 6 months prior to term expiration

Job Description: President

Required experience (required)

- AIGA Minnesota's bylaws require that "The President of the corporation shall have served as a member of the board of directors for one year immediately preceding the election of the President."
- Must maintain an active AIGA membership for the duration of the term
- Minimum 10 years of professional practice in the design or closely affiliated industry
- People, project, and/or business management experience
- Extensive knowledge of AIGA and AIGA Minnesota's operations, strategies, and audiences, and programming
- Excellent interpersonal and written communication skills

Critical knowledge and skills (preferred)

- Public speaking skills
- Ability to multitask many different projects at once
- Ability to manage conflict
- Ability to motivate and align board members behind a shared vision
- Previous AIGA committee leadership experience
- Previous non-AIGA leadership experience
- Previous attendance at an AIGA Leadership Retreat

Teams and resources

- Board of Directors: lead
- Executive Committee: lead
- Finance Committee: participate
- Programming Council: participate
- Fellows Program Nominating Committee: form and participate
- National AIGA Presidents Council: participate
- Chapter legal counsel: maintain relationship
- Chapter bookkeeper: maintain relationship, along with Treasurer
- Chapter sponsors: maintain relationships, along with Director of Development

Terms

- Two years, with option to reapply for second term
- Not to exceed maximum of four consecutive years of (voting) chapter board service