

Job Description: Vice President

Purpose of position

The Vice President is generally involved in all of AIGA Minnesota's activities, although its major contributions are in strategy, programming, and operations. This position works to maintain the high quality of chapter programs and to ensure programs are meeting the needs of members and using chapter resources effectively. The Vice President also acts to support the the President and the rest of the board in their functions.

More specifically, the Vice President:

- works with the President to oversee the development of the chapter and ensures that chapter activities are in alignment with its mission and annual strategic goals.
- works with the President to prioritize 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
- serves as Chair of the Programming Council to oversee all chapter programming, initiatives, and operations. Ensures programs are executed on time, within budget, and according to the organization's mission and goals.

General Responsibilities

- Maintain general knowledge of AIGA, AIGA Minnesota, and local and national industry current affairs
- Ensure chapter operations continue as business-as-usual and perform chapter President duties in his/her absence
- Consistently encourage enthusiasm for the chapter's mission and its activities, members, and volunteers
- Work with the President to divide executive duties as needed
- Help perform or delegate job duties of other board members in the case of premature termination until position is filled
- Work with the President to replace outgoing or resigned board members with their suggested or nominated replacements through proper balloting/election procedures
- Be available to chapter leadership teams and/or committees as needed
- Serve and/or lead chapter initiative project-based task teams, as needed
- Act as a sounding board and provide feedback/advice as needed to the President and chapter leadership teams
- Work with the President to facilitate and lead annual chapter board retreat
- Work with the President to set the agenda for and facilitate monthly board meetings
- Work with the President to lead the Executive Committee, which is responsible for the financial and procedural stability of the chapter
- Lead the Programming Council to develop program budgets and ensure that financial strategies regarding programming are carried out
- Develop, document and update new/current chapter policies and procedures regarding programming, operations, and event registration
- Solicit year-end feedback from our members on an annual basis and distribute to chapter leadership teams
- Attend Finance Committee meetings as needed
- Work with the President to evaluate board structure to ensure effective chapter resource or volunteer allocation, and modify if necessary
- Work with the President to produce the chapter's annual report
- Work with the President to maintain a presence at the AIGA National Leadership Retreat and other AIGA conferences/events
- Develop a succession plan to be communicated to the board no less than 6 months prior to term expiration

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Required experience (required)

- Must maintain an active AIGA membership for the duration of the term
- Minimum 5 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
- Excellent verbal and written communication skills
- Previous AIGA committee leadership experience
- Previous non-AIGA leadership experience
- Previous attendance at an AIGA Leadership Retreat

Teams and resources

- Board of Directors: participate; lead when needed
- Executive Committee: participate; lead when needed
- Programming Council: lead
- Legacy Event Committees and Affinity Groups: maintain relationships, participate when needed
- Finance Committee: participate
- National AIGA Presidents Council: participate when needed

Terms

- Two years, with option to reapply for second term
- Not to exceed maximum of four consecutive years of (voting) chapter board service
- In the event of premature termination of the President, the Vice President shall serve as interim President until
 - A. the full Board of Directors and the Advisory, Nominating, or Finance Committee votes to approve a formal transfer of duties; or
 - B. a suitable and qualified candidate for President is approved by a vote of the full Board of Directors and the Advisory, Nominating, or Finance Committee