

## President

Term: 2 years

Term Limits: 2 Consecutive

Estimated Monthly Time Commitment: 5 to 10 hours

**What you'll be doing:** The President oversees and guides the development of the Chapter, ensuring that Chapter activities are in alignment with the AIGA mission. They provide leadership for the Board of Directors and the membership at large. The president supervises the daily administration of the Chapter including financial and communications management and interface with the national office.

Are you interested in running the show?

- Attend Monthly Board meetings and our yearly planning meeting.
- Define and guide direction of the Chapter with input by Board and Membership
- Oversee board directors/chairs programming events to troubleshoot issues and ensure successful execution
- Serve as point of contact with AIGA's national office to update and coordinate all relevant information
- Participate in a monthly call with all Chapter Leaders to address overall chapter management
- Write annual report and submit to the national office
- Keep Chapter Affiliation in good standing
- Lead all Board meetings and annual Chapter Board Retreat
- Share financial responsibility for the Chapter with Financial Director and other leading financial review

### **How much time should you expect to devote?**

Board Position Term: Two years

Estimated Monthly Time Commitment: 5-10 hours

Must attend at least 10 monthly board meetings and 50% of events throughout the year.

\*\*\* Our current sitting president will stay on for 3 months to help on board the president elect

## Vice President

What you'll be doing: The Vice President works directly with the President in maintaining the vision and direction of the Board of Directors. The Vice President assists the President in running Board meetings and preparing an agenda. The Vice President splits time with the President to be available to different committees, as needed. Ideally the Vice President will step up to the President role at the end of their term.

Are you interested in developing strategies and initiatives for Chapter growth along with Membership Director? This could be the role for you.

### **How much time should you expect to devote?**

Board Position Term: Two years

Estimated Monthly Time Commitment: 5-10 hours

Must attend at least 10 monthly board meetings and 50% of events throughout the year.

## Treasurer (Finance Director)

**What you'll be doing:** The Treasurer ensures the responsible management of the Chapter's financial resources. The Treasurer manages financial planning for the group and submits monthly budget reports at general Board meetings.

Do you have experience preparing a final profit and loss statement? Do you enjoy keeping financial accounts in good standing by means of bookkeeping, managing checking and other bank accounts, preparing and/or filing financial reports with National, the IRS, and the Commonwealth of Virginia, and maintaining historical spending records for events? This could be the role for you.

### How much time should you expect to devote?

Board Position Term: Two years

Estimated Monthly Time Commitment: 5-10 hours

Must attend at least 10 monthly board meetings and 50% of events throughout the year.

## Programing Director

**What you'll be doing:** The Programming Director works with all Board members to plan an annual calendar that reflects the Chapter's activities. They develop and produce quality and profitable programming; work closely with fellow board members to produce successful programs; oversee and assist Programming Chairs with planning of their events, particularly establishing and tracking of event budgets (work with Finance Director), and time management; and assist in securing speakers, sponsors and venues when needed.

Do you like hosting soirées (aka events)? Do you enjoy working with others and overseeing programming coordinators and its committee? Do you like learning from events, understanding how they can be improved for next time? The Programming Director could be the role for you.

### How much time should you expect to devote?

Board Position Term: 1 year

Estimated Monthly Time Commitment: 5-10 hours

Must attend at least 10 monthly board meetings and 50% of events throughout the year.

## Content Manager

**What you'll be doing:** The Content Manager is responsible for planning, scheduling, and distributing our chapter content and communication about the happenings of the Chapter and AIGA. The Communications Director and Content Manager work in-tandem to promote upcoming Chapter events and execute the Communications plan.

Do you love all things digital? This may be the role for you. The Content Manager oversees all outgoing digital Chapter shared and generated content.

### How much time should you expect to devote?

Board Position Term: 1 year

Estimated Monthly Time Commitment: 3-5 hours

Must attend 75% of Communications Committee Meetings and 25% of events throughout the year.

Attendance at monthly board meetings is encouraged but not essential.