

# AIGA Houston Position Descriptions

**2023-2024**

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# Committees

- 01.** Executive
  - 02.** Membership
  - 03.** Programming
  - 04.** Design Advocacy
  - 05.** Diversity, Equity & Inclusion (DEI)
  - 06.** Communications
  - 07.** Finance (Partnerships)
  - 08.** Nominating
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**01.**

Executive

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COMMITTEE

# President

All expectations listed in the Executive Officer role agreement apply in addition to the following position responsibilities.

## APPLICABLE BYLAWS

### Article 8, Section 4.1

The president shall be the chief executive officer of AIGA Houston and shall in general supervise and control all the business and affairs of AIGA Houston. The president shall implement the policies formulated by the board of directors. The president shall preside at all meetings of AIGA Houston, unless they are unable, in which event the vice president shall preside. The president shall be an ex-officio member of all committees and shall appoint all committee members unless otherwise provided by the bylaws. The president may, together with the Operations Director (Secretary), execute on behalf of AIGA Houston any contract or other written instruction to which AIGA Houston is a party. The president shall perform such other duties as may be prescribed in these bylaws or assigned to them by AIGA Houston or by the board of directors and shall coordinate the work of all officers and committees of AIGA Houston in order that the purposes of AIGA Houston may be promoted.

## RESPONSIBILITIES

### Primary

- Develop strategic vision for the chapter and keep board members aligned
- Work with Officers to ensure chapter sustainability, integrity and value to the community
- Work with Officers to develop sustainable documentation of chapter board roles and onboarding process
- Develop fair and consistent board policies as needs arise
- Establish Board Organization Role Chart and keep roster updated with National
- Recruit for board and advisory roles as needed
- Submit Annual Report to National if needed
- Attend monthly President's call

### Secondary

- Attend all chapter events as possible
- One-on-one meetings with all board members and prospects to identify how their strengths align with board mission, and help them identify personal opportunities in their board contribution
- Introduce speakers, welcome audiences
- Attend National Leadership Retreat if possible

# Vice President

All expectations listed in the Executive Officer role agreement apply in addition to the following position responsibilities.

## APPLICABLE BYLAWS

### Article 8, Section 4.2

The vice president shall act as an aide to the president and shall perform the duties of the president in the absence or disability of that officer to act.

## RESPONSIBILITIES

### Primary

- Support strategic vision for the chapter and help keep board members aligned
- Work with Officers to ensure chapter sustainability, integrity and value to the community
- Support the work of the President and perform their role as needed
- Help develop fair and consistent board policies as needs arise
- Share in role of running board meetings and preparing agenda
- Share in role of monthly Presidents' call as needed
- Ensure board votes are taken and documented

### Secondary

- Help develop Event Proposal documentation and other critical evergreen documents
- Split time with President in being available to support all committees
- Attend National Leadership Retreat if possible

# Operations Director

All expectations listed in the Executive Officer role agreement apply in addition to the following position responsibilities.

## APPLICABLE BYLAWS

### Article 8, Section 4.3

The Operations Director (Secretary) shall record the minutes of all meetings of the board and the members. The Operations Director (Secretary) shall give notice of all meetings to the directors and members entitled to notice, as specified in these Bylaws. The Operations Director (Secretary) shall have custody of all books, records, and papers of AIGA Houston except when any of such documents shall be maintained by the Finance Director (Treasurer) or some other person authorized to have such custody. The Operations Director (Secretary) shall keep a correct and permanent record of the chapter contact list, including membership, maintain appropriate and accurate accounts and records of all chapter activities. The Operations Director (Secretary) shall perform such other duties as may be assigned to them by the president or the board of directors.

## RESPONSIBILITIES

### Primary

- Develop structures, strategies, and processes that help our organization function as efficiently as possible
- Maintain our communication channels (Slack/ Email) and file storage (Google Drive) in an organized fashion for ease of legacy knowledge
- Assist other Officers in creating meaningful legacy processes documentation (Onboarding, Offboarding, Board Member roles and requirements, etc.)
- Help develop fair and consistent board policies as needs arise

### Secondary

- Investigate issues with the website (generally this means reaching out to National)
- Investigate issues with emails (generally reach out to Google Accounts or National)
- Maintain membership access to communication channels and website
  - Change permissions to retired members, allow access to new members
  - Set up new emails and slack accounts for prospect and new members
  - Suspend emails of retired members
  - Add/Remove members from accounts
- Maintain Drive and other platforms (archive outdated boards and documents)
- Maintain “Resources folder” in Google Drive
  - Update any lists with current information
- Be available to board members with any questions they may have about software or apps that are in use
- Seek new and easier ways to streamline board activities

# Finance Director

All expectations listed in the Executive Officer role agreement apply in addition to the following position responsibilities.

## APPLICABLE BYLAWS

### Article 8, Section 4.4

The Finance Director (Treasurer) shall have custody of all of the funds and securities of AIGA Houston and see that they are deposited in such banks or trust companies as the board of directors shall designate. The Finance Director (Treasurer) shall have entered regularly a full and accurate account of all monies received and disbursed by AIGA Houston, together with such other reports as they may from time to time be called upon to do by the president or the Board of Directors. The Finance Director (Treasurer) shall make disbursements as authorized by the president or the Board of Directors. The Finance Director (Treasurer) shall make a full financial report at the annual meeting of the chapter and at such other times as the president or the board of directors may require. The Finance Director (Treasurer) shall be responsible for the maintenance of all accounts and financial records. The Finance Director (Treasurer) shall be responsible for the preparation and filing of income tax returns and other corporate filings required by the state Taxation and Revenue Department and the Internal Revenue Service, which preparation and filing they may perform or may delegate to another officer or to a certified public accountant to perform, as determined by the board of directors. The Finance Director (Treasurer) shall be responsible for the collection of dues and all other funds (except those designated by the board of directors to be collected otherwise) and the deposit of such funds in appropriate chapter accounts. The Finance Director (Treasurer) shall oversee the Finance Committee, which deals with managing and auditing of chapter funds, fundraising, partnerships and sponsorship. The Finance Director (Treasurer) shall perform such other duties as may be assigned to them by the president or the Board of Directors.

## RESPONSIBILITIES

### Primary

- Maintain financial records of the Chapter (Quickbooks)
- Provide an overview of the current financial status of the Chapter at each Board meeting
- Generate detailed financial reports for each event
- Maintain bank account + credit card account for the Chapter
- Contribute financial and tax information to National as well as appropriate government entities
- Help develop fair and consistent board policies as needs arise
- File federal tax return
- Accounts payable
- Accounts receivable
- Maintain liability insurance policy
- Serve as strategic advisor for partnership/ sponsorship initiatives

### Secondary

- Approve partner/sponsor contracts
- Approve event budget proposals

**02.**

# Membership

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COMMITTEE



# Membership Director

All expectations listed in the Director role agreement apply in addition to the following position responsibilities.

## APPLICABLE BYLAWS

### Article 7, Section 5.1

The membership director facilitates membership growth and retention by directing new membership campaigns, supporting active and prospective members, actively recruiting new members and coordinating volunteers. The director also maintains the chapter membership list based on information from the national office of the AIGA.

## RESPONSIBILITIES

### Primary

- Work with Membership committee to strategize, plan, manage and oversee membership events and campaigns
- Serve as the lead strategist and advocate for local members by developing member-focused events and parties, recruitment opportunities, and campaigns related to retaining and growing local membership, including existing and future members of AIGA Houston
- Create event marketing materials and coordinate vendors, speakers, sponsors and volunteers as needed
- Maintain and report local membership lists and statistics pulled from AIGA database
- Source from AIGA National and create event collateral to educate current and future members on opportunities, benefits and value, of AIGA membership
- Build, maintain, support and grow relationships with AIGA Houston members
- Ensure membership initiatives are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

# Membership Chair

**All expectations listed in the Committee Chair role agreement apply** in addition to the following position responsibilities.

*Available focus area: membership, DEI*

## RESPONSIBILITIES

### Primary

- Work with Director to plan, manage and oversee membership events and campaigns
- Serve as advocate for local members and committee chair to ensure production and execution of member-focused events and parties, recruitment opportunities, and campaigns related to retaining and growing local membership, including existing and future members of AIGA Houston
- Create event marketing materials and coordinate vendors, speakers, sponsors and volunteers as needed
- Assist in maintaining and reporting of local membership lists and statistics from AIGA database
- Source from AIGA National and create event collateral to educate current and future members on opportunities, benefits and value, of AIGA membership
- Build, maintain, support and grow relationships with AIGA Houston members
- Ensure membership initiatives are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

# Membership Coordinator

## All expectations listed in the Committee

**Coordinator role agreement apply** in addition to the following position responsibilities.

*Available focus area: membership, DEI*

## RESPONSIBILITIES

### Primary

- Work with committee to plan and support membership events and campaigns
- Serve as advocate for local members and assist in member-focused events and parties, recruitment opportunities and campaigns related to retaining and growing local membership, including existing and future members of AIGA Houston
- Create event marketing materials and coordinate vendors, speakers, sponsors and volunteers as needed
- Assist in maintaining and reporting of local membership lists and statistics from AIGA database as needed
- Source from AIGA National and create event collateral to educate current and future members on opportunities, benefits and value, of AIGA membership
- Build, maintain, support and grow relationships with AIGA Houston members
- Assist in ensuring membership initiatives are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

# Volunteer Coordinator

**All expectations listed in the Committee**

**Coordinator role agreement apply** in addition to the following position responsibilities.

## RESPONSIBILITIES

### Primary

- Work with committee to plan and support membership events and campaigns
- Serve as advocate for local members and assist in member-focused events and parties, recruitment opportunities and campaigns related to retaining and growing local membership, including existing and future members of AIGA Houston
- Create event marketing materials and coordinate vendors, speakers, sponsors and volunteers as needed
- Assist in maintaining and reporting of local membership lists and statistics from AIGA database as needed
- Source from AIGA National and create event collateral to educate current and future members on opportunities, benefits and value, of AIGA membership
- Build, maintain, support and grow relationships with AIGA Houston members
- Assist in ensuring membership initiatives are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

# Membership Ambassador

**All expectations listed in the Ambassador role agreement apply** in addition to the following position responsibilities.

*Available focus area: membership, DEI*

## RESPONSIBILITIES

### Primary

- Work with committee to plan and support membership events and campaigns
- Serve as advocate for local members and assist in member-focused events and parties, recruitment opportunities and campaigns related to retaining and growing local membership, including existing and future members of AIGA Houston
- Create event marketing materials and coordinate vendors, speakers, sponsors and volunteers as needed
- Assist in creating event collateral to educate current and future members on opportunities, benefits and value, of AIGA membership
- Build, maintain, support and grow relationships with AIGA Houston members
- Assist in ensuring membership initiatives are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

03.

# Programming

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COMMITTEE

# Programming Director

All expectations listed in the Director role agreement apply in addition to the following position responsibilities.

## APPLICABLE BYLAWS

### Article 7, Section 5.5

The programming director is responsible for overseeing all Chapter events in conjunction with the programming committee. The director works to set an annual programming calendar that reflects activities consistent with AIGA's national and local missions while meeting the community, education, and mentorship needs of AIGA members. The director leads a committee that helps identify potential programs/speakers/issues of interest.

## RESPONSIBILITIES

### Primary

- Work with Programming committee to strategize, plan, manage and oversee all programming events
- Develop events and resources to educate designers and help strengthen skills for a variety of audiences, including emerging, mid-level and senior-level creatives
- Serve as the lead strategist for programming events including:
  - monthly meetups
  - 20x20 PechaKucha series
  - creative talks
  - studio tours
  - town halls
  - holiday or member parties
  - portfolio review
  - workshops
  - Design Loop mentorship program
  - additional programming as needed
- Find and/or create resources and tools to share with our community via social media campaigns or publicly accessible documents/webpages
- Build and maintain relationships with design programs in Houston-area colleges and universities
- Create event marketing materials and coordinate vendors, speakers, sponsors and volunteers as needed
- Ensure that content, talent and programming are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

# Programming Chair

**All expectations listed in the Committee Chair role agreement apply** in addition to the following position responsibilities.

*Available focus areas: community, education, DEI*

## RESPONSIBILITIES

### Primary

- Work with Director to plan, manage and oversee all community-, education- or DEI-focused events
- Serve as committee chair/co-chair to ensure production and execution of programming events including:
  - monthly meetups
  - 20x20 PechaKucha series
  - creative talks
  - studio tours
  - holiday or member parties
  - town halls
  - portfolio review
  - workshops
  - Design Loop mentorship program
  - additional programming as needed
- Develop events and resources to connect Houston area creatives, educate designers and help strength skills for a variety of audiences, including emerging, mid-level and senior-level creatives
- Create event marketing materials and coordinate vendors, speakers, sponsors and volunteers as needed
- Ensure that content, talent and programming are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals



# Programming Coordinator

## All expectations listed in the Committee

**Coordinator role agreement apply** in addition to the following position responsibilities.

*Available focus areas: community, education, DEI*

## RESPONSIBILITIES

### Primary

- Work with committee to plan and support community-, education- or DEI-focused programming events including:
  - monthly meetups
  - 20x20 PechaKucha series
  - creative talks
  - studio tours
  - holiday or member parties
  - town halls
  - portfolio review
  - workshops
  - Design Loop mentorship program
  - additional programming as needed
- Assist in developing resources to connect Houston area creatives, educate designers and help strengthen skills for a variety of audiences, including emerging, mid-level and senior-level creatives
- Create event marketing materials and coordinate vendors, speakers, sponsors and volunteers as needed
- Assist in ensuring that content, talent and programming are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

# Programming Ambassador

**All expectations listed in the Ambassador role agreement apply** in addition to the following position responsibilities.

*Available focus areas: community, education, DEI*

## RESPONSIBILITIES

### Primary

- Work with committee to plan and support community-, education- or DEI-focused programming events including:
  - monthly meetups
  - 20x20 PechaKucha series
  - creative talks
  - studio tours
  - holiday or member parties
  - town halls
  - portfolio review
  - workshops
  - Design Loop mentorship program
  - additional programming as needed
- Assist in developing resources to connect Houston area creatives, educate designers and help strengthen skills for a variety of audiences, including emerging, mid-level and senior-level creatives
- Create event marketing materials and coordinate volunteers as needed
- Assist in ensuring that content, talent and programming are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

**04.**

Design  
Advocacy

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COMMITTEE

# Design Advocacy Director

**All expectations listed in the Director role agreement apply** in addition to the following position responsibilities.

## APPLICABLE BYLAWS

### Article 7, Section 5.4

The design advocacy director oversees that all Chapter content and programming are committed to the goals of design advocacy. The director leads a committee that advocates for the role of the designer, promotes the value of creative work, and encourages social awareness and design-driven change.

## RESPONSIBILITIES

### Primary

- In conjunction with the board, ensure that content and programming are committed to the goals of Design Advocacy:
  - Educate employers and the community at large about the value of design
  - Collaborate with complementary organizations
  - Empower Design for Good efforts
  - Work with Diversity, Equity & Inclusion (DEI) to decolonize design
- Work with Design Advocacy committee to strategize, plan, manage and oversee all Design Advocacy events, campaigns and initiatives
- **Programming Development and Implementation**
  - Serve as the lead strategist for Design Advocacy events, including workshops, talks and additional programming as needed
  - Create event marketing materials and coordinate vendors, speakers, sponsors and volunteers as needed

- **Content and Awareness**
  - Work with committee to identify, create and share content/campaign Design Advocacy resources
- **Education and Community**
  - Stay current on other Design for Good initiatives by maintaining contact with champions and advocates on the local, regional and national level
- **Guidance and Support**
  - Help the board recognize, appreciate and adapt to creative differences to assist in meeting chapter goals
  - Provide mentorship and professional development resources for board members
- Ensure Design Advocacy initiatives are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

# Design Advocacy Chair

**All expectations listed in the Committee Chair role agreement apply** in addition to the following position responsibilities.

*Available focus areas: design advocacy, DEI*

- Ensure Design Advocacy initiatives are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

## RESPONSIBILITIES

### Primary

- In conjunction with the board, ensure that content and programming are committed to the goals of Design Advocacy:
  - Educate employers and the community at large about the value of design
  - Collaborate with complementary organizations
  - Empower Design for Good efforts
  - Work with Diversity, Equity & Inclusion (DEI) to decolonize design
- Work with Director to plan, manage, and oversee all Design Advocacy events, campaigns and initiatives
- Programming Development and Implementation
  - Serve as the committee chair to ensure production and execution of Design Advocacy events, including workshops, talks and additional programming as needed
  - Create event marketing materials and coordinate vendors, speakers, sponsors and volunteers as needed
- Content and Awareness
  - Assist committee to identify, create and share content/ campaigns and Design Advocacy resources
- Education and Community
  - Stay current on Design for Good initiatives on the local, regional and national level
- Guidance and Support
  - Help the board recognize, appreciate and adapt to creative differences to assist in meeting chapter goals

# Design Advocacy Coordinator

**All expectations listed in the Committee**

**Coordinator role agreement apply** in addition to the following position responsibilities.

*Available focus areas: design advocacy, DEI*

## RESPONSIBILITIES

**Primary**

- In conjunction with the board, ensure that content and programming are committed to the goals of Design Advocacy:
  - Educate employers and the community at large about the value of design
  - Collaborate with complementary organizations
  - Empower Design for Good efforts
  - Work with Diversity, Equity & Inclusion (DEI) to decolonize design
- Programming Development and Implementation
  - Work with committee to plan and support Design Advocacy events, including workshops, talks and additional programming as needed
  - Create event marketing materials and coordinate vendors, speakers, sponsors and volunteers as needed
- Content and Awareness
  - Assist committee to identify, create and share content/ campaigns and Design Advocacy resources
- Education and Community
  - Stay current on Design for Good initiatives on the local, regional and national level
- Assist in ensuring Design Advocacy initiatives are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

# Design Advocacy Ambassador

**All expectations listed in the Ambassador role agreement apply** in addition to the following position responsibilities.

*Available focus areas: design advocacy, DEI*

## RESPONSIBILITIES

### Primary

- In conjunction with the board, ensure that content and programming are committed to the goals of Design Advocacy:
  - Educate employers and the community at large about the value of design
  - Collaborate with complementary organizations
  - Empower Design for Good efforts
  - Work with Diversity, Equity & Inclusion (DEI) to decolonize design
- Programming Development and Implementation
  - Work with committee to plan and support Design Advocacy events, including workshops, talks and additional programming as needed
  - Create event marketing materials and coordinate vendors, speakers, sponsors and volunteers as needed
- Content and Awareness
  - Assist committee to identify, create and share content/ campaigns and Design Advocacy resources
- Assist in ensuring Design Advocacy initiatives are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

**05.**

# Diversity, Equity & Inclusion (DEI)

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COMMITTEE



# Diversity, Equity & Inclusion Director

**All expectations listed in the Director role agreement apply** in addition to the following position responsibilities.

## APPLICABLE BYLAWS

### Article 7, Section 5.3

The DEI director is responsible for ensuring that all chapter content, talent, and programming are diverse, equitable, and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought, and political philosophy. The director leads a committee that develops programming, resources, and tools that encourage dialogue, raises awareness of community issues, promotes inclusivity and celebrates diversity.

## RESPONSIBILITIES

### Primary

- In conjunction with the board, ensure that content, talent and programming are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Work with Diversity, Equity & Inclusion committee to strategize, plan, manage and oversee all DEI events, campaigns and initiatives
- Programming Development and Implementation
  - Serve as the lead strategist for DEI events, including monthly DEI meetups, workshops, talks, DEI training and additional programming as needed
  - Create event marketing materials and coordinate vendors, speakers, sponsors and volunteers as needed

- Content and Awareness
  - Work with committee to create and share inclusive content, campaigns and DEI resources, including:
    - news and blog posts
    - DEI cultural heritage social media campaigns
    - community resources and tools
    - community surveys
- Education and Community
  - Develop, strengthen and maintain relationships with diverse sponsors and local creatives
  - Keep current on other diversity programs and developments by maintaining contact with champions and advocates on the local, regional and national level
- Guidance and Support
  - Serve as an internal consultant/subject matter expert to problem-solve, design and deliver DEI solutions
  - Help the board recognize, appreciate and adapt to individual differences to assist in meeting chapter goals
  - Provide mentorship and professional development resources for board members
  - Maintain Code of Conduct and respond to DEI-related policy violations as needed
- Cross-collaborate with other committees to achieve chapter goals

**06.**

# Communications

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COMMITTEE

# Communications Director

All expectations listed in the Director role agreement apply in addition to the following position responsibilities.

## APPLICABLE BYLAWS

### Article 7, Section 5.2

The communication director is responsible for overseeing the quality, variety, tone and consistency of all chapter communication, including social media, email, website and printed marketing materials. The director leads a committee to maintain and drive new chapter campaigns.

## RESPONSIBILITIES

### Primary

- Oversee quality, variety, tone, and consistency of all chapter communication, including social media, email, website and printed marketing materials
- Work with Communications committee to maintain chapter campaigns including but not limited to:
  - Monthly/weekly e-blasts
  - Event promotion (monthly events postcard, social media, e-blasts, etc.)
  - Creativity Lives Here campaigns (#typetuesday, local studio spotlights, etc.)
  - News and blog posts
  - DEI cultural heritage campaigns
  - Community resources and tools
  - Crisis communications
- Serve as lead strategist in driving new communications campaigns to connect with our member and non-member community as needed
- Prepare and maintain internal guidelines/checklists for promotional materials
- Help Officers weigh the need for timely responses in events of crisis
- Ensure that content and communications are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

### Secondary

- Moderate/maintain the AIGA HOU Community Slack
- Write and/or edit news and blog posts for the website

# Communications Chair

**All expectations listed in the Committee Chair role agreement apply** in addition to the following position responsibilities.

*Available focus areas: communications, DEI, email, social media, web*

## RESPONSIBILITIES

### Primary

- Work with Director to oversee quality, variety, tone and consistency of all chapter communication, including social media, email, website and printed marketing materials
- Work with Director to maintain chapter campaigns including but not limited to:
  - Monthly/weekly e-blasts
  - Event promotion (monthly events postcard, social media, e-blasts, etc.)
  - Creativity Lives Here campaigns (#typetuesday, local studio spotlights, etc.)
  - News and blog posts
  - DEI cultural heritage campaigns
  - Community resources and tools
  - Crisis communications
- Cross-collaborate with other committees to achieve chapter goals
- Support other focus areas where needed

### Communications

- Serve as committee chair to ensure execution of new communications campaigns to connect with our member and non-member community as needed
- Assist in preparing and maintaining internal guidelines/ checklists for promotional materials
- Assist Director with crisis communications as needed

### DEI

- Ensure that content and communications are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy

### Email

- Develop, schedule and send chapter’s email communications
  - Review/proof email content prior to distribution
  - Collect and/or create assets as needed
  - Maintain and organize email list(s) in MailChimp

### Social Media

- Oversee social media platforms and content
  - Review/proof social media written and visual assets prior to distribution
  - Collect and/or create assets as needed and schedule posts accordingly
  - Strategically balance social media schedule to not oversaturate followers and increase engagement
  - Maintain cover images of each platform as needed

### Web

- Oversee, update and maintain chapter’s website
  - Review/proof written and visual web assets prior to distribution
  - Collect, create, resize and/or edit web assets as needed
  - Create staging pages for approval prior to publishing live
  - Ensure content on major web pages is regularly up-to-date and accurate

# Communications Coordinator

## All expectations listed in the Committee

**Coordinator role agreement apply** in addition to the following position responsibilities.

*Available focus areas: communications, DEI, email, social media, web*

## RESPONSIBILITIES

### Primary

- Assist committee in maintaining quality, variety, tone and consistency of all chapter communication, including social media, email, website and printed marketing materials
- Work with committee to support chapter campaigns including but not limited to:
  - Monthly/weekly e-blasts
  - Event promotion (monthly events postcard, social media, e-blasts, etc.)
  - Creativity Lives Here campaigns (#typetuesday, local studio spotlights, etc.)
  - News and blog posts
  - DEI cultural heritage campaigns
  - Community resources and tools
  - Crisis communications
- Cross-collaborate with other committees to achieve chapter goals

### Communications

- Work with committee to execute new communications campaigns to connect with our member and non-member community as needed
- Assist in preparing and maintaining internal guidelines/checklists for promotional materials
- Serve as secondary editor and oversee chapter news/blog

### DEI

- Assist in ensuring that content and communications are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy

### Email

- Develop, schedule and send chapter’s email communications
  - Review/proof email content prior to distribution
  - Collect and/or create assets as needed
  - Maintain and organize email list(s) in MailChimp

### Social Media

- Oversee social media platforms and content
  - Review/proof social media written and visual assets prior to distribution
  - Collect and/or create assets as needed and schedule posts accordingly
  - Strategically balance social media schedule to not oversaturate followers and increase engagement
  - Maintain cover images of each platform as needed

### Web

- Oversee, update and maintain chapter’s website
  - Review/proof written and visual web assets prior to distribution
  - Collect, create, resize and/or edit web assets as needed
  - Create staging pages for approval prior to publishing live
  - Ensure content on major web pages is regularly up-to-date and accurate

# Communications Ambassador

**All expectations listed in the Ambassador role agreement apply** in addition to the following position responsibilities.

*Available focus areas: communications, DEI, email, social media, web*

## RESPONSIBILITIES

### Primary

- Assist committee in maintaining quality, variety, tone and consistency of all chapter communication, including social media, email, website and printed marketing materials
- Work with committee to support chapter campaigns including but not limited to:
  - Monthly/weekly e-blasts
  - Event promotion (monthly events postcard, social media, e-blasts, etc.)
  - Creativity Lives Here campaigns (#typetuesday, local studio spotlights, etc.)
  - News and blog posts
  - DEI cultural heritage campaigns
  - Community resources and tools
  - Crisis communications
- Cross-collaborate with other committees to achieve chapter goals

### Communications

- Support committee in new communications campaigns to connect with our member and non-member community as needed
- Serve as secondary editor and assist in maintaining chapter news/blog

### DEI

- Assist in ensuring that content and communications are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy

### Email

- Assist in developing, scheduling and sending chapter's email communications as needed
  - Review/proof email content prior to distribution
  - Collect and/or create assets as needed

### Social Media

- Assist in managing social media platforms and content
  - Review/proof social media written and visual assets prior to distribution
  - Collect and/or create assets as needed and schedule posts accordingly
  - Strategically balance social media schedule to not oversaturate followers and increase engagement
  - Maintain cover images of each platform as needed

### Web

- Oversee, update and maintain chapter's website
  - Review/proof written and visual web assets prior to distribution
  - Collect, create, resize and/or edit web assets as needed
  - Ensure content on major web pages is regularly up-to-date and accurate

**07.**

Finance  
(Partnerships)

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COMMITTEE

# Finance Director

**All expectations listed in the Executive Officer role agreement apply** in addition to the following position responsibilities.

## APPLICABLE BYLAWS

### Article 8, Section 4.4

The Finance Director (Treasurer) shall have custody of all of the funds and securities of AIGA Houston and see that they are deposited in such banks or trust companies as the board of directors shall designate. The Finance Director (Treasurer) shall have entered regularly a full and accurate account of all monies received and disbursed by AIGA Houston, together with such other reports as they may from time to time be called upon to do by the president or the Board of Directors. The Finance Director (Treasurer) shall make disbursements as authorized by the president or the Board of Directors. The Finance Director (Treasurer) shall make a full financial report at the annual meeting of the chapter and at such other times as the president or the board of directors may require. The Finance Director (Treasurer) shall be responsible for the maintenance of all accounts and financial records. The Finance Director (Treasurer) shall be responsible for the preparation and filing of income tax returns and other corporate filings required by the state Taxation and Revenue Department and the Internal Revenue Service, which preparation and filing they may perform or may delegate to another officer or to a certified public accountant to perform, as determined by the board of directors. The Finance Director (Treasurer) shall be responsible for the collection of dues and all other funds (except those designated by the board of directors to be collected otherwise) and the deposit of such funds in appropriate chapter accounts. The Finance Director (Treasurer) shall oversee the Finance Committee, which deals with managing and auditing of chapter funds, fundraising, partnerships and sponsorship. The Finance Director (Treasurer) shall perform such other duties as may be assigned to them by the president or the Board of Directors.

## RESPONSIBILITIES

### Primary

- Maintain financial records of the Chapter (Quickbooks)
- Provide an overview of the current financial status of the Chapter at each Board meeting
- Generate detailed financial reports for each event
- Maintain bank account + credit card account for the Chapter
- Contribute financial and tax information to National as well as appropriate government entities
- Help develop fair and consistent board policies as needs arise
- File federal tax return
- Accounts payable
- Accounts receivable
- Maintain liability insurance policy
- Serve as strategic advisor for partnership/ sponsorship initiatives

### Secondary

- Approve partner/sponsor contracts
- Approve event budget proposals



# Partnerships Chair

**All expectations listed in the Committee Chair role agreement apply** in addition to the following position responsibilities.

*Available focus areas: partnerships, DEI*

## RESPONSIBILITIES

### Primary

- Work with Director to elevate chapter content and programming through partnerships, sponsorships, and grant funding:
  - Partnerships are defined as sponsorships/alliances lasting greater than six months with the intent to bolster awareness and engagement around a specific campaign or message
  - Sponsorships are defined as short-term in-kind, goodwill, or monetary sponsorships with the intent to bolster awareness and engagement around a specific event or series
- Serve as committee chair to ensure production and execution of partnership campaigns and initiatives
- Work with committee to create, maintain, and share Partnerships resources including:
  - lists of active and potential local, regional, and national partners/sponsors and grants
  - pitch decks and partnership kits
  - proposal templates
  - grant links/resources
- Develop strategic and mutually beneficial partnerships/sponsorships with local businesses and organizations
  - Maintain regular communication with past and potential partners/sponsors, highlighting upcoming events, chapter metrics, and AIGA news
  - Update sponsors web page
  - Assist event coordinators with sponsorship opportunities by drafting proposals and contracts for Officer approval
  - Work with Director to apply for local, state, federal, and private grants that enable AIGA Houston to continue its mission
- Ensure chapter is in compliance by meeting all agreed upon contractual obligations to partners/sponsors and grant requirements
- Stay updated on nonprofit funding guidelines, liabilities, and taxation
- Ensure that partnerships are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

# Partnerships Coordinator

**All expectations listed in the Committee Coordinator role agreement apply** in addition to the following position responsibilities.

*Available focus areas: partnerships, DEI*

## RESPONSIBILITIES

### Primary

- Work with committee to elevate chapter content and programming through partnerships, sponsorships, and grant funding:
  - Partnerships are defined as sponsorships/alliances lasting greater than six months with the intent to bolster awareness and engagement around a specific campaign or message
  - Sponsorships are defined as short-term in-kind, goodwill, or monetary sponsorships with the intent to bolster awareness and engagement around a specific event or series
- Support partnership campaigns and initiatives as needed
- Work with committee to create, maintain, and share Partnerships resources including:
  - lists of active and potential local, regional, and national partners/sponsors and grants
  - pitch decks and partnership kits
  - proposal templates
  - grant links/resources
- Identify and develop strategic and mutually beneficial partnerships/sponsorships with local businesses and organizations
  - Maintain regular communication with past and potential partners/sponsors, highlighting upcoming events, chapter metrics, and AIGA news

- Ensure chapter is in compliance by meeting all agreed upon contractual obligations to partners/sponsors and grant requirements
- Stay updated on nonprofit funding guidelines, liabilities, and taxation
- Assist in ensuring that partnerships are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

# Partnerships Ambassador

**All expectations listed in the Ambassador role agreement apply** in addition to the following position responsibilities.

*Available focus areas: partnerships, DEI*

## RESPONSIBILITIES

### Primary

- Work with committee to elevate chapter content and programming through partnerships, sponsorships, and grant funding:
  - Partnerships are defined as sponsorships/alliances lasting greater than six months with the intent to bolster awareness and engagement around a specific campaign or message
  - Sponsorships are defined as short-term in-kind, goodwill, or monetary sponsorships with the intent to bolster awareness and engagement around a specific event or series
- Support partnership campaigns and initiatives as needed
- Support committee in creating, maintaining, and sharing Partnerships resources including:
  - lists of active and potential local, regional, and national partners/sponsors and grants
  - pitch decks and partnership kits
  - proposal templates
  - grant links/resources

- Assist in identifying strategic and mutually beneficial partnerships/sponsorships with local businesses and organizations
- Stay updated on nonprofit funding guidelines, liabilities, and taxation
- Assist in ensuring that partnerships are diverse and inclusive in every sense of the word – including but not limited to race, religious belief, gender, identity, thought and political philosophy
- Cross-collaborate with other committees to achieve chapter goals

**08.**

Nominating

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COMMITTEE

# Nomination Chair

**See the following position responsibilities.**

- Support the chapter mission and pledge commitment to carrying out work during volunteer term service
- Follow chapter Code of Conduct and uphold chapter's DEI policy

## APPLICABLE BYLAWS

### Article 10, Section 10.2.1

The nominating committee will select the best candidates from the AIGA Houston membership, reflecting diversity of the profession. A call will be made to the membership (via the chapter's website) for additional submissions prior to the preparation of a slate; members can nominate other members or themselves.

## REQUIREMENTS/EXPECTATIONS

- Nominating Chair commitment is a minimum of 1 month
- Served on prior year's Nominating Committee
- AIGA membership not required, but encouraged
- Understand board governance and the chapter's board nomination and chapter election process, including any updates from prior years
- When invited, attend chapter board meeting to present necessary Board Nominations information and proposed chapter slate
- Be professional, responsive, accountable and respectful of others' time, as well as fulfill commitments within agreed-upon deadlines
- Schedule, prepare for, participate and document committee meetings as needed
- Communicate and check in regularly with committee members; voice any concerns to chapter officers
- Remain ethically responsible to ensure the committee does the best work possible in pursuit of collective goal
  - Remain noncommercial, nonsectarian and nonpartisan in accordance with chapter bylaws
  - Be familiar with chapter policies, goals and initiatives

## RESPONSIBILITIES

### Primary

- Work with Nominating Committee members to find the most qualified, diverse group of candidates for the chapter's open positions for the next term year
- Serve as committee chair to ensure completion of the Nominating Committee's role in the chapter's nomination process
- Review candidate submissions from the Board Nominations form
- Interview potential candidates and related individuals to determine whether a candidate is a good fit to serve AIGA Houston
- Work with committee to propose one slate of nominees to the chapter board

### Secondary

- Actively connect with and put forward potential board candidates
- Avoid and disclose all conflicts of interest with AIGA Houston as outlined in our conflict-of-interest policy
- Keep chapter information confidential as outlined in our confidentiality statement

# Nomination Coordinator

See the following position responsibilities.

## APPLICABLE BYLAWS

### Article 10, Section 10.2.1

The nominating committee will select the best candidates from the AIGA Houston membership, reflecting diversity of the profession. A call will be made to the membership (via the chapter’s website) for additional submissions prior to the preparation of a slate; members can nominate other members or themselves.

## REQUIREMENTS/EXPECTATIONS

- Nominating Coordinator commitment is a minimum of 1 month
- Fit one of the following:
  - Current chapter board member stepping down
  - Former board president
  - Active non-board member who understands board operations
- AIGA membership not required, but encouraged
- Understand board governance and the chapter’s board nomination and chapter election process, including any updates from prior years
- If invited, attend chapter board meeting to present necessary Board Nominations information and proposed chapter slate
- Be professional, responsive, accountable and respectful of others’ time, as well as fulfill commitments within agreed-upon deadlines
- Prepare for and attend committee meetings as needed
- Communicate and check in regularly with committee members; voice any concerns to chapter officers
- Remain ethically responsible to ensure the committee does the best work possible in pursuit of collective goal

- Remain noncommercial, nonsectarian and nonpartisan in accordance with chapter bylaws
- Be familiar with chapter policies, goals and initiatives
- Support the chapter mission and pledge commitment to carrying out work during volunteer term service
- Follow chapter Code of Conduct and uphold chapter’s DEI policy

## RESPONSIBILITIES

### Primary

- Work with Nominating Committee members to find the most qualified, diverse group of candidates for the chapter’s open positions for the next term year
- Review candidate submissions from the Board Nominations form
- Interview potential candidates and related individuals to determine whether a candidate is a good fit to serve AIGA Houston
- Work with committee to propose one slate of nominees to the chapter board

### Secondary

- Actively connect with and put forward potential board candidates
- Avoid and disclose all conflicts of interest with AIGA Houston as outlined in our conflict-of-interest policy
- Keep chapter information confidential as outlined in our confidentiality statement



## CONTACT US

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Reach out to the current officers with any additional questions.

### **AIGA Houston Officers**

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#### **Operations Director**

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