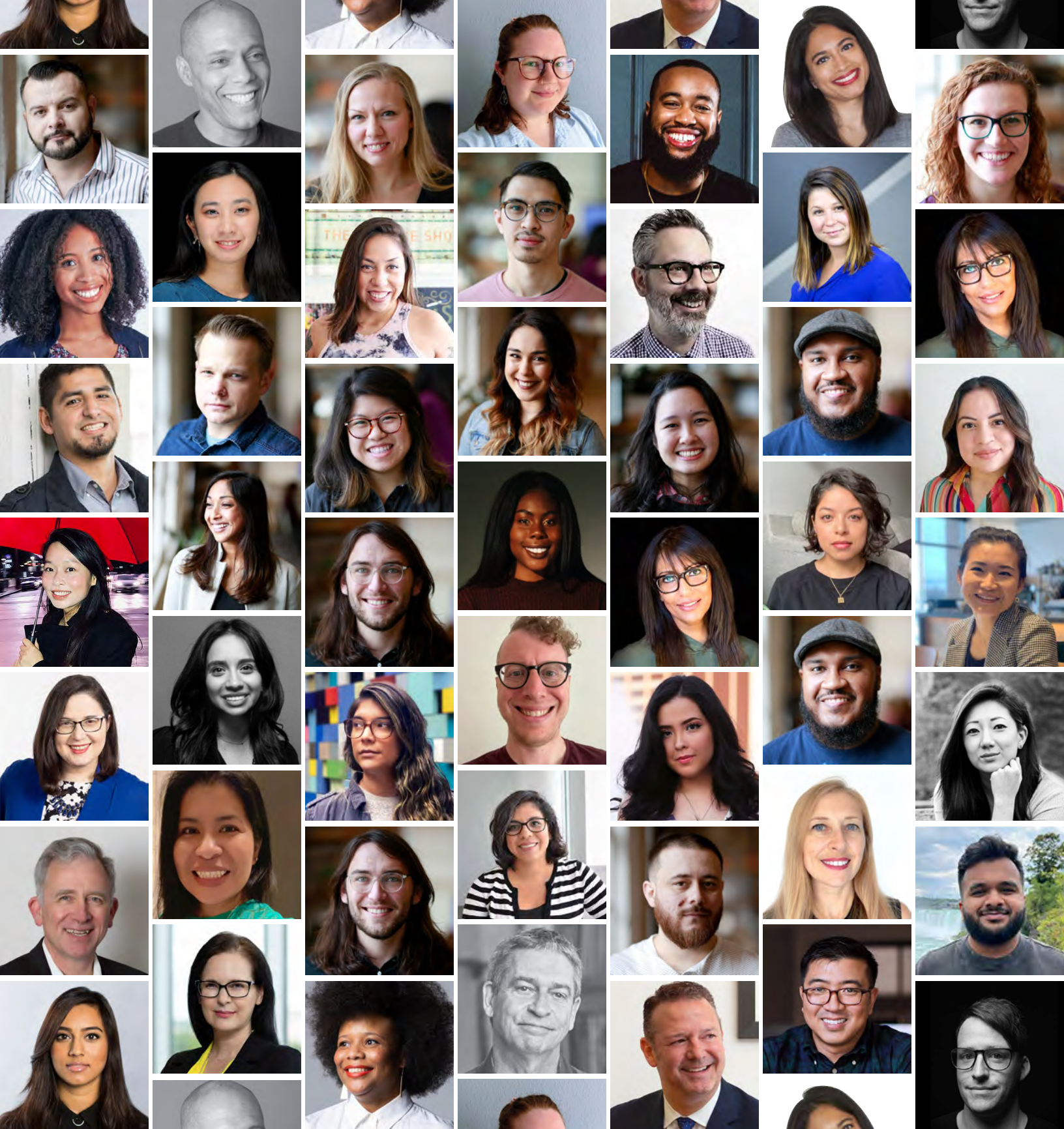


Get Involved with AIGA Houston

2023-2024

Build community. Strengthen skills. Advocate for design.
Help serve our community and elevate Houston's creative landscape.



Hello, from Houston.

Our city is led by several creative leaders.
Help us continue the legacy.

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01.

Introduction

WHO WE ARE

Who we are.

AIGA Houston is an affiliate chapter of the national nonprofit organization AIGA, the professional association for design. AIGA is the oldest and largest professional membership organization for design.

AIGA Houston is a 100% volunteer-run chapter organization. Every chapter is different so here is a quick rundown on who we are.

FOUNDING

Did you know? We have been active for 25 years!


We were previously part of one state chapter under AIGA Texas before the Houston chapter was founded.

Throughout 1997, the official steering committee worked with former AIGA Texas board members and other local members to form the Houston chapter.

1997 Steering Committee:

- Shawn Collier
- Cheryl Beckett
- Craig Minor
- Jim Mousner

The official founding date of the AIGA Houston chapter is **February 18, 1998.**

Over the years, our chapter has been led by passionate local creatives and volunteers. View a list of past volunteer board and committee members [here](#). 

MISSION

AIGA advances design as a professional craft, strategic advantage and vital cultural force. As the largest community of design advocates, we bring together practitioners, enthusiasts, and patrons to amplify the voice of design and create the vision for a collective future. We define global standards and ethical practices, guide design education, enhance professional development and make powerful tools and resources accessible to all.

VISION, PILLARS + VALUES

AIGA Houston seeks to create a well-connected community that strengthens design's impact on society through our chapter pillars: building community, strengthening skills and advocating for design.

We believe:

- We are a hub for creative disciplines.
- Skill-strengthening opportunities are crucial in our ever-changing industry.
- Spaces must be created for all voices to grow and be known.
- We must empower Houston creative to build better lives and a better Houston.

02.

Service Roles + Structure

WHERE YOU FIT + HOW YOU COMMIT
TO OUR CHAPTER

Where you fit and how to commit.

Although AIGA chapters hold similarities, each chapter is structured differently and has various support needs to serve their local community.

Where do you fit in the Houston chapter?

Let us know what role(s) you have in mind! We welcome your interests and want your passions to flourish in our chapter. You can always transition to a different role if your interests evolve.

BOARD STRUCTURE

Organizational chart of our current committees and roles

What

- Chapter official board and committee structure

Typically includes

- Required officers, required roles, committees, task forces, chairs and board members
- Individuals within their respective roles


What you need to do

- Read, understand and reference during term if needed.
- Participate in creating/voting on amendments as needed.
- The executive officers are responsible for archiving structural changes and the chapter's official board roster with AIGA National.

Where to find this

- Chapter GDrive location will be shared once you join.

BOARD PAGE

View a list of board and committee members who are currently serving for the chapter [here](#). 

BOARD STRUCTURE KEY

When it comes to board structure, form follows function. As AIGA is a membership based organization, we are required to serve our members. We do so through our committees determined and voted on by the board.

1 Required officers: Minimum required officers for the chapter to exist.

2 Required roles: Minimum required roles for the chapter to operate.

3 Chair of respective committee: Designated chairperson – responsible for leading the executive and implementation of a committee's initiatives. Chairs may or may not be a board member.

4 Board member: Official member of the chapter's Board of Directors. These individuals have voting power and are typically the directors of a committee and responsible for strategizing its initiatives.

🔒 Standing committee: Permanent working groups focused on governance tasks for the board. These committees are necessary for the board to properly run as a membership-focused chapter.

⚙️ Organizational committee: Working groups focused on implementing programs and initiative for the chapter. These are recommended to maintain as part of the chapter's board structure, but can change with the necessary vote depending on the board's needs and vision.

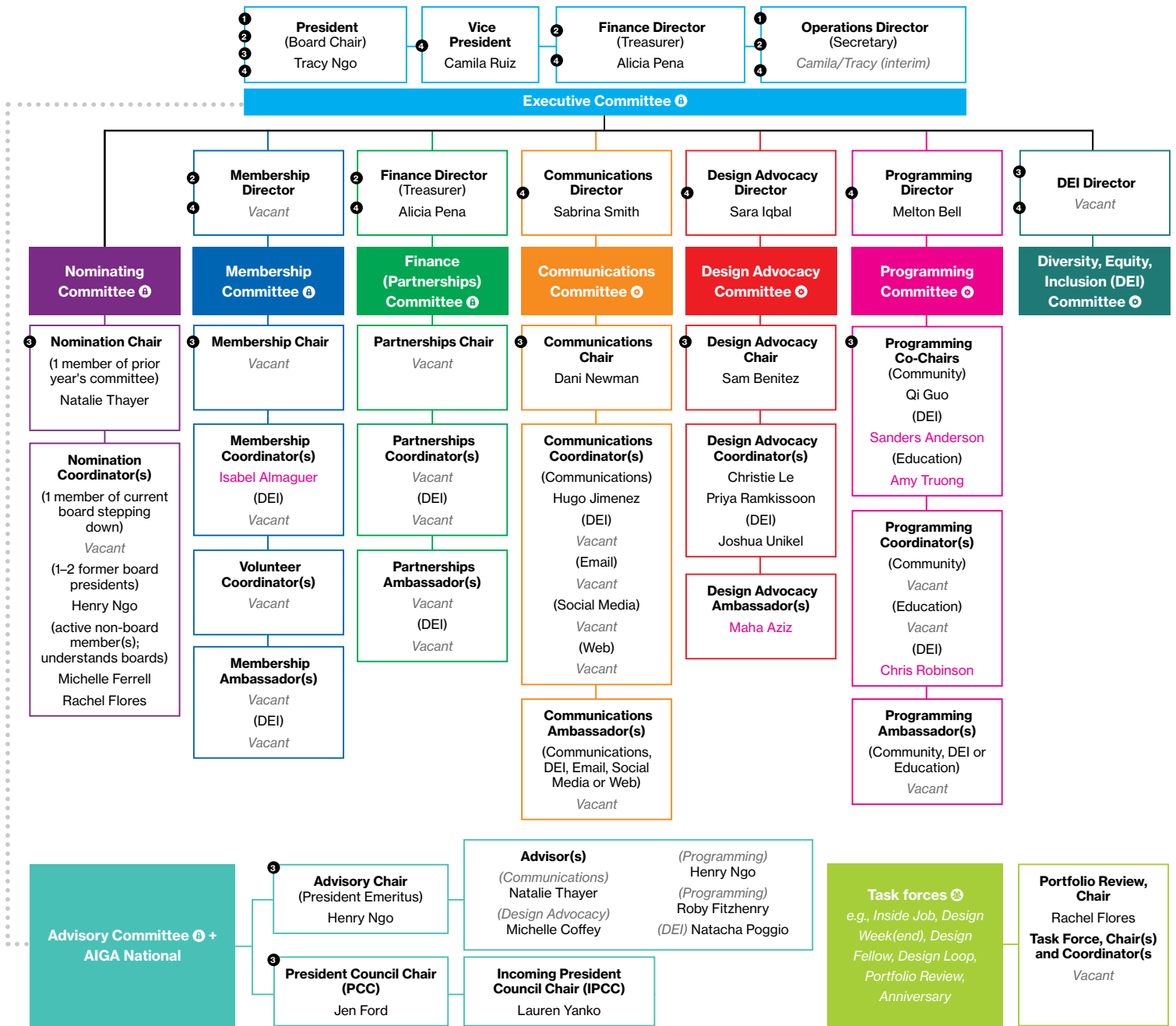
👥 Task forces: Working groups that are focused on a specific task, project or initiative that can be accomplished within a specific time frame. These temporary groups are assembled on an "as needed" basis.

AIGA Houston Org Chart

STRUCTURE KEY

When it comes to board structure, form follows function. As AIGA is a membership based organization, we are required to serve our members. We do so through our committees determined and voted on by the board.

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- ⚙️ Organizational committee:** Working groups focused on implementing programs and initiative for the chapter. These are recommended to maintain as part of the chapter's board structure, but can change with the necessary vote depending on the board's needs and vision.
- 👥 Task forces:** Working groups that are focused on a specific task, project or initiative that can be accomplished within a specific time frame. These temporary groups are assembled on an "as needed" basis.
- 🟡 Not yet appointed or on probation**
Vacant



Understand what each committee within our chapter focuses on.

What committee are you interested in?

Reminder: cross-committee collaboration is highly encouraged so you do not need to limit yourself to only working with fellow committee members!

EXECUTIVE COMMITTEE

Comprised of the chapter officers, the Executive Committee is responsible for managing the chapter's resources, finances and day-to-day business operations. The committee is the key touchpoint for communicating with AIGA National.

Committee Email

- officers@houston.aiga.org

Roles

- President (Board Chair)
- Vice President
- Finance Director (Treasurer)
- Operations Director (Secretary)

MEMBERSHIP COMMITTEE

The Membership Committee facilitates the membership journey, helping drive new growth and encourage retention. The committee is responsible for directing membership campaigns, supporting active members, maintaining membership report, recruiting new members and coordinating with external individuals for one-off volunteer service opportunities.

Focus area: membership, DEI

Committee Email

- membership@houston.aiga.org

Roles

- Membership Director
- Membership Chair(s)
- Membership Coordinator(s)
- Volunteer Coordinator(s)
- Membership Ambassador(s)

PROGRAMMING COMMITTEE

The Programming Committee is responsible for the planning and implementation of community and educational chapter events. Programming events serve to connect Houston area creatives, educate designers, and help strengthen skills for a variety of audiences, including emerging, mid-level, and senior-level creatives. The committee coordinates 1-2 portfolio reviews annually, develops and maintains relationships with local educators/schools, and manages Design Loop, the chapter's mentorship program. The committee is also responsible for events including monthly meetups, Community Day, Holiday Party, 20x20, studio tours, creative talks and more.

Focus areas: community, DEI, education

Committee Email

- programming@houston.aiga.org

Roles

- Programming Director
- Programming Chair(s)
- Programming Coordinator(s)
- Programming Ambassador(s)

DESIGN ADVOCACY COMMITTEE

The Design Advocacy Committee focuses on events, resources, and tools that advocate for the role of the designer, promote the value of creative work, and encourage social awareness and design-driven change. The committee develops programming, materials, and content that reflect design's potential for impact on both the individual and social levels.

Focus area: design advocacy, DEI

Committee Email

- design.advocacy@houston.aiga.org

Roles

- Design Advocacy Director
- Design Advocacy Chair(s)
- Design Advocacy Coordinator(s)
- Design Advocacy Ambassador(s)

DIVERSITY, EQUITY & INCLUSION (DEI) COMMITTEE

The Diversity, Equity & Inclusion Committee is dedicated to expanding social justice knowledge and encouraging members of the creative community to think critically about equity, inclusion, privilege, and bias. The committee develops programming and content that encourages dialogue, raises awareness of community issues, promotes inclusivity, and celebrates diversity.

Committee Email

- diversity.inclusion@houston.aiga.org

Roles

- DEI Director

COMMUNICATIONS COMMITTEE

The Communications Committee oversees the chapter's internal and external communications strategy and manages marketing, social media, articles, e-blasts, and the website. The committee also reviews all copy and visual materials to ensure chapter messaging is professional, consistent and engaging to our audience.

Focus areas: communications, DEI, email, social media, web

Committee Email

- communications@houston.aiga.org

Roles

- Communications Director
- Communications Chair(s)
- Communications Coordinator(s)
- Communications Ambassador(s)

FINANCE (PARTNERSHIPS) COMMITTEE

The Finance (Partnerships) Committee identifies, secures, and maintains partnerships and sponsorships to support the chapter's programming and activities. The committee develops benefits, maintains contact information, and serves as a key point of contact for current and potential partners/sponsors.

Focus area: partnerships, DEI

Committee Email

- finance@houston.aiga.org

Roles

- Finance Director (Treasurer)
- Partnerships Chair(s)
- Partnerships Coordinator(s)
- Partnerships Ambassador(s)

NOMINATING COMMITTEE

The Nominating Committee is responsible for selecting the best candidates from the AIGA Houston membership and reflecting diversity of the profession to serve as a chapter leader. Members of this committee are filled by appointment only and not subject to the board nomination and election process.

Roles

- Nomination Chair
- Nomination Coordinator

Position Descriptions

See the AIGA Houston Position Description master guide for a complete list of detailed descriptions for each volunteer role per committee.

Where you fit and how to commit.

Remember, like most AIGA local chapters, we are a 100% volunteer-run chapter.

Volunteer service is not for everyone. We understand that everyone has their own priorities outside of AIGA Houston, but our chapter is dependent on the commitment and dedication of our chapter leaders to serve our local AIGA members and the wider creative community.

VOLUNTEER SERVICE ROLES

We have five (5) different role levels. Dedicated volunteers who serve AIGA Houston are divided into two (2) categories:

BOARD MEMBERS = Officers and directors, also known as Board of Directors

- Responsible for strategic work for the chapter (i.e., creating budgets, defining major programs, setting goals and plans, governing body)
 - **Officers** manage the chapter's resources, finances and day-to-day operations, and are the key touch point for communicating with AIGA National.
 - **Directors** oversee and strategize the initiatives of their respective committee in order to advance our collective chapter mission.

COMMITTEE MEMBERS = Chairs*, coordinators, ambassadors

- Responsible for implementation of programs and initiatives
 - **Chairs** are the designated leads of a committee. They execute and implement initiatives. *A chairperson may hold another role simultaneously and may or may not be

a board member. (Ex: President is also the board chair. The Membership Director can simultaneously be the Membership Chair if there is no separate chairperson.)

- **Coordinators** are dedicated members that support in implementing initiatives.
- **Ambassadors** also support in implementing initiatives, but are for individuals who may not be able to volunteer as much time OR they are unsure of where they fit and are testing out a chapter leader role.

Board and committee members are collectively AIGA Houston's chapter leaders.

ROLE AGREEMENT

Individual agreement outlining your role level expectations and responsibilities

What

- Agreement between you and the chapter
- Your term length is listed in this agreement
- The chapter provides this document to incoming or returning volunteers to sign and complete as acceptance of your commitments to the chapter.
- This agreement can be completed via AdobeSign or signed physically.

Typically includes

- Requirements, expectations and responsibilities of your role, as well as the chapter's commitments and benefits to you

What you need to do

- Read, understand and sign. Reference your agreement during the term as needed.

Where to find this

- Chapter GDrive location will be shared once you join.
- Copies of each role level agreement are available for reference on the following pages.

Executive Officer Agreement

As an Executive Officer of AIGA Houston, I am legally held responsible for the chapter's actions. In addition, I have a legal and ethical responsibility to ensure that AIGA Houston does the best work possible in pursuit of its goals. I support our mission and pledge my commitment to assist in carrying out its work for a term of two years.

Requirements

- Executive Officer positions are a 2-year commitment
- Must be a member of AIGA, at the Supporter level or higher*
 - *Non-members will not be covered by the chapter's directors and officers liability insurance, and will therefore be liable for any out-of-pocket expenses in the case of a legal settlement
- AIGA membership must be renewed annually
- Must attend monthly board meetings
 - AIGA Bylaws allow removal of board members who are absent from 3+ board meetings per year
- Participate in chapter events and communications
- Fulfill executive responsibilities as outlined in role description
- Learn and master the necessary tools and resources to fulfill responsibilities

Expectations

- Be professional, responsive, and respectful of others' time
- Responsibly represent and serve the Houston design community in line with chapter mission and pillars
- Cross-collaborate with board members and support all committees to achieve chapter goals
- Follow chapter Code of Conduct and be an advocate for Diversity & Inclusion
- Be familiar with and support AIGA National's policies, goals, and initiatives
- Oversee and actively work towards goals and initiatives for the entire chapter

Responsibilities

- Serve as a primary contact for the chapter and a key touchpoint with AIGA National and additional chapters
 - Attend AIGA National's monthly chapter leader calls and annual Leadership Retreat
- Complete legal and necessary tasks to sustain non-profit status and existence of chapter organization
 - Use AIGA National as your main resource to non-profit governance and organizational development
- Work with other officers to delegate responsibilities, maintain timelines, and support and guide the board
- Set up committee meetings, monthly board meetings, and director meetings as needed for achieving initiatives
- Communicate and check in regularly with committee to assess strengths, weaknesses, and improvements
- Pickup and drop-off event speakers/facilitators and assist in setup/tear-down of events as needed
- Connect and actively invite potential board members, chairs, and volunteers to get involved
- Participate in succession planning for your own role prior to expiration of your board term
- Participate in voting on board members into new roles

Benefits

- Connect and collaborate with the design community
- Leadership development
- Skill development
- Opportunity to impact your local design community

Should I fail to fulfill these commitments to AIGA Houston, I understand that the other officers of the Executive Committee will call upon me to determine next steps. Should there come a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to resign as an Executive Officer and complete the offboarding process. Following the end of my term, I will be listed on the Past Board of Directors webpage unless I notify the Executive Committee that I would like to opt out.

(Print) Executive Officer

(Print) President Emeritus, AIGA Houston

(Signature) Executive Officer

(Signature) President Emeritus, AIGA Houston

Date

Date

Executive Officer Agreement

- Serve as a steward of chapter assets and resources; maintain archive of necessary documents as outlined in record retention policy
- Communicate and check in regularly with all board committees to assess strengths, weaknesses, and improvements
- Be mindful of your capacity and what can be accomplished with your team’s and the board’s collective resources
- Avoid and disclose all conflicts of interest with AIGA Houston as outlined in our conflict-of-interest policy
 - Be loyal to the chapter, always exercising board powers in the chapter’s interest, and not for the interest of yourself or others
- Keep chapter information confidential as outlined in our confidentiality statement
- Contribute to the financial well-being of the chapter and seek financial support from others for the chapter
- Participate in board elections as allowed within your powers
 - Invite, recruit, and actively connect potential board candidates to the nominating committee
 - Support and vote in chapter slate elections

In its turn, AIGA Houston’s responsibilities to me include:

- Send, without request, regular financial reports that allow me to review AIGA Houston’s financial position
- Be available to call on to discuss program and policy, goals, and objectives
- Respond in a straightforward and thorough fashion to any questions I have that I feel are necessary to carry out my fiscal, legal, or moral responsibilities to the organization
- Provide Directors & Officers (D+O) insurance

AIGA Houston also offers to me the following benefits and opportunities for my service:

- Voting power within the AIGA Houston board
- Connect and collaborate with the design and creative community on the local and national level
- Leadership development
- Skill development
- Nonprofit board experience
- Impact local design and creative community
- Access to resources, tools, and trainings provided by AIGA National
- Potential service at the national level of AIGA (Chapter Advisory Council Chair or Representative, Incoming Presidents Council Chair, Presidents Council Chair, and other roles as determined by AIGA National)
- Voting rights in most, if not all AIGA National elections

Should I fail to fulfill these commitments to AIGA Houston, I understand that the other officers of the Executive Committee will call upon me to determine next steps. Should there come a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to resign as an Executive Officer and complete the offboarding process. Following the end of my term, I will be listed on the Chapter History webpage unless I notify the Executive Committee that I would like to opt out.

Term Length (MM/DD/YY — MM/DD/YY)

(Print) Executive Officer

(Signature) Executive Officer

Date

(Print) Outgoing President, AIGA Houston

(Signature) Outgoing President, AIGA Houston

Date

Director Agreement

As a member of AIGA Houston's Board of Directors, I have a legal and ethical responsibility to ensure that AIGA Houston does the best work possible in pursuit of its goals. I support our mission and pledge my commitment to assist in carrying out its board work during my volunteer service with the chapter.

Requirements

- Director positions are a 2-year commitment
- Be a member of AIGA, at any level; responsible for renewing AIGA membership annually
- Attend chapter's monthly board meetings and annual board retreat
 - Bylaws allow removal of board members who are absent from 3+ board meetings per year
- Attend AIGA National's monthly chapter leadership calls, annual leadership retreat and/or training series as needed
- Experience in nonprofit board governance
 - Certificate in nonprofit board education highly encouraged

Expectations

- Oversee and work actively and passionately to advance the mission and achieve goals and initiatives of the chapter
- Be professional, responsive, accountable, and respectful of others' time, as well as fulfill commitments within agreed-upon deadlines
- Responsibly represent and serve the Houston design community in line with chapter mission, vision, values, and pillars
 - Remain noncommercial, nonsectarian, and nonpartisan in accordance with chapter bylaws
 - Act as an ambassador of AIGA to the industry and public
 - Be familiar with and support AIGA National's policies, goals, and initiatives
- Stay engaged in chapter events, initiatives, and campaigns
 - Promote, attend, and participate in programs, services, and events offered
 - Attend to (host, dine with, chauffeur, etc.) event speakers, facilitators, and guests and assist in setup/breakdown of events as needed
 - Cross-collaborate with board members and support all committees as reasonably possible
- Embrace the strengths and challenges facing the chapter
- Follow chapter Code of Conduct and uphold chapter's diversity, equity, and inclusion (DEI) policy

Responsibilities

- Learn about the chapter, read financial reports, past meeting minutes, and other chapter documents, and keep up-to-date on chapter programs, finances, and management
- Actively participate in assessing chapter performance and setting its strategic goals and objectives
- Accept and fulfill financial, legal, and fiduciary responsibilities of AIGA Houston board service as outlined in chapter Policies & Procedures (P+P) manual
 - Learn and master the necessary tools and resources to fulfill responsibilities
 - Proactively continue one's own nonprofit board education
- Serve as the primary contact and strategic advisor for your responsible committee
- Strategize, define programs, set goals, and proactively plan necessary steps to achieve team goals and initiatives, including but not limited to:
 - Work with your respective Committee Chair/Chair-elect to delegate shared and individual responsibilities, create and maintain reasonable timelines, and provide support/guidance to your respective committee coordinators and other volunteers if any
 - Schedule, prepare for, participate, and document committee meetings as needed for achieving initiatives
 - Serve as a steward of chapter assets and resources; maintain archive of necessary documents as outlined in record retention policy

Director Agreement

- Communicate and check in regularly with your respective committee members to assess strengths, weaknesses, and improvements; voice any concerns with Executive Committee
- If you do not have a Committee Chair/Chair-elect for your committee, you are responsible for delegating tasks as acting project manager and executing tasks as needed to achieve team goals and initiatives; if this is the case, be mindful of your capacity and what can be reasonably accomplished with limited resources
- Avoid and disclose all conflicts of interest with AIGA Houston as outlined in our conflict-of-interest policy
 - Be loyal to the chapter, always exercising board powers in the chapter’s interest, and not for the interest of yourself or others
- Keep chapter information confidential as outlined in our confidentiality statement
- Contribute to the financial well-being of the chapter and seek financial support from others for the chapter
- Participate in board elections as allowed within your powers
 - Invite and actively connect potential board candidates to the nominating committee
 - Support and vote in chapter slate elections

In its turn, AIGA Houston’s responsibilities to me include:

- Send, without request, regular financial reports that allow me to review AIGA Houston’s financial position
- Be available to call on to discuss program and policy, goals, and objectives
- Respond in a straightforward and thorough fashion to any questions I have that I feel are necessary to carry out my fiscal, legal, or moral responsibilities to the organization
- Provide Directors & Officers (D+O) insurance

AIGA Houston also offers to me the following benefits and opportunities for my service:

- Voting power within the AIGA Houston board
- Connect and collaborate with the design and creative community on the local and national level
- Leadership development
- Skill development
- Nonprofit board experience
- Impact local design and creative community
- Access to resources, tools, and trainings provided by AIGA National
- Voting rights in some AIGA National elections

Should I fail to fulfill these commitments to AIGA Houston, I understand that the Executive Committee will call upon me to determine next steps. Should there come a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to resign as a member of the Board of Directors and complete the offboarding process. Following the end of my term, I will be listed on the Chapter History webpage unless I notify the Executive Committee that I would like to opt out.

Term Length (MM/DD/YY – MM/DD/YY)

(Print) Board Member

(Signature) Board Member

Date

(Print) President, AIGA Houston

(Signature) President, AIGA Houston

Date

Committee Chair Agreement

As chairperson of an AIGA Houston committee, I have an ethical responsibility to ensure that AIGA Houston does the best work possible in pursuit of its goals. I support the chapter mission and pledge my commitment to assist in carrying out its committee work during my volunteer service with the chapter.

Requirements

- Chair positions are typically a 1-year commitment
 - Term length for the following teams is determined based on needs: Nominating Committee and special taskforces (Inside Job, Design Week, Design Loop, etc.)
- AIGA membership not required, but encouraged
- Attend your respective committee's meetings
- If invited, attend as many of the chapter's monthly board meetings as possible
 - Feedback and suggestions are welcome, but be respectful of board discussions, proceedings, voting periods, and final decisions
- If invited, attendance to annual board retreat is encouraged
- Experience in nonprofit board governance not required, but encouraged

Expectations

- Work actively and passionately to advance the mission and achieve goals and initiatives of the chapter
- Be professional, responsive, accountable, and respectful of others' time, as well as fulfill commitments within agreed-upon deadlines
- Responsibly represent and serve the Houston design community in line with chapter mission, vision, values, and pillars
 - Remain noncommercial, nonsectarian, and nonpartisan in accordance with chapter bylaws
 - Act as an ambassador of AIGA to the industry and public
 - Be familiar with and support AIGA National's policies, goals, and initiatives
- Stay engaged in chapter events, initiatives, and campaigns
 - Promote, attend, and participate in programs, services, and events offered
 - Attend to (host, dine with, chauffeur, etc.) event speakers, facilitators, and guests and assist in setup/breakdown of events as needed
 - Cross-collaborate with board members, committee members, and other volunteers when possible
- Embrace the strengths and challenges facing the chapter
- Follow chapter Code of Conduct and uphold chapter's diversity, equity, and inclusion (DEI) policy

Responsibilities

- Learn about the chapter, read reports, meeting minutes, and other chapter documents as needed, and keep up-to-date on chapter programs, management, and happenings
- Learn and understand financial, legal, and fiduciary responsibilities of AIGA Houston board service as outlined in chapter Policies & Procedures (P+P) manual
 - Nonprofit board education is encouraged
- Serve as the secondary contact and task master for your responsible committee
- Accept strategies, plan steps, and overarching timelines provided by your respective committee's Director/strategic advisor
- Execute team goals and initiatives by completing the following, but not limited to:
 - Work with your respective Director to establish shared tasks, delegate responsibilities, create and maintain reasonable timelines, and provide support/guidance to your respective committee coordinators, ambassadors, and volunteers if any
 - Schedule, prepare for, participate, and document committee meetings as needed for achieving initiatives

Committee Chair Agreement

- Serve as assistant steward of chapter assets and resources; help Director maintain archive of necessary documents as outlined in record retention policy
- Communicate and check in regularly with your respective committee members to assess strengths, weaknesses, and improvements; voice any concerns to Director or with Executive Committee
- Be mindful of your capacity and what can be accomplished with your team’s resources
- Avoid and disclose all conflicts of interest with AIGA Houston as outlined in our conflict-of-interest policy
 - Be loyal to the chapter, always exercising volunteer responsibilities in the chapter’s interest, and not for the interest of yourself or others
- Keep chapter information confidential as outlined in our confidentiality statement
- Contribute to the financial well-being of the chapter and seek financial support from others for the chapter if possible
- Participate in board elections as allowed within your powers
 - Apply for board nominations or invite and actively connect potential board candidates to the nominating committee
 - Support and vote in chapter slate elections

In its turn, AIGA Houston’s responsibilities to me include:

- Be available to call on to discuss program and policy, goals, and objectives
- Respond in a straightforward and thorough fashion to any questions I have that I feel are necessary to carry out my volunteer responsibilities to the organization

AIGA Houston also offers to me the following benefits and opportunities for my service:

- Connect and collaborate with the local design and creative community
- Leadership development
- Skill development
- Nonprofit experience
- Direct connection and experience with AIGA Houston board members
- Impact local design and creative community
- Access to resources, tools, and trainings provided by AIGA Houston and AIGA National related to your responsibilities

Should I fail to fulfill these commitments to AIGA Houston, I understand that the Executive Committee will call upon me to determine next steps. Should there come a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to resign as Committee Chair and complete the offboarding process as it applies to my volunteer role. Following the end of my term, I will be listed on the Chapter History webpage unless I notify the Executive Committee that I would like to opt out.

Term Length (MM/DD/YY – MM/DD/YY)

(Print) Committee Chair

(Signature) Committee Chair

Date

(Print) President, AIGA Houston

(Signature) President, AIGA Houston

Date

Coordinator Agreement

As a committee member of AIGA Houston, I have an ethical responsibility to ensure that AIGA Houston does the best work possible in pursuit of its goals. I support the chapter mission and pledge my commitment to assist in carrying out its committee work during my volunteer service with the chapter.

Requirements

- Coordinator positions are typically a 1-year commitment
 - Term length for the following teams is determined based on needs: Nominating Committee and special taskforces (Inside Job, Design Week, Design Loop, etc.)
- AIGA membership not required, but encouraged
- Attend your respective committee's meetings
- If invited, attend as many chapter monthly board meetings as possible; encouraged to attend annual board retreat
 - Feedback and suggestions are welcome, but be respectful of board discussions, proceedings, voting periods, and final decisions

Expectations

- Work actively and passionately to advance the mission and achieve goals and initiatives of the chapter
- Be professional, responsive, accountable, and respectful of others' time, as well as fulfill commitments within agreed-upon deadlines
- Responsibly represent and serve the Houston design community in line with chapter mission, vision, values, and pillars
 - Remain noncommercial, nonsectarian, and nonpartisan in accordance with chapter bylaws
 - Act as an ambassador of AIGA to the industry and public
 - Be familiar with and support AIGA National's policies, goals, and initiatives
- Stay engaged in chapter events, initiatives, and campaigns
 - Promote, attend, and participate in programs, services, and events offered
 - Attend to (host, dine with, chauffeur, etc.) event speakers, facilitators, and guests and assist in setup/breakdown of events as needed
 - Cross-collaborate with board members, committee members, and other volunteers when possible
- Embrace the strengths and challenges facing the chapter
- Follow chapter Code of Conduct and uphold chapter's diversity, equity, and inclusion (DEI) policy

Responsibilities

- Learn about the chapter, read reports, meeting minutes, and other chapter documents as needed, and keep up-to-date on chapter programs, management, and happenings
- Learn and understand financial, legal, and fiduciary responsibilities of AIGA Houston board service as outlined in chapter Policies & Procedures (P+P) manual
- Accept strategies, plan steps, and overarching timelines provided by your respective committee's Director/strategic advisor and Chair/Chair-elect
- Complete team goals and initiatives by completing the following, but not limited to:
 - Work with your team to execute shared and individual tasks delegated by your Director and Committee Chair
 - Participate in committee meetings and help document meeting decisions as needed
 - Understand record retention policy and assist in documenting/archiving chapter assets and resources as needed
 - Be honest and mindful of your capacity and what can be accomplished with your team's resources
- Avoid and disclose all conflicts of interest with AIGA Houston as outlined in our conflict-of-interest policy
 - Be loyal to the chapter, always exercising volunteer responsibilities in the chapter's interest, and not for the interest of yourself or others

Coordinator Agreement

- Keep chapter information confidential as outlined in our confidentiality statement
- Contribute to the financial well-being of the chapter and seek financial support from others for the chapter if possible
- Participate in board elections as allowed within your powers
 - Apply for board nominations or invite and actively connect potential board candidates to the nominating committee
 - Support and vote in chapter slate elections

In its turn, AIGA Houston’s responsibilities to me include:

- Be available to call on to discuss program and policy, goals, and objectives
- Respond in a straightforward and thorough fashion to any questions I have that I feel are necessary to carry out my volunteer responsibilities to the organization

AIGA Houston also offers to me the following benefits and opportunities for my service:

- Connect and collaborate with the local design and creative community
- Leadership development
- Skill development
- Nonprofit experience
- Impact local design and creative community
- Access to resources, tools, and trainings provided by AIGA Houston and AIGA National as related to your responsibilities

Should I fail to fulfill these commitments to AIGA Houston, I understand that the Executive Committee will call upon me to determine next steps. Should there come a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to resign as an AIGA Houston committee member and complete the offboarding process as it applies to my volunteer role. Following the end of my term, I will be listed on the Chapter History webpage unless I notify the Executive Committee that I would like to opt out.

Term Length (MM/DD/YY – MM/DD/YY)

(Print) Committee Member

(Signature) Committee Member

Date

(Print) President, AIGA Houston

(Signature) President, AIGA Houston

Date

Ambassador Agreement

As an ambassador to AIGA Houston, I have an ethical responsibility to ensure that AIGA Houston does the best work possible in pursuit of its goals. I support the chapter mission and pledge my commitment to assist in carrying out its committee work during my volunteer service with the chapter.

Requirements

- Ambassadorships are recommended to be a 1-year commitment
 - Volunteer term length is determined based on committee needs and your available time commitment
- AIGA membership not required, but encouraged
- Attend at least 2 meetings of your respective committee
- If invited, attend chapter monthly board meetings when possible; encouraged to attend annual board retreat
 - Feedback and suggestions are welcome, but be respectful of board discussions, proceedings, voting periods, and final decisions

Expectations

- Work actively and passionately to advance the mission and achieve goals and initiatives of the chapter
- Be professional, responsive, accountable, and respectful of others' time, as well as fulfill commitments within agreed-upon deadlines
- Responsibly represent and serve the Houston design community in line with chapter mission, vision, values, and pillars
 - Remain noncommercial, nonsectarian, and nonpartisan in accordance with chapter bylaws
 - Act as an ambassador of AIGA to the industry and public
- Stay engaged in chapter events, initiatives, and campaigns
 - Promote, attend, and participate in programs, services, and events offered
 - Attend to (host, dine with, chauffeur, etc.) event speakers, facilitators, and guests and assist in setup/breakdown of events as needed
 - Cross-collaborate with board members, committee members, and other volunteers when possible
- Follow chapter Code of Conduct and uphold chapter's diversity, equity, and inclusion (DEI) policy

Responsibilities

- Learn about the chapter, read necessary reports and chapter documents as needed, and keep up-to-date on chapter programs, management, and happenings
- Accept strategies, plan steps, and overarching timelines provided by your respective committee's Director and Chair
- Complete team goals and initiatives by completing the following, but not limited to:
 - Work with your team to execute shared and individual tasks delegated by your Director and Committee Chair
 - Participate in committee meetings as needed
 - Be honest and mindful of your capacity and what can be accomplished with your team's resources
- Avoid and disclose all conflicts of interest with AIGA Houston as outlined in our conflict-of-interest policy
 - Be loyal to the chapter, always exercising volunteer responsibilities in the chapter's interest, and not for the interest of yourself or others
- Keep chapter information confidential as outlined in our confidentiality statement
- Participate in board elections as allowed within your powers
 - Apply for board nominations or invite and actively connect potential board candidates to the nominating committee
 - Support and vote in chapter slate elections

Ambassador Agreement

In its turn, AIGA Houston’s responsibilities to me include:

- Be available to call on to discuss program and policy, goals, and objectives
- Respond in a straightforward and thorough fashion to any questions I have that I feel are necessary to carry out my volunteer responsibilities to the organization

AIGA Houston also offers to me the following benefits and opportunities for my service:

- Connect and collaborate with the local design and creative community
- Skill development
- Nonprofit volunteer experience
- Impact local design and creative community
- Access to resources, tools, and trainings provided by AIGA Houston as related to your responsibilities

Should I fail to fulfill these commitments to AIGA Houston, I understand that the Executive Committee will call upon me to determine next steps. Should there come a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to resign as an AIGA Houston committee member and complete the offboarding process as it applies to my volunteer role. Following the end of my term, I will be listed on the Chapter History webpage unless I notify the Executive Committee that I would like to opt out.

Term Length (MM/DD/YY – MM/DD/YY)

(Print) Committee Member

(Signature) Committee Member

Date

(Print) President, AIGA Houston

(Signature) President, AIGA Houston

Date

Make sure you understand what you are signing up for. As much as we enjoy each other's company, we are not a social club. There are requirements, expectations and responsibilities tied to your volunteer commitment.

Requirements, expectations and responsibilities

- Attend board meetings.
 - Chapter bylaws allow removal of board members who are absent from 3+ board meetings per year.
- Participate in chapter events and internal communications
- Hold an active AIGA membership (only required of board members).
- Be professional, responsive and respectful of others' time.
- Represent and serve the Houston creative community responsibly and in line with our chapter mission and values.
- Actively work towards chapter goals and initiatives by planning and executing chapter tasks.
- Communicate and check in regularly within committees to assess areas of strengths and weaknesses and to plan initiatives. Voice any concerns to Executive Committee.
- Cross-collaborate with all committees and support one another.

Benefits

- Connect and collaborate with the design community
- Leadership development
- Skill development
- Opportunity to impact your local design community

COMMITMENT

Failing to fulfill your agreed upon commitments could result in removal by board vote. However, we understand things change. If you realize you are no longer able to uphold your commitment, you may follow the necessary offboarding steps to roll off the board.

GOVERNANCE

Board involvement comes with legal expectations and liabilities, and board members should always be in learning mode. Select trainings, resources and legal documents will be made available during your onboarding period, but even after joining, individuals are expected to self-initiate continued education to stay up to code on nonprofit governance.

03.

Onboarding

HOW YOU JOIN THE BOARD

Take the next steps.

If you missed Board Nominations/Chapter Elections and are interested in volunteer service as an AIGA Houston chapter leader, here are the next steps to take.

Some steps do not have to occur in the below order so adjust as needed.

1) INTRO CALL

You may have already spoken with someone on the board, which is great! After receiving this guide, you may have questions or changed your mind so let's chat (more)!

We want to get to know more about you and your areas of interest. We will provide a run-down of how our chapter currently operates and answer any questions you may have.

Next steps

- Review board structure
- Review committee descriptions
- Review role level agreement
- Identify committee(s) of interest and review committee specific role description(s)

2) ATTEND FIRST BOARD MEETING

Sit in on one of our board meetings. As a guest, this will be the time for you to connect with various committees and see how our meetings are typically run.

Next steps

- Provide your personal email so you can be added to the appropriate calendar invite.

3) FOLLOWUP CALL

After attending a board meeting, you may have a clearer idea of where you want to volunteer your time. And if not, that is okay, too! However, we want to check in on your volunteer commitment level and answer any remaining questions.

Next steps

- Confirm committee to support
- Sign role agreement

4) ORIENTATION AND PROSPECT PERIOD

Once you have signed your role agreement, you will receive an in-depth orientation kit.

Next steps

- Review your orientation kit
- Log into your accounts according to your kit
- Review all orientation sessions

After you are oriented, it is time for you to do your thing! You will enter a 3-month prospect period as your interim role where we monitor your activity and commitment level. You must attend the next two board meetings so dive in and get the full experience.

Next steps

- Following your prospect period, the Board of Directors will vote on whether to officially appoint you as a chapter leader.
- You must be present at the board meeting for the vote to be put into motion.

6) APPOINTMENT

Once you have been voted in, your title will be updated and you will be added to our website. After that, keep going! Continue your volunteer service for the remainder of your term.

04.

Offboarding

HOW YOU LEAVE THE BOARD


You've done your part.

You are done serving as a AIGA Houston chapter leader. Thank you for all your contributions!

To make sure we can continue your work and recognize you, we listed offboarding steps below.

1) INITIAL WRAP UP

You've recognized it's your time to roll off the board. Let's make sure we get you all squared away.

- If you are leaving before your term ends, please provide officer(s) a written notice of your resignation, in accordance to our Chapter Bylaws.
- Schedule an exit interview of fill out **Exit Interview form.**  Provide officer(s) with up-to-date personal contact information.
- Clean up your AIGA Houston Google Drive files and inbox prior to your exit interview. Make sure nothing important will be lost when your access is removed.

2) EXIT INTERVIEW

Let's recap! Tell us about your experience – the positives and the negatives. We want to listen and learn from your personal feedback. Here are a few questions to expect:

- What is your best accomplishment(s) with AIGA Houston?
- What advice would you give to whoever succeeds your role?
- What are some areas of weakness within the chapter?

3) INTERNAL COMMUNICATIONS: DEACTIVATE AND TRANSFER

Now that you are done with your service, we need to remove your access so you do not get inundated with all our

messages and notifications. We will also need to re-organize files as needed, so you should have already cleaned up your inbox and drive by this step.

- AIGA Houston email address
- AIGA Houston Google Drive – files leftover after Google account deletion will be transferred to the Operations account. The Operations Director will organize transferred files to appropriate shared drives/folders.
- AIGA Houston Slack and AIGA National Slack
- AIGA Houston ClickUp
- AIGA Houston social media accounts (if access given during your term)
- AIGA Houston passwords to financial, operation, travel accounts will be updated.

4) UPDATE WEBSITE

We want to properly recognize you!

- Remove from Board of Directors web page
- Add to Chapter History (of past board members web page)

5) BEST WISHES

- Please stay in touch! We will certainly miss you and may reach out to you for advice in the future. You are still a valuable member of our creative community, and we hope you continue to support our chapter from afar. Thank you for your service and expect an appreciation card! :)

Socials

@aigahouston



Community Slack

aigahou.slack.com



Email

officers@houston.aiga.org





CONTACT US

Reach out to the current officers with any additional questions.

AIGA Houston Officers

officers@houston.aiga.org

President

president@houston.aiga.org

Vice President

vicepresident@houston.aiga.org

Operations Director

operations@houston.aiga.org

Finance Director

finance@houston.aiga.org