

## 2014 AIGA LOS ANGELES BOARD NOMINATIONS

March 27, 2014

### Are you ready to drive the future of design?

AIGA Los Angeles – one of the leading chapters of America’s professional association for design – is seeking nominations for board members. This is an exciting moment in our chapter’s history, and the incoming volunteer board will have a unique chance to lead the organization with renewed clarity and purpose.

And in addition to serving the profession, every volunteer board member who has served our chapter has found that the experience has enriched their professional life in a significant way.

### 2014 Board Nominations

AIGA Los Angeles invites you to participate in open nominations for the 2014/15 Board of Directors. Requirements and descriptions are below.

**Nominations must be submitted by Monday, April 14, 2014.**

All submissions will be presented to the nominating committee, which consists of the current chapter President, the previous President, two current Board Members, two Advisory Board Members, and two Members-at-Large. The nominating committee will meet in April to determine a recommended slate for open board positions and awards to present to the membership-at-large.

Once a nomination is submitted, the nominee will be contacted for more information.

### About AIGA

AIGA, the professional association for design, is committed to furthering excellence in design as a broadly-defined discipline, strategic tool for business and cultural force. AIGA is the place design professionals turn to first to exchange ideas and information, participate in critical analysis and research and advance education and ethical practice.

AIGA Los Angeles continues to connect LA’s varied creative industries through extensive programming, events, communication and social outreach. Our chapter is recognized as a civic leader for its celebration of local design, partnerships with cultural and media organizations, exceptional support of educational institutions, and a dedication to nurturing the diversity and independent spirit unique to the Los Angeles creative community. AIGA Los Angeles’s board of directors is an elected body that holds the institution in trust for AIGA members past, present and future, with a guiding principle of leaving the institution stronger at the end of each director’s term than it was at the beginning of their two-year term.



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#### **Board of Directors**

Jason Adam  
*President*

Rob Valerio  
*Treasurer*

Rachel Elnar  
*Communications Chair*

Amy Nadeen Wilson  
*Communications Co-Chair*

Brian Herbst  
*Education Chair*

Jose Caballer  
*Event Programming Co-Chair*

Chris Do  
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Eric Graves  
*Membership Chair*

René Quintanilla  
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Marcy Rye  
*Sponsorship Chair*

#### **Advisory Board**

Noreen Morioka  
Kaz Brecher  
Andrew Gibbs  
Kevin Kelley

#### **Senior Advisory Board**

John Clark  
Nan Faessler  
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### Open Board Positions

Each Board member is elected to serve and represent the entire membership of the AIGA Los Angeles to the best of his/her ability, in accordance with the AIGA mission and the description of the Board position. The Board of Directors meets monthly to report, determine, and vote on Chapter activities. AIGA board members are elected by the entire membership and serve two-year terms.

### We are accepting nominations for the following positions:

1. President
2. Secretary
3. Treasurer
4. Membership Director
5. Communications Director
6. Event Programming Director
7. Development Director
8. Advisory Board Members

### What's expected of Board members?

AIGA would not exist without passionate volunteers. Board members are volunteers as well, but as elected representatives of the chapter, they have certain legal oversight of the chapter and its finances. The Board of Directors meets monthly to report, determine, and vote on Chapter activities.

### AIGA Los Angeles Board Members serve two-year terms.

In Board members, we're looking for individuals with a vision for the future of the design profession and a track record of finding and inspiring the right people to get things done. Our Board needs leaders and do-ers with experience, dedication, and a love for community.

### AIGA Los Angeles Board Member duties include:

#### *Tactical*

1. Attend a minimum of 10 monthly Board meetings per year
2. Read preparation materials prior to each Board meeting
3. Make reports at the Board meetings, when appropriate
4. Take on one project/initiative that is not a redirection of existing resources or an imposition on the staff, yet adds to AIGA Los Angeles' achievements
5. Attend local and national AIGA events, be accessible at those events to listen to members.
6. Encourage your own professional design contacts to become AIGA members

#### *Oversight*

1. Exercise general supervision over the corporation's affairs

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2. Avoid conflicts of interest
3. Monitor the community and professional image of the organization
4. Help the Board to ensure that the organization is fulfilling all requirements of its nonprofit and tax-exempt status
5. Help the Board to ensure that a written, permanent record of all official actions is kept
6. Help the Board to ensure that the organization's charter and bylaws are being followed

### *Financial*

1. Establish and provide oversight for fiscal policy and boundaries, including budgets and financial controls
2. Provide adequate resources for the activities of the organization through an individual commitment to fundraising for the association.
3. Know the budget, budget process and financial situation of the organization
4. Help the board to ensure that the organization maintains a good credit and financial standing

### **Position Descriptions**

#### **PRESIDENT**

The President focuses on the vision and direction of the Board of Directors. The President is the primary contact between the Chapter and the National office. The President is responsible for communicating the National agenda to the local Chapter, and vice-versa.

The President shall preside at all Board meetings, setting the agenda and keeping the Board focused on its mission and objectives.

The President works closely with Board Members, and initiates and/or decides upon significant proposals that affect the entire Chapter. The President is responsible for maintaining and communicating the Chapter charter and Chapter bylaws.

#### *Duties include:*

1. Create and distribute agendas for meetings
2. Assure that the Chapter pursues its mission consistently with its goals and objectives
3. Assure the accountability of the organization to the interests of the Members
4. Ensure the accountability of the Chapter and its Board of Directors — to each other and the community
5. Perform or Supervise specific duties agreed upon by the Executive Committee and/or included in the Chapter bylaws (i.e., soliciting signed Board Agreements)



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6. Participate in a monthly Presidents' Council conference call
7. Ensure that a complete set of relevant files and instructions are made available to the next President

Ideal candidate possesses strong vision and leadership qualities. Must be comfortable delegating and providing team accountability. Excellent management and communication skills desirable.

### SECRETARY

The Secretary works directly with the President in maintaining the vision and direction of the Board of Directors. The Secretary assists the President in running Board meetings and preparing an agenda, and keeping the board focused on its objectives. The Secretary splits time with the President to be available to different committees, as needed.

*Duties include:*

1. Perform all duties of the President in all cases when the President is absent or unable to fulfill responsibility.
2. Manage the Chapter strategic planning activities
3. Perform or supervise specific duties agreed upon by the Executive Committee and/or included in the Chapter bylaws (i.e., soliciting election nominations, assisting with the Advisory Committee)
4. Oversee the submission of monthly reports from all directors.
5. Ensure the minutes of all Board meetings are recorded and communicated
6. Prepare external communications from the Board (with Treasurer)
7. File an annual report with the AIGA National (with Treasurer)
8. Assist the President in updating Chapter bylaws, as needed, setting Chapter policies and managing Chapter operations.
9. Perform other activities at the request of the President.

Ideal candidate is organized, with an eye towards process, procedures and protocol. Previous legal or operations experience desirable.

### TREASURER

The Treasurer ensures the responsible management of the Chapter's financial resources. The Treasurer manages financial planning for the group and submits monthly budget reports at Board meetings.

*Duties include:*

1. Maintain financial accounts in good standing (monitor bookkeeping, manage checking and other bank accounts)
2. Prepare and distribute a monthly Finance Report at each Board meeting, including a summary of banking activities and balances, checks deposited, expenses paid, and all other pertinent information for responsible chapter management.



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3. Manage and execute the reimbursement of Chapter expenses, including reimbursement of Student Groups, as determined by AIGA National.
4. Lead short-term and long-term budget planning processes
5. Oversee the preparation of financial reports with AIGA National, the IRS, and the State of California (through contract with CPA)
6. Prepare and file an annual report with AIGA National (with Executive Committee)
7. Maintain physical records of key financial forms and documents (i.e., tax returns and non-profit status forms);
8. Receive, review and correct (if necessary) a final profit and loss statement for each Chapter event, as part of a monthly budget report
9. Maintain accurate historical spending records for all events
10. Recommend investment strategies to the Board
11. Ensure that the incoming Treasurer receives a complete set of financial records and relevant financial files, documents and instruments (i.e., accounting software, a calculator, checkbook, etc.)

*Ideal candidate is proactive, and skilled at preparing budgets and financial forecasts. Financial background (e.g. -accounting, CPA, CFO or bookkeeper) and tax knowledge desirable.*

Please note: AIGA LA currently maintains a contract with a management company and bookkeeper. Many of the Secretary and Treasurer's duties are shared with these contractors, as specified in their scopes of work.

### MEMBERSHIP DIRECTOR

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 Membership Director communicates directly with members addressing their specific needs.

*Ideal candidate is congenial, goal-oriented, and articulate. Sales and writing experience desirable.*

### COMMUNICATIONS DIRECTOR

The Communication Director is responsible for the public image of the chapter through its collateral, website, newsletter, press releases and additional marketing and communication efforts. The director ensures that all chapter communications are accurate, articulate and consistent. The director also oversees initiatives which communicate relevant ideas and information to the local design community.

*Ideal candidate is tech savvy, connected to the media community and possesses journalistic qualities. PR and copywriting experience desirable.*



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### EVENT PROGRAMMING DIRECTOR

The Event Programming Director is responsible for coordinating the events and programs of the chapter in conjunction with the event 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 needs of AIGA members. The director leads a committee that helps identify potential programs/speakers/issues of interest. The director also helps identify, appoint and supervise volunteers within the committee tasked with producing individual events and series.

*Ideal candidate is connected, with a good professional network, and is plugged in to the pulse of the community. Event production experience desirable.*

### DEVELOPMENT DIRECTOR

The Development Director facilitates opportunities for local and regional companies to participate in and support Chapter programming and activities. The director increases understanding of the benefits of sponsorship within the local business community, and establishes and nurtures corporate partnerships within the guidelines of the national model. The director also oversees all sponsorship transactions to insure receipt of related benefits.

*Ideal candidate is comfortable communicating with C-level executives and has an eye towards reputation management. Previous fund-raising experience desirable.*

### ADVISORY BOARD MEMBER (5 SEATS)

Advisory Board members aid the Board of Directors in executing chapter initiatives, provide counsel to the executive committee or lead special initiatives. Advisory Board members are not required to attend every Board meeting, but will meet two times per year with members of the executive committee. It is preferred but not required that Advisory Board members have prior experience volunteering for AIGA.

### How to Submit a Nomination

To nominate yourself or someone else, please prepare a PDF document with the following information, and email it to [nominations@aigalosangeles.org](mailto:nominations@aigalosangeles.org).

**All nominations are due by Monday, April 14th, 2014.**

1. Person's name and nominated position
2. A resumé or CV highlights and brief bio
3. A short statement (200 words max) describing why this person would make a valuable board member.
4. Two references we may contact for more information

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### Additional Questions

If you have questions beyond the information contained in this document, please contact Kevin Kelley, Chair of the 2014 Nominating Committee at [nominations@aigalosangeles.org](mailto:nominations@aigalosangeles.org).

We look forward to hearing from you.



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