

2015 AIGA LOS ANGELES BOARD NOMINATIONS

April 13, 2015



the professional association for design

*AIGA Los Angeles
411 S. Main St. Suite 615
Los Angeles, CA 90013
www.aigalosangeles.org*

General Overview

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 board will have a unique chance to lead the organization with renewed clarity and purpose.

In addition to serving the profession, volunteer board members often report that the experience has enriched their professional life in a significant way.

2015 Board Nominations

AIGA Los Angeles invites you to participate in open nominations for the 2015/16 Board of Directors. Requirements and descriptions are below.

Nominations must be submitted by Wednesday, April 29, 2015.

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

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.

About AIGA Los Angeles

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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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. .

We are accepting nominations for the following positions:

1. Event Programming Co-Director
2. Development Director
3. Membership Co-Director
4. Production Director
5. Communications Co-Director
6. Media Director
7. PR Director
8. Interactive Director
9. Advisory Board Members (2-3)

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, as detailed on the following page.

The Board of Directors meets monthly to report on and determine Chapter activities.

AIGA Los Angeles Board Members serve two-year terms.

The nominee need not be a current member at the time of nomination, but will be required to join AIGA at the Supporter level (\$150) if elected to a board position.

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. Self-nominations are welcomed, and encouraged.

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Board Member Duties

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 contacts to become AIGA members

Oversight

1. Exercise general supervision over the corporation's affairs
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

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Position Descriptions

EVENT PROGRAMMING CO-DIRECTOR

The Event Programming Co-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.

MEMBERSHIP CO-DIRECTOR

The Membership Co-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 communicates directly with members addressing their specific needs.

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

PRODUCTION CO-DIRECTOR

The Production Co-Director is responsible for the execution of chapter events, and the experience attendees have during them. As a part of the Event Committee, the Director oversees developing, pricing, and producing chapter events, managing budgets and helping train event chairs and volunteers. The Director also manages the event-related assets of the chapter.

Ideal candidate is highly tactical and detail-oriented. Event production and leadership experience desirable.



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COMMUNICATIONS CO-DIRECTOR

The Communication Co-Director is responsible for the public image of the chapter through its collateral, website, newsletter, press releases and additional marketing 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.

MEDIA DIRECTOR

The Media Director oversees visual content for the chapter, and ensures that the experience of our events and programs are captured through various media (video, photo, livestream) and oversees the production of chapter promotional videos. The Director helps build and maintain an archive of chapter photo and video content. The Director also builds and oversees a team of volunteers who attend Chapter events as photographers, interviewers, videographers, etc.

Ideal candidate is tech savvy, connected to a network of photographers and videographers. Video production/editing experience desirable.

PR DIRECTOR

The PR Director oversees written content, ensuring we are updating our websites and social media channels with with information on chapter events, articles, interviews, and appropriate industry news and articles. The Director communicate with external media outlets, and cultivates media relationships. The Director also builds and oversees a team of volunteers who attend Chapter events as live tweeters, interviewers, etc.

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

INTERACTIVE DIRECTOR

The Interactive Director ensures our digital channels are up to code, overseeing the design and smooth operation of the chapter website, social media accounts, email system, and internal cloud-based software solutions. The Director will recommend design and development changes to the chapter website, and familiarize him/herself with the AIGA iKit WordPress theme.

Ideal candidate is organized, tech savvy and up to date with current web design trends. WordPress CMS and coding experience desirable.

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ADVISORY BOARD MEMBER (2-3 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.

Nomination Details

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.

All nominations are due by Wednesday, April 29, 2015.

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

Additional Questions

If you have questions beyond the information contained in this document, please contact us at nominations@aigalosangeles.org.

We look forward to hearing from you.