

# JOIN US

Help AIGA Maine shape the future of the creative community in our state.

AIGA Maine is seeking motivated, creative individuals to join its Board of Directors for 2016. Open positions include:

## Director of Operations

The Director of Operations is a member of the Executive Committee who facilitates communications within the Board, keeps all Board members up-to-date on pertinent dates and details, and provides guidance for the Board of Directors and the Chapter as a whole.

Responsibilities include managing and maintaining Chapter documents and archives, and working with the President and Treasurer to review partnerships and budgets, make decisions regarding Chapter policy, and ensure that board meetings run smoothly and effectively.

This is a two-year volunteer position requiring approximately 10-12 hours per month, including attendance at monthly Board meetings, most events, and monthly Executive Committee meetings. Candidates should possess project or people management experience. Previous non-profit board experience a plus. Strong communication and organizational skills, attention to detail, accuracy and follow-through are a must.

## Membership Director

The Membership Director collaborates with other Directors to serve the chapter membership's needs, grow membership, and understand the creative community's needs and interests.

The Membership Director's responsibilities include planning and executing annual membership drives, engaging with attendees at events, communicating membership benefits, creating surveys and member engagement initiatives, helping to plan an annual community board meeting, and organizing and maintaining membership data.

This is a two-year volunteer position requiring approximately 10-12 hours per month, including attendance at monthly Board meetings and most events. Marketing, community organization or similar experience are a plus. Enthusiasm, dedication, an outgoing personality and excellent communication and organizational skills are a must.

## Programming Chair

The Programming Chairs work under the direction of the Programs Director and collaborate with other members of the Programming Committee to plan and execute events for Maine's creative professionals.

The Programming Committee is responsible for planning and executing AIGA Maine's special events, such as lectures, workshops, tours and classes, as well as recurring series such as monthly Cocktails & Creatives mixers and Lightning Talks, a quarterly series of short lectures.

This is a one-year volunteer position requiring approximately 8-10 hours per month, including attendance at monthly Board meetings and most events. Prior event planning experience is a plus. Enthusiasm, resourcefulness, follow-through and organizational skills are a must.

# WHY JOIN A BOARD?

BOARD MEMBERS VOLUNTEER THEIR TIME FOR MANY REASONS:

1

Professional development & resume building

2

Personal development & skill-building

3

Networking & professional connections

4

Opportunities to give back to the community

5

Help shape the future of your profession, locally and nationally

*Being chosen for AIGA board membership is an honor bestowed upon those professionals who demonstrate dedication, commitment and genuine concern for their community and the design profession.*

## About AIGA Board Membership

AIGA Maine is the Maine chapter of AIGA, the professional association for design. AIGA membership (<http://www.aiga.org/join>) at the Supporting level is required in order to serve on chapter boards.

Board members are volunteers who donate their time to serve the chapter and their creative community.

Creative profession is not required for any board position.

### ALL BOARD MEMBERS HAVE THE RESPONSIBILITY TO:

- Abide by AIGA's principles and act as stewards of its mission
- Fulfill organizational responsibilities detailed in the affiliation charter
- Support chapter and national goals
- Fulfill responsibilities of individual board positions
- Maintain the long-term sustainability of the chapter and board
- Serve as an ambassador, for AIGA and your profession, in the community
- Maintain high standards of accountability
- Earn and maintain the public trust
- Treat board membership as an honor and a privilege
- Attend monthly board meetings and annual chapter board retreat
- Attend the majority of chapter events
- Be available to other board members between meetings
- Take advantage of, and contribute to, local and national resources

## To Nominate

Members of AIGA may nominate themselves or others by emailing [president@maine.aiga.org](mailto:president@maine.aiga.org). Please include contact info and a resumé or description of relevant experience.