



AIGA Minnesota

AIGA | the professional association for design

AIGA Minnesota Job Description **Secretary**

Purpose of Position

To be the key support person for the Chapter's board of directors. Lead organizational efforts to ensure the board functions cohesively and that board meetings run smoothly. Oversee integration of new members to the board of directors. Plan for monthly board meetings, take minutes, distribute, collect, and archive files using project management software. Works with the President, Vice President, and Treasurer (the Executive Committee) to review event proposals and budgets, make decisions regarding Chapter policy, and provide guidance for the Board of Directors and the Chapter as a whole. Works with the Associate Director of Archives to organize and file Chapter historical documents and resources.

General Responsibilities

1. Compile monthly board reports from each Director and incorporate into monthly board meeting agenda
2. Work with President to prepare agenda for monthly board meeting. Create and distribute agendas and meeting notes for meetings when needed.
3. Reserve room with IMS for monthly board meeting, monthly Exec Committee meeting and any subsequent meetings such as Programming Council meetings
4. Administer roll call and vote-taking at board meetings
5. Take official and accurate minutes at each meeting and disperse to board members in a timely matter
6. Manage chapter resources (Basecamp, Google Accounts, etc.)
7. Check office email and voicemail at least twice per week and forward messages to necessary board members or volunteers
8. Keep a copy of all records and board correspondence (on chapter laptop, Dropbox, or Basecamp) and ensure their proper backup and safety
9. Track board terms and contact information for all board members
10. Send election results to the National office and maintain a current Board list with the National online database
11. Set up and conduct official votes and surveys using Survey Monkey
12. Responsible for possession of office MacBook laptop and updating software for both office laptop and office desktop computers
13. Set up and integrate new members into the Board of Directors in a timely manner
14. Develop and manage strategies and initiatives to facilitate smooth communication within the Board
15. Work with Chapter Archivist to manage the Chapter's historical documents
16. Attend other high-level meetings with Directors or Officers as needed

Required Areas of Expertise and Work Experience (required)

1. Minimum 2 years experience in professional practice in design or related /affiliated field
2. Previous team or committee experience (in any capacity); must be a team player
3. Excellent interpersonal and written communication skills



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Critical Knowledge and/or Skills (preferred)

1. Good communication skills
2. Knowledge of web and content/project management tools: Basecamp, Wordpress, Dropbox, Google Accounts, Survey Monkey
3. Previous AIGA committee or non-profit board experience a plus

Teams & Resources

1. AIGA Minnesota board of directors
2. AIGA Minnesota executive committee
3. Director of Interactive Management
4. Director of Volunteers
5. Associate Director of Archives

Powers, Nomination and Term

1. **POWERS:** Voting member of the AIGA Minnesota board of directors.
2. **NOMINATION:** Nominated by any AIGA Minnesota member or self-nominated for consideration by the AIGA Minnesota nominating committee; appointed to the slate by the nominating committee; ratified to serve on the board by majority vote of the membership.
3. **TERM:** 2 years, with option to reapply for second and third term. Not to exceed maximum of 6 consecutive years of (voting) Chapter board service.