

Secretary, AIGA Arizona

Positions Report to: Executive Team

Start/End Date: July 2023 - June 2025

Hours: 1-2 per week

OUR ORGANIZATION:

Founded in 1914 as the American Institute of Graphic Arts, AIGA is now known simply as “AIGA, the professional association for design.” In 1989, the Arizona chapter was formed to serve the entire community of professionals across the state. AIGA Arizona’s mission is to nurture creative curiosity and use programming, resources and mentorship to empower the voices in our community to create a lasting impact. We recognize diversity through professional backgrounds, years of practice, areas of professional experience, economic level, cultural background, age, ethnicity, place of origin, sexual orientation, gender identity, and cognitive and physical abilities.

AIGA is the profession’s oldest and largest professional membership organization for design—with more than 70 chapters and more than 18,000 members—we build programming to help improve design ability. We connect with complementary disciplines of creativity and expression. We prioritize social impact. And we promote community excellence. We provide resources and access to all creative professionals within our state and make sure that underrepresented communities have a seat at our table. Because to us, it’s not about where you came from. Or what awards you’ve won. It’s about using creativity to make a difference exactly where you are.

For more information about AIGA Arizona, please visit us at <https://aigaaz.org>.

THE ROLE:

The Secretary is responsible for a lot of the administration of the chapter and creating agendas and meeting minutes to ensure the chapter is in compliance. The Secretary reports directly to and is a part of the executive committee and is responsible for all communication to board members regarding monthly meetings, finding a meeting location each month, and for coordinating food delivery.

WHAT YOU WILL ACCOMPLISH:

- Find board meeting locations (when in-person)
- Alert board and make Slack poll for attendance of board meetings
- Create and share agenda / Create Zoom info and add to agenda
- Remind board of poll / agenda a few days out
- Order food
 - Keep dietary restrictions updated on board roster
- Take notes at meetings and ensure minutes are up to date and capture all key decisions
- Add follow-up items to Basecamp tasks and assign
- Keep the chapter playbook up to date
- Maintain/check Google calendar and share birthday wishes for board members

WHO SHOULD APPLY:

- Great organizational skills and loves coordination
- Keeping and tracking tasks and schedules
- Project management and ability to execute
- Direct management of small team

HOW TO APPLY:

We are very excited to review your application. Please follow the steps below. All documents and questions should be submitted to apply@arizona.aiga.org.

1. **Letter of Intent:** please submit a one page (maximum) letter of intent explaining why you are interested in the role and what makes you particularly qualified for the position.
2. **Current Resume and Contact Information**
3. **Two professional reference statements:** may be current or former supervisors or colleagues.
 - a. This is a 100-250 word statement that speaks to the skills required for the role, and why the candidate is a fit.
4. **Completed Tasks:**
 - a. List of up to 2 recently completed (within the last 5 years) tasks, assignments, positions, etc. that you would be relevant to this particular position. Please include a brief description of each and how that experience may be relevant to this position.