

AIGA Atlanta Student Board Officer Positions

The AIGA Atlanta Student Board is the education committee of AIGA Atlanta. The AIGA Atlanta Education Chair, a member of the AIGA Atlanta professional board, oversees the Student Board.

Any student who is a paid member of AIGA Atlanta can apply for an open officer position (listed below) by contacting the current AIGA Atlanta Education Chair. Positions are filled through elections 1–2 times per year or by appointment on an as needed basis.

All officers are requested to declare their position goals and expectations at the beginning of their term and to write a letter to their successor including successes, learning experiences and inspiration.

President: Leads meetings; Meets with Education Chair on meeting agendas; Delegates to other officers and facilitates group functions; Serves as group representative to the Atlanta chapter; Responsible for overseeing programming; Keeps aware of goings-on in the community and the Atlanta chapter that is relevant for students and provides information.

Vice President: Assists the president; In president's absence performs presidential duties; Keeps meetings in order using Roberts Rules of Order; Supports all officers as needed; Maintains all-school calendar; May attend professional board meetings.

Secretary: Requests agenda items from board members prior to meetings and provides meeting agenda list for meetings; Keeps agenda records and documentation of meetings on file; Records or obtains documentation/summaries of events and activities; Provides copies of all records to Education Chair and Historian.

Communications Officer: Keeps the student board members reminded of on-going progress and upcoming events; Keeps student board members and advisors informed of group events and activities; Responsible for communicating with student board liaison member from each school; Oversees SLACK and Facebook accounts.

Recruitment Officer: Coordinates membership efforts such as recruitment and on-going care; Keeps record of student board members and advisors; Works in tangent with Membership Care Officer.

Membership Care Officer: Coordinates membership efforts specifically regarding on-going care; Sends welcome letters; Initiates first welcome contact; Works in tangent with Recruitment Officer.

Historian/PR: Responsible for organizing and maintaining event photos and write-ups; Creates/oversees promotional materials and legacy items to providing continuity for future boards; Works closely with Education Chair. Ideally has camera skills and writing skills.

Members-at-Large: Support position to the student board in general; Regularly communicates information to their school.