



2020 Board Responsibilities

All members of the board of directors of AIA Atlanta have legal, fiduciary responsibilities mandated in Georgia state law. These responsibilities are consistent across any person in Georgia serving on a nonprofit board of directors.

These items will be listed on the landing page on the website for board nominations, and in the communications sent to the membership.

Also, the Nominations Committee will share this page with all potential nominees that engage in discussions with any member of the committee. These responsibilities are:

Fiduciary Responsibilities

- Setting the strategic vision for AIA Atlanta and working with other board members and staff to set the scope of activities of the organization
- Providing fiscal and fiduciary oversight of AIA Atlanta and ensuring that the organization is utilizing its resources, both staff and financial, in ways consistent with the strategic vision and scope of work
- Act as a public face of AIA Atlanta, attending public events, meetings, etc., as needed by the organization



Board of Directors: Communications Director

This position is a two (2)-year term. There are two (2) Communications Directors with staggered terms.

Responsibilities

- Coordinate public and media relations efforts through a working relationship with staff, board, the Advocacy Director and AIA Georgia. Topics will likely include design excellence, historic preservation, urban design and quality of life issues, and raising awareness of the value and work of architects
- Work with board members and staff to establish a strategic plan for AIA Atlanta's website and social media platforms, and to develop appropriate content for these channels
- Work with board members and staff to develop and deliver effective internal communications targeted to AIA Atlanta members

Accountability

- AIA Atlanta Executive Committee and Board of Directors
- AIA Atlanta membership
- AIA Atlanta staff

Specific Duties

- Create, recruit, maintain and chair Communications Committee(s)
- Lead and influence AIA Atlanta's media relations activities, working closely with the Executive Director, President, Advocacy Director, and potential PR contractor
- Work with staff and contractors to make improvements to our website as needed; develop strategic social media policies; and develop content for all web and social media platforms
- Work with staff and AIA Georgia to develop a Strategic Communications plan for 2017-18
- Seek opportunities to promote AIA Atlanta members' activities and achievements in competitions, grants, fellowships, community leadership, etc.
- Work with staff, board members and AIA Atlanta members to publish/deliver the Design Equilibrium (or its successor) publication each year

Working Relationships With

- AIA Atlanta Board of Directors
- AIA Atlanta staff
- AIA Georgia Board Communications Committee
- Website and public relations contractor

Skills/Knowledge Needed

- Exceptional planning and organizational skills
- Excellent writing skills and familiarity with website strategies and publication techniques
- Either existing relationships with local media, or willingness to develop such
- Proficient in popular and emerging social media platforms