



## **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: Development Director**

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

#### **Responsibilities**

- Plans, directs and coordinates AIA Atlanta's acquisition of supplemental funding
- Assists fellow Directors in coordinating sponsors with events and projects

#### **Accountability**

- AIA Atlanta Executive Committee
- AIA Atlanta Board of Directors
- AIA Atlanta President-elect
- AIA Atlanta membership
- Community at large
- AIA Atlanta Patrons and sponsors

#### **Specific Duties**

- Create and oversee Development Committee(s)
- Identify need for funding and prioritize for Board approval
- Work with fellow co-director and staff to implement sponsorship programs for the organization.
- Provide update on Development activities to the board as needed
- Ability to recruit new Patrons for the organization

#### **Working Relationship With**

- President, President-elect and Past President
- AIA Atlanta Board of Directors
- AIA Atlanta Treasurer
- AIA Georgia Treasurer
- AIA Atlanta staff

#### **Skills/Knowledge Needed**

- Strategic planning
- Communication and creating calls to action (CTA)
- Organizational skills
- Ability to obtain good ROI for all parties
- Strong interpersonal skills