



## **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



### Officer: 2020 President-elect

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This position entails one year as President-elect, one year as President and one year as Past President, for a total of three years.

#### Responsibilities

- Support the President in the fulfillment of his or her responsibilities.
- Shadow and learn from the President and President-elect in preparing for their own term as President of AIA Atlanta

#### Accountability

- AIA Atlanta Executive Committee
- AIA Atlanta Board of Directors
- AIA Atlanta Members
- AIA Atlanta staff

#### Specific Duties

- Fill the President's role in his absence and prepare to succeed the President upon completion
- Coordinate with Executive Director to efficiently implement the policies and programs of AIA Atlanta
- Attend a variety of AIA events and programs to better understand the organization and its responsibilities to the membership and staff
- Attends regional, state and national AIA conferences as appropriate
- Attends a variety of AIA events to assess the needs and mood of membership and to evaluate the effectiveness of the chapter's programs

#### Working Relationship With

- AIA Atlanta Executive Committee and Atlanta Board of Directors
- AIA Atlanta Executive Director and Staff
- Big Sibs Network (an informal AIA network of local chapters with more than 1,200 members)
- AIA Georgia Board of Directors, Georgia State Council and colleagues in other Georgia chapters
- ADC and Architecture Foundation of Georgia
- NOMA Atlanta, AIA National and other allied organizations

#### Skills/Knowledge Needed

- Ability to think and act strategically for the benefit of the organization the profession
- Leadership and organizational skills
- Organization development and change management experience
- Commitment to team building and seeking consensus among stakeholders
- Willingness to learn AIA Atlanta bylaws