



## **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: Programs Director

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

#### Responsibilities

- Oversees programs that promote the organization, the profession and AIA to the general public, allied organizations, and AIA members
- Develop affinity groups, Knowledge Communities, and programs that can effectively attract and retain a diversity of members

#### Accountability

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

#### Specific Duties

- Create, maintain and chair Programs Committee(s)
- Develop a process to continually analyze and evaluate the value of existing programs, research and consider new programs, and ensure current programs are providing maximum member value
- Work cooperatively with staff to effectively deliver programs to membership and the public
- Attend 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 Board of Directors
- Allied organizations and professionals
- AIA Atlanta staff

#### Skills/Knowledge Needed

- Interpersonal skills
- Ability to develop relationships
- Staying current with member benefits and programs (local, state, regional and national), especially those offered with other similar chapters across the country