



## **Overview**

The AIA Georgia Board of Directors maintains a three (3) year rotation cycle for the positions of President-Elect, President, and Past President on its Board of Directors, each of which independently has a term of one (1) year. AIA Members who run for election to the position of President-Elect will serve one year in that role, then automatically progress to the role of President, followed by a third and final year as Past President. AIA Georgia conducts elections for the President-Elect position in the fall of each year, and the term begins on January 1 of the following year.

## **Major responsibilities**

The President-Elect has unique Board responsibilities for:

- 1) Participating actively on the AIA Georgia Advocacy Committee.
- 2) Attending advocacy-themed AIA events and conferences, including AIA Georgia's Day at the Capitol, AIA Grass Roots, and the AIA State Government Network (SGN) gatherings.
- 3) Working closely with and shadowing the AIA Georgia President, to prepare for moving into that role in Year 2 of the Presidents' commitment.

The President has unique Board responsibilities for:

- 1) Attending advocacy themed AIA events and conferences, including AIA Georgia's Day at the Capitol, and AIA's Grass Roots advocacy and leadership events.
- 2) Leading the organization, the Board of Directors, and the Executive Committee, and working with the Board and the executive staff to set the vision and scope for the work of AIA Georgia.
- 3) Acting as the primary face and voice for the AIA Georgia Board of Directors

The Past-President has the unique Board responsibility for:

- 1) Serving as the chair for the ad-hoc Nominations Committee, charged with recruiting new leadership to the board of AIA Georgia, and leading the elections process for the Board of Directors at the Quarter 4 Annual Meeting.

All Board Directors have the fundamental responsibilities of:

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



Additionally, all of the President positions should expect to:

- Participate as an active and engaged member of the Executive Committee
- Attend the annual first quarter (Q1) retreat of the AIA South Atlantic Regional organization
- Participate in one of three standing board committees: Fellowship and Recognition; Communications and Marketing; Advocacy
- Attend and participate in monthly board meetings, and AIA Georgia events (like Design Awards, PAC events, select conferences, and committee meetings)
- Promote the organization to both AIA members and others in the design community (who may not be AIA members yet)
- Participate in AIA Georgia's December Transition Board Meeting, and its Strategic Planning process in Quarter I of each year.

The AIA Georgia President-Elect and Past President should anticipate that their time commitment will be between 4 and 8 hours each month, on average. The AIA Georgia President should anticipate spending 6 – 15 hours each month. Certain events or time periods may require greater time commitments.

### **Desirable Attributes/Skills/Knowledge**

- (Preferable but not required) Serve as a President, officer, or Director of either AIA Georgia or another AIA chapter/component – demonstrating a track record of leadership in the profession and the AIA community
- A demonstrated commitment to the ideals and benefits of AIA membership, and to promoting the organization across all segments of the design community
- Ability to think strategically for the benefits of members across the entire state
- Ability to work effectively as a member of a team
- Knowledge of or strong willingness to learn the fundamentals of organizational or nonprofit financial management (how to read financials, etc.)
- Willingness to devote the necessary time and effort.

Questions regarding this position can be directed to any of the following:

Neil Dawson  
AIA Georgia Past-President  
(912) 695-2111  
[ndawson@me.com](mailto:ndawson@me.com)

David Southerland  
AIA Georgia Executive Director  
678.553.0509  
[dsoutherland@aiaga.org](mailto:dsoutherland@aiaga.org)