



Overview

The AIA Georgia Board of Directors maintains a Treasurer position on its Board of Directors, which has a term of two (2) years. An individual AIA member may serve an unlimited number of terms as the Treasurer of AIA Georgia. The Treasurer works cooperatively with seven Board Directors, and the rest of the Executive Committee: Secretary, President, President-Elect, and Past President. AIA Georgia conducts elections for the Treasurer Director position in the Fall of each year, and the term begins on January 1 of the following year.

Major responsibilities:

The Treasurer has unique Board responsibilities for:

- 1) Working cooperatively with AIA Georgia's executive director to develop the organization's annual budget.
- 2) Working with AIA Georgia's staff to prepare periodic financial reports for the review by the Board of Directors; provide a greatly heightened level of financial review and knowledge of AIA Georgia's financial activities.
- 3) Acting as AIA Georgia's primary decision maker on investment decisions, working closely with the executive director.

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, the Treasurer should also expect to:

- Participate as an active and engaged member of the Executive Committee.
- Participate in one of three standing board committees: Fellowship and Recognition; Communications and Marketing; Advocacy.
- Attend and participate in monthly board meetings, AIA Georgia events (like Design Awards, PAC events, select conferences, and committee meetings).
- Participate in and contribute to AIA Georgia's Political Action Committee (PAC).



- 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 1 of each year.

The AIA Georgia Treasurer should anticipate that their time commitment will be between 5 and 10 hours each month, on average. Certain events or time periods may require greater time commitments.

Desirable Attributes/Skills/Knowledge:

- Knowledge of financial management and reading multiple report formats; experience developing a budget.
- 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.
- Willingness to devote the necessary time and effort.

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

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