



Overview

The AIA Georgia Board of Directors maintains a Secretary 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 Secretary of AIA Georgia. The Secretary works cooperatively with seven Board Directors, and the rest of the Executive Committee: Treasurer, President, President-Elect, and Past President. AIA Georgia conducts elections for the Secretary Director position in the Fall of even-numbered years, and the term begins on January 1 of the following year.

Major responsibilities:

The Secretary has the unique Board responsibilities for:

- 1) Working cooperatively with AIA Georgia's staff to keep records of the organization's meetings (board, Executive Committee, membership and business meetings). This includes being the primary record-keeper at these meetings.
- 2) Working with AIA Georgia's executive director and other leadership to maintain and interpret the organization's governing documents (by-laws, articles of incorporation, policies and procedures, etc.).
- 3) Acting as AIA Georgia's primary election officer for all board, Institute, and regional elections and appointments (with the exception of when that role involves the Secretary position itself).

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 Secretary 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 yet be AIA members).
- Participate in AIA Georgia's December Transition Board Meeting, and its Strategic Planning process in Quarter 1 of each year.

The AIA Georgia Secretary 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:

- 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 to the role.

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

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