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Executive and Committee Job Descriptions

▶ GDC Arctic Chapter

The purpose of this document is to orientate current, past and prospective members of the GDC Arctic executives of the individual roles and responsibilities within the Chapter as well as to National.

Specifically, each executive committee member should comprehend the following:

- the specific mandate for their position
- the need for each member of the executive to create specific goals in light of their position's mandate and in the consultation with the chapter President
- the specific deliverables attached to their position
- the overall mandates, goals and deliverables that apply to all committee members

Executive Mandates and Goal Identification

Every member of the executive is required to supply the following:

- attend the monthly Executive Meeting
- a monthly Chair report delivered verbally at the monthly executive meeting. If for some reason a member of the executive cannot attend the meeting, the report must be supplied to the Secretary in writing prior to the meeting in order that it can be read out
- an annual Chair Report for the Chapter Annual Report and AGM
- participating in and/or maintaining sub-committees as required

In addition, each member of the executive will develop and specify well-defined goals for their position, provide deliverable timelines. The goals will be in light of their positions mandate and consultation with the chapter President.



Job Descriptions & Responsibilities

President

Under the authority delegated by the membership through the by-laws, or through the resolutions and/or consent of the Chapter Executive Board, the President shall:

- be the chief elected officer (CEO) and assume the role of the lead representative for the Chapter and the profession locally, provincially and nationally
- report to national Council
- serve a term of two calendar years or until a successor is installed
- ensure that the association's mission and strategic plan are followed by the Chapter
- plan and purpose medium and long term goals
- work with and oversee all executive meetings and Chapter AGM with Secretary, enforcing the procedures of Robert's Rules
- serves as official Chapter Representative
- on the National Council and submit full chapter report at the National AGM
- liaise with other Chapters and National Council and relay news and information to membership through appropriate channels
- sit on planning committees when appropriate for Chapter initiatives
- assist in creating new relationships and foster existing relationships with other relevant organizations, as well as federal and territorial government officials
- professionally represent the Chapter by responding to media inquiries, concerns or questions
- cast deciding vote in any tie
- maintain a general catalogue of ongoing Chapter business, procedures, correspondence and administration relating directly to the Presidency
- serve as Past Present at end of term

Past-President

Under the authority delegated by the membership through the by-laws, or through the resolutions and/or consent of the Chapter Executive Board, the Past President shall:

- report directly Chapter President
- act as an advisor, mentor and resource to the Incoming President, acting as the principal source of continuity in procedures and programs
- serve a term of two years or until relived by current President
- support the President and Chapter Executives by contributing to the medium and long term organizational goals
- assume Chapter meetings and Chapter AGM, serving as Chair in the absence of the President
- liaise and assist in the creating of new relationships and foster existing relationships with other relevant organizations, as well as federal and territorial government officials
- represent the association to members and the public at large, addressing their issues, concerns or questions
- pass along a to the new President an organized catalogue of Chapter business, procedures, correspondence and administration
- accede to the Presidency in the event that a permanent vacancy in the Presidency arises
- assist in the Chapter Executive in the selection and training of new President



Secretary

- arrange executive meetings, distribute agenda and confirm attendance and report filing
- record and maintain minutes of meetings and other records when necessary
- distribute minutes to executive members in a timely fashion
- collect master file of any official correspondence, from NEX or from President direct
- process yearly submission of AGM information with Territorial Government to ensure we maintain society status
- maintains the by-laws and its appendices

Membership Chair

The Membership Chair is the gatekeeper for the GDC Arctic, the mandate being to maximize the opportunities for prospective members to engage. As well, manage membership process.

- responds to GDC membership inquiries
- arranges Portfolio Review Committee as the need arises throughout the year
- follow up emails/faxes/letters/calls on members' payment of annual dues
- maintains correspondence with National Executive Director regarding membership contact information
- promotes GDC membership at GDC Arctic events and workshops
- organizes Portfolio Mentorship sessions as needed
- assist Communications Chair in creation and maintenance of membership collateral and promotional materials as needed.

National Representative

- provides correspondence on GDC National events, news and governing positions
- voting position at NEX AGM

Treasurer

The treasurer is a member of the event committee. The treasurer is responsible for approving budgets for all GDC Arctic's expenses and requests. The treasurer maintains petty cash and event cash floats.

- maintain current and past financial records
- contribute to the planning of program budget and review adherence to them
- responsible for account payable and receivable; bank deposit and payment of bills
- signing rights for the chequing accounts
- reports to the chapter members at the AGM
- liaise with Sponsorship Chair and sponsorship committee
- collaborate with Communication Chair and Sponsorship Chair on fundraising initiatives
- organize fundraising drives with Sponsorship and Communication Chairs

Communications Chair

Works closely with the other executives and committee chairs. Is responsible for overseeing all communications from the chapter according to the chapter by-laws and national mandate. Providing assistance to the executive in various capacities as they see fit.

- provides input and feedback to Chapter communications
- develops creative strategies for various advertising, social media outlets and provides any PR opportunities for all three territories
- updates facebook, twitter and other media regularly
- directs and/or designs any promotional GDC Arctic materials for events and promotional needs



Events Chair

The Events Chair is a project management position. The mandate being to maintain the GDC Arctic's events calendar. As well, ensure the creation, continuation of best practices and high levels of quality in the Chapter's event related activities.

- provides an events calendar that addresses the goals of GDC Arctic including areas of interest indicated by membership. Including: professional development, social/community involvement, contact with the larger design community through outside speakers, business development etc.
- identifies and manages a sub-committee of volunteers to plan and organize events as needed
- coordinates the organization of events and working with Communications Chair to help promote events. Including: publicity (fax notices, email notices, website notice, posters, invitations etc.), catering, venue, outside speakers, etc.
- monitors the success of events, and solicits feedback when possible from members.

Sponsorship Chair

- maintains database of existing sponsor commitments of cash and in-kind donations and benefits
- works with executive to establish sponsorship and secure sponsorship contracts
- works with Treasurer to issue invoices and receipts to sponsors
- notifies sponsors of all events
- maximizes sponsors exposure and benefits

New Sponsorship

- develop list of potential sponsors
- distributes sponsorship package and follow up with call or email
- sends a thank you letter upon confirmation of sponsorship
- enters information into sponsorship database
- liaises with Communication Chair to create Sponsorship Kit and promotional materials

Web Communications

This position works closely with the other executives and committees Chairs. Similar to the Communications Chair, is dedicated to providing consistent PR for the Chapter.

- identifying opportunities and online technologies for maximizing GDC reach and exposure
- update and maintain social media feeds
- maintaining and updating Chapter websites
- development and maintain of GDC Arctic blog
- development and maintenance of Chapter area on the National website
- development and maintenance of GDC events rsvp website