



Central PA

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Community Vice President

The Community Vice President works with the President to manage chapter operations of externally-facing affairs of the chapter, as well as future growth of the chapter and Board. This Vice President helps to oversee, support and work with externally-facing positions (such as, but not limited to: Education, Communications, Sponsorship, Chapter Relations, Membership, and Volunteer Chairs), guiding them to completing their goals, and duties, with the Chapter's best interests in mind.

The Community Vice President also serves as an ethical guideline, providing advice based on what is best for the future of the Chapter, as well as it's membership.

Duties Include:

- Supports board members in event planning, communication & execution;
- Helps onboard and train new board members;
- Works with Chairs to ensure smooth operations of their committees and duties;
- Helps to facilitate issues between board members/committee members/etc.;
- Attends President call when President is unable;
- Steps in to fill Presidential duties, when needed;
- Supports and encourages community participation by the Board (i.e. attending non-AIGA events, speaking about AIGA service on the blog, at talks, etc.);
- Documents, and organizes chapter processes, documents and plans;
- Assists the President in Retreat Planning;
- Creates and maintains relationships with outside agencies, organizations and the like.