

Executive & Committee Job Descriptions

GDC/VI Chapter
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Job Descriptions

2008/2009



Society of
Graphic Designers of Canada
Vancouver Island Chapter

Société des designers
graphiques du Canada
chapitre de l'île Vancouver

President (voting)

(From section 8.1 of the GDC VI Bylaws)

The President will be the principal representative to non-Members, the government and the general public, and will

- i) inspire and direct the activities of the Executive and committees,
- ii) plan and propose medium and long term goals,
- iii) strengthen ties with relevant organizations, and
- iv) cast the deciding vote in any tie.

Duties not outlined in the GDC VI Bylaws:

- working with and overseeing all executive officers and committee directors to ensure consistent, appropriate activity and progress is achieved and goals are met
- chairing monthly executive meetings with Secretary
- representing the Chapter on the National Council and submits full Chapter report at the National AGM
- liaising with other chapters and National Council
- responding to media enquires and/or directing them to appropriate executive officers or committee director

Past-President (voting)

(From section 8.2 of the GDC VI Bylaws)

The Past President will serve in general to assist the President, and will be the principal source of continuity in procedures and programs, contributing to medium and long term goals, ties with relevant organizations, and contact with government.

Vice-President(s) (voting)

(From section 8.2 of the GDC VI Bylaws)

The Vice-President will serve in general to assist the President, and will ensure that contributions of materials and services by Members and non-Members are solicited, managed, recorded and acknowledged.

Duties not outlined in the GDC VI Bylaws:

The GDC VI Chapter is permitted three vice-presidents, each having an additional role on the Executive:

- Vice-President Events
- Vice-President Membership
- Vice President Communication

Secretary (voting)

(From section 8.3 of the GDC VI Bylaws)

The Secretary will be responsible for the operations of the Society, and will

- i) maintain the bylaws and appendices,
- ii) ensure all formal notices are given to members,
- iii) keep the record of names and addresses of all members in good standing as advised by the Treasurer, and
- iv) draw up and keep on record the minutes of all meetings of the Executive and of the Society.

Duties not outlined in the GDC VI Bylaws:

- distributing meeting minutes to the Executive in a timely fashion
- collecting and maintaining a master file of all official correspondence from the National
- submitting annually the AGM reports with the President to ensure Society status is maintained



Treasurer (voting)

(From section 8.4 of the GDC VI Bylaws)

The Treasurer will be responsible for the financial affairs of the society, and will

- i) maintain current and past financial records,
- ii) contribute to the planning of program budgets and review adherence to them,
- iii) keep a record of all Members in good standing as advised by the National Treasurer, and
- iv) issue cheques for accounts payable and invoicing for receivables, and administer any cash receipts from society activities.

Duties not outlined in the GDC VI Bylaws:

- Keeping monthly bank deposits and payment of bills. Records of bills paid are to be delivered to the bookkeeper for year-end reconciliation of accounts. At year end the bookkeeper prepares the financial statements. It is the responsibility of the Treasurer to understand and be able to explain those statements to the membership at the AGM.
- The Treasurer will be a member of the Events Committee. Event duties vary depending on the type and scale of the event. It is the Treasurer's responsibility to provide petty cash when needed for monthly events. For speaker events as well as large events (e.g. Rock awards), the Treasurer will be responsible for approving budgets for airline flights, catering services, venue rental costs, hospitality expenses etc. The Treasurer should also be consulted when correspondence is sent to speakers outlining the expenses for which the Chapter is responsible.
- the Treasurer must be a member of the Sponsorship Committee

North Island Representative (voting)

(From section 8.5 of the GDC VI Bylaws)

The North Island Representative shall conduct and maintain open channels of communication between the Executive and Vancouver Island Members north of Nanaimo*.

Duties not outlined in the GDC VI Bylaws:

- Attending North Island events when possible
- Communicating with non-members (from and including Duncan and the rest of the island) about the benefits of membership
- Supplying new membership packages to prospective Members
- Assisting the Membership Chair in developing new promotional material outlining the benefits of being a Member.

South Island Representative (voting)

(From section 8.6 of the GDC VI Bylaws)

The South Island Representative shall conduct and maintain open channels of communication between the Executive and Vancouver Island Members south of, and including Nanaimo*, and Members who reside in the Gulf Islands.

Duties not outlined in the GDC VI Bylaws:

- Supporting the Membership Chair and promoting membership
- Attending events when possible
- Communicating with non-members (Victoria to Cobble Hill) about the benefits of membership
- Supplying new membership packages to prospective Members
- Assisting the Membership Chair in developing new promotional material outlining the benefits of being a Member.

* *The choice of Nanaimo as the border point between the north and south island groups is intended to reflect and approximate division based on population. It is proposed that this dividing line be reviewed from time to time, and adjusted as and when the population of Vancouver Island and its graphic design community changes enough to warrant an adjustment.*



National Council Representative (voting)

(From section 8.7 of the GDC VI Bylaws)

The National Council Representative shall maintain open channels of communication between the Society and the National Council, existing as the primary contact person, and will

- i) ensure that relevant materials prepared by the Society are distributed to the national society and other chapters,
- ii) ensure that materials prepared by the national society and other chapters are distributed to the appropriate persons and files and are represented in the Society archives, and
- iii) represent the Society at national society biennial meetings.

Sponsorship Chair

The Sponsorship Chair works with Treasurer to secure donations and liaise with sponsors.

Ongoing Sponsorship Duties:

- working with the Treasurer to maintain a database of existing sponsors' commitments of donations, and benefits
- working with the Treasurer on annual invoicing and issuing receipts for donation
- notifying sponsors of all events and their ticket allotment
- organizing Sponsor/Trade Show Event

New Sponsorship Duties:

- developing lists of potential sponsors
- distributing sponsorship packages and following up
- sending letters of thanks and invoicing upon confirmation of sponsorship

Communication Chair

The Communication Chair works closely with the Executive and committee directors.

- responsible for all communications from the Chapter according to Chapter Bylaws and National mandate.
- providing consistent public relations for the Chapter
- providing assistance in various capacities to the executive as the executive deems appropriate
- coordinating the content of the monthly e-newsletter
- organizing and steers a marketing committee that is responsible for marketing GDC VI members to the public
- coordinating and/or produces media releases and follows-up on their placement

e-Communications Chair

The e-Communications Chair works closely with the Communication Chair.

- provides consistent public relations for the Chapter
- assists the executive in various capacities
- maintains and updates Chapter website
- posts e-mail notices to membership

Events Chair

This position works closely with the Executive.

- identifying areas of interest among Members and works to coordinate events that meet Members needs including social/community involvement, contact with the larger design community, business development, etc.
- identifying and maintaining a group of volunteers to plan and organize events
- coordinating the organization of the volunteer events team including publicity (email notices, website notices, posters, invitations etc.), catering, venue, speakers, etc.
- monitoring the success of events and solicits feedback wherever possible from Members



Education Chair

The Education Chair plans and organizes professional development events for the Chapter.

- organizing volunteers
- securing venues
- organizing and distributes collateral materials
- keeping a database of revenues or losses from each event that will be submitted with the deposit to the Treasurer.

Membership Chair

The Membership Chair works with the Vice President and the Portfolio Review Chair.

- liaising with applicants throughout the membership application process
- responding to membership queries
- receiving all membership applications and delivering portfolios to the Portfolio Review Chair after masking the applicant's name and any identifying marks
- maintaining non-disclosure of applicants names to everyone but the Vice President, as necessary
- bringing Portfolio Review Committee recommendations to the Executive for voting
- contacting applicants regarding the Portfolio Review Committee decision
- developing new promotional materials to outline the benefits of membership
- representing the Chapter regarding National membership concerns
- maintaining a database of paid and unpaid members to be submitted to the Treasurer
- coordinating with the National Secretary to follow-up on Members' payment of annual dues
- provides information packages for prospective Members through South and North Island Reps; as well as certificates, cards and letters of welcome to new members
- maintains correspondence with the National Secretary regarding membership contact information
- prepares statistical reports for the AGM

Sponsor Representative

The Sponsor Representative works with other sponsors and the Sponsorship Chair and must currently be a sponsor.

- advising the Executive on issues impacting sponsors

Student Representative

The Student Representative works with the Membership Chair and the North and South Island Representatives.

- maintaining communication between the GDC VI, design students and educators at BC post-secondary design institutions
- annually reviewing design degree/diploma course curriculum at BC post-secondary design institutions and makes recommendations to the Executive regarding those which the Chapter will formally recognize
- working with, encouraging and supporting GDC Student committees
- organizing student events and programs, specifically the Salazar Student Awards judging, presentations and exhibit
- advising the Executive on issues impacting design students
- working with the Events Committee to produce student-focused events
- helping to coordinate student volunteers for ongoing chapter activities

Ethics & Professional Practices Chair

The Ethics and Professional Practices Chair works with the Executive and GDC VI members.

- chairing a committee of executive members responsible to offer information and arbitration on professional practices based on the GDC Code of Ethics
- extending GDC involvement as resources permit into subject areas not currently covered in the National Code
- liaising with the National Ethics Chair when complaints are received
- communicating with members regarding complaints



Portfolio Review Chair

The Portfolio Review Chair works with the Membership Chair and Standards Officers.

- receiving professional membership applications and portfolios from the Membership Chair
- organizing a panel of Standards Officers for the two year term and coordinates portfolio reviews as determined by the Membership Chair
- maintaining non-disclosure of all applicants
- informing the Membership Chair of the Portfolio Review Committee's decision

Standing Officers

Standing Officers work with the Portfolio Review Chair and the Membership Chair.

- anonymously and without prejudice judges the integrity of professional portfolios