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**Introduction**

This document is designed to help the nominee prepare and present their qualifications in a consistent and orderly manner. Each nominee is expected to complete the same form so that the nominating committee may consider the credentials of all candidates individually, as well as comparatively.

Read the background material on pages 1 through 4 to better understand the nominating process and the responsibilities of elected board members. If you have questions about this form or the nominating process, please contact the chairperson of this year's nominating committee.

**Nominating Process**

The nominating process is designed to identify, encourage and enlist the active participation of dedicated professionals in the service of the American Institute of Graphic Arts at a leadership level.

These procedures will assist the nominating committee in conducting a fair and equitable evaluation, deliberation and recommendation process for all nominated candidates.

**Nomination Categories**

There are two ways to be nominated for AIGA Portland Board positions:

**Peer:** Anyone who feels a particular individual will enhance the quality of leadership on the AIGA Portland board may nominate that individual. The person nominating can do this by providing their candidate with the Nomination Form and signing that form in the appropriate place.

Each nominee needs three letters of recommendation from current AIGA members; if the person nominating the candidate is also an AIGA member, s/he may also write one of the three letters.

The nominee need not be a member at the time of nomination. Each peer nominee will be asked to complete the Nomination Form and to return the information by the deadline.

**Self:** Anyone willing to participate and to fulfill the obligations of board membership may self-nominate by completing the Nomination Form and returning the information by the deadline. The nominee need not be a member at the time of nomination.

**AIGA Portland Chapter  
Nomination Form**



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**Responsibilities of the  
Board of Directors**

There are a variety of obligations and responsibilities for confirmed Board members of the American Institute of Graphic Arts. Most of these are traditional in nature and are listed on pages 3 through 5 of this form.

**Board members should:**

- Be familiar with the AIGA’s mission and set policies for its operation to establish its general course each year
- Comply with fiscal policy and boundaries, including budgets and financial controls
- Help provide resources for the activities of AIGA Portland through a commitment to fundraising
- Develop and maintain a communication link to the community by acting as an advocate on behalf of the AIGA
- Ensure that the organization’s charter and by-laws are being followed

**Board members should not:**

- Engage in the day-to-day operation of the organization
- Make detailed decisions more appropriately left to committee members

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Nomination Form**



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**Accountability guidelines**

In general, the following guidelines are recommended for nonprofit organizations to reduce liability by strengthening the accountability of the Board.

**Board members should**

- Attend monthly Board meetings
- Be familiar with the organization’s goals, objectives and programs
- Read preparation materials prior to each Board meeting to assure active, informed participation
- Make sure the organization keeps a written, permanent record of all Board minutes and official actions
- Be certain the organization is fulfilling all aspects of its nonprofit and tax exempt status
- Exercise general supervision over the corporation’s affairs
- Know the budget, budget process and financial situation of the organization
- Inquire if there is something you do not understand or if something comes to your attention that causes you to question a policy or practice
- Insist on meaningful Board meetings with full disclosure of operating results
- Require the organization to engage competent legal counsel
- Require all committees to make reports at the Board meetings, when appropriate
- Authorize appropriate indebtedness for major programs
- Know the directors and officers of the organization
- Identify and avoid conflicts of interest
- Monitor the community and professional image of the organization
- See that the organization maintains good credit and financial standing
- Review the organization’s insurance program

**AIGA Portland Chapter  
Nomination Form**



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**Additional expectations**

The responsibilities of the Board listed here represent formal expectations of Board members in virtually any nonprofit. The AIGA board has identified a number of additional expectations for all board members:

- Encourage your own studio professionals to become members through group membership
- Nominate at least one professional for the board as part of the regular nominating process, based on the criteria of the nominating committee
- Attend national and local AIGA events, be accessible at those events and listen to members.
- Encourage others to participate and to give

**AIGA Portland Chapter  
Nomination Form**



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**Contact information**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Business address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone number Fax Number

\_\_\_\_\_  
e-mail address

\_\_\_\_\_  
Home address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Home phone number

\_\_\_\_\_  
Signature of Candidate Date

**For peer nominations only**

\_\_\_\_\_  
Name and signature of nominating individual

\_\_\_\_\_  
Phone number Fax Number

\_\_\_\_\_  
e-mail address

**AIGA Portland Chapter  
Nomination Form**



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**Educational History**

List your educational experience. Which undergraduate colleges and/or universities did you attend and when? What degrees did you receive?  
What post-graduate colleges and/or universities did you attend and when?  
What post-graduate degrees did you receive?

Please list the information below chronologically from the most current to the oldest, grouping each experience or degree separately.

**AIGA Portland Chapter  
Nomination Form**



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**Professional History**

List your professional experience. Where have you worked and when? What were your responsibilities by title? While you may not be a full-time teacher/instructor, include all teaching experience with dates, places and subjects.

Please list the information below chronologically from the most current to the oldest, grouping each experience separately.

**AIGA Portland Chapter  
Nomination Form**



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**AIGA History**

What AIGA experience have you had? Have you served on a chapter board? When? What were your responsibilities? Have you managed, planned or presented at chapter and/or national events? Which ones? When? Have you attended chapter and/or national events? Which ones? When?

Please list the information below in three groups; (a) chapter board participation, (b) managed of or presented at an event and (c) event attendance.



**AIGA Portland Chapter  
Nomination Form**



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**Honors, Awards  
and Published Papers**

What honors and awards have you received both personally and professionally? What papers, articles, books, etc. have you published?

Please list the information below chronologically from the most current to the oldest, grouping each experience separately.

**AIGA Portland Chapter  
Nomination Form**



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**Special Skills, Abilities  
and Experiences**

What special skills, abilities and experiences have you had that would benefit the AIGA Board as a group and the membership as a whole? Are those experiences unique to your discipline and/or could they be applied to further the goals and objectives of the AIGA? How?

What organizations, associations, clubs, trade groups, advisory boards and/or educational collectives are you a member of? For how long? When? What board of director experience have you had?

Please describe simply your special skills and abilities and how they would benefit the AIGA. List your experiences and responsibilities with other boards and organizations chronologically from the most current to the oldest, grouping each experience separately.

**AIGA Portland Chapter  
Nomination Form**



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**Letters of Recommendation**

Whether Peer or Self nominated each candidate is asked to provide three letters of recommendation from current AIGA members who are not professionally associated with the applicant or the Nominating Committee. Please submit original letters with the completed Nomination Form. Letters need only express the endorsement of the candidate; however, those providing letters of recommendation are encouraged to support their candidate with pertinent any background informational.

Please list the names, addresses and phone numbers of those recommending your candidacy below and enclose their letters with this Nomination Form.