WHY JOIN THE SEATTLE DESIGN FESTIVAL BOARD OF DIRECTORS?

Be part of shaping the future of design in Seattle and beyond by unleashing the design thinker in everyone. Directors of the Seattle Design Festival (SDF) Board engage in:

- **Community Impact:** Support a culture of design that fosters equitable, resilient, and thriving communities by amplifying SDF's mission and vision.

- **Professional Growth:** Develop leadership skills and expand your professional network.

- **Collaboration:** Engage with an aligned organization that amplifies your voice and vision in the design world.

TIME COMMITMENT

Board terms are a three-year commitment beginning in September and ending in August. Board members can expect to spend four to six hours each month fulfilling their responsibilities, with officer roles typically investing a larger time commitment.

Regular Board activities include:

- **Monthly Board meetings, in-person and virtual:** Currently scheduled for the third Thursday of each month from 4-6pm. This includes preparation by reviewing relevant Board packets, and occasional action items following meetings.

- **Monthly Steering Committee meetings, virtual:** Each Board member serves on one or more steering committees, dependent on the individual Board member's commitment (see diagram on page 2).

- **Annual Board planning retreat, in-person:** Usually in May/June, mandatory attendance, typically one full-day retreat in the Seattle area.

- **Sponsorship Program:** Participate in the care and stewardship of Seattle Design Festival's valuable sponsors. Encourage, cultivate and identify sponsors, and engage with them throughout the year.

- **Event Attendance, in-person and virtual:** Attending Seattle Design Festival events and programs throughout the year.

Support and accommodations are available to recognize every individual's unique circumstances and lived experience. In addition to a comprehensive onboarding program to ensure your success, Directors have access to valuable resources and guidance from staff, and opportunities for mentorship from experienced board members to foster growth and collaboration.

ROLES AND RESPONSIBILITIES

SDF is a private, not-for-profit (501(c)3) organization. Guided by the organization's bylaws, SDF Board Members provide leadership and governance for the nonprofit organization.

Leadership Responsibilities:

- Determine mission, strategies, and program priorities for Seattle Design Festival
- Ensure resources are used towards mission and vision fulfillment
- Determine metrics to evaluate the effectiveness of the organization and Board of Directors
- Bring diverse viewpoints to the decision-making process of the Board
- Represent the organization to the public, the media, and policy-makers

Governance Responsibilities:

- Ensure strategic and financial stability to guarantee long-term success and sustainability
- Ensure compliance with laws and regulations relating to non-profit corporations
- Maintain and review bylaws and operating guidelines
- Establish an annual budget and operating objectives
- Participate in resource development through sponsorship drives and personal giving at a meaningful level within the giving capacity of the individual Board member

ALIGNED BOARDS – AIA SEATTLE & SEATTLE DESIGN FESTIVAL

Founded in 1894, AIA Seattle is a private, not-for-profit (501(c)6) organization. In 2021, AIA Seattle and Seattle Design Festival (formerly Design in Public) began working towards alignment in leadership and governance. This includes meeting together, engaging in joint strategic planning, and considering paths forward for sustainable growth and resource development for both organizations. Multiple Board members of the Boards of Directors of AIA Seattle and Seattle Design Festival serve on both Boards. The Boards continue to work together towards a shared vision.

AIA Seattle & Seattle Design Festival Governance Structure