SEATTLE DESIGN FESTIVAL BOARD OF DIRECTORS Role Description

Seattle Design Festival (SDF) is a 501c3 nonprofit organization with a mission to unleash the design thinker in everyone to illuminate Seattle's challenges and ignite action. The Seattle Design Festival is the region's largest multidisciplinary design event, bringing together over 8,000 attendees annually to celebrate how design shapes our community. We believe design is for everyone and that inclusive co-design practices are essential to creating an equitable Seattle. Joining the Board of Directors provides opportunities for:

- **Community Impact:** Through strategic leadership, drive change towards 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 a dedicated community of staff and volunteers of both Seattle Design Festival and our strategically aligned partner organization, AIA Seattle.

TIME COMMITMENT

Board terms are a three-year commitment beginning in September and ending in August. Board members spend four to six hours each month fulfilling their responsibilities, with those in 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:** Board members serve on one steering committee. Officers may serve on multiple steering committees, dependent on the individual Board member's commitment (see diagram on page 2).
- **Annual Board planning retreat, in-person:** Usually in May, attendance is required to one full-day retreat in the Seattle area.
- **Board Onboarding, in-person:** Half day meeting in September to connect with new and returning board members and preview the work of the board in the year ahead. This takes the place of the monthly board meeting.
- **Build Relationships SDF Sponsors:** SDF Sponsors provide valuable financial support to deliver an accessible Festival. With staff support, encourage sponsors to renew or begin their engagement with the SDF community. Outreach and meetings with sponsors are estimated at five to eight hours over the entire year.
- **Event Attendance, in-person and virtual:** Attend Seattle Design Festival and AIA Seattle events, including Seattle Design Festival, the annual Honor Awards live event, and other learning and networking programs of personal interest to you. *Complimentary event registration is a benefit of leadership.*

Support and accommodations are available to board members and volunteers, 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 nonprofit 501(c)3 organization. SDF Board Members provide leadership and governance for the nonprofit organization.

Leadership Responsibilities:

- Strategic oversight of the organization through the 2025-2030 Strategic Plan
- Ensure responsible use of resources for mission and vision fulfillment
- Ensure effectiveness of the organization and Board of Directors
- Bring diverse viewpoints to the decision-making process of the Board
- Act as an ambassador for the organization
- Build and strengthen relationships with SDF sponsors

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
- Participate in resource development through sponsorship drives and commit to making a gift at a meaningful level within your giving capacity as an 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 their alignment in leadership and governance, which includes meeting together, working under an aligned strategic plan, and considering paths forward for sustainable growth and resource development for both organizations. Multiple Board Directors of AIA Seattle and Seattle Design Festival serve on both Boards. The Boards continue to work together towards a shared vision.

