

Board of Directors Open Positions 2021

President President Elect*

City Centers Team

- City Center Director – Phoenix
- City Center Director – Tucson

Communications Team

- Director of Communication
- Director of Graphics

Membership Team

- VP of Membership*
- Director of Membership

Professional Development Team

- VP of Professional Development*
- Director of Professional Development

Sponsorship Team

- VP of Sponsorship*

Other

- Industry Director

* Indicates a voting position

Board of Directors Open Positions 2021

Position: **President Elect**

Reports To: President and Chapter Board of Directors

Prerequisites:

1. Must be serving on the current Chapter Board of Directors.
2. Willingness to serve as President and Past President in subsequent two-year period.
3. Be a Professional IIDA Member in good standing.

Job Description:

1. Serve as the Treasurer of the Chapter and as custodian of all monies, securities and deeds belonging to the Chapter.
2. May assign in whole or in part the duties of the Treasurer to the Chapter Administrator or Assistant Treasurer.
3. Manage the affairs of the Chapter with regard to resource development.
4. Oversee the activities of the Nominating committee.

Committees: Nominating Committee (Oversee), Finance Team (Chair), Strategic Planning (Serve), Event Planning Committee (Serve)

Responsibilities:

1. Attend all chapter board meetings, major events and wrap up meetings, board retreats, and CLCs.
2. Provides written reports to the Board of Directors when appropriate.
3. Represent the Chapter and the profession of Interior Design.
4. If for any reason the President's term of office expires or is terminated, he/she shall automatically succeed to the office of President.
5. Hold, invest, and disburse monies at the direction of the Chapter Board of Directors.
6. Cause to be performed a periodic independent audit of the Chapter's financial affairs.

Board of Directors Open Positions 2021

Position: City Center Director

Reports To: VP of City Centers, President and Chapter Board of Directors

Prerequisites:

1. Be an IIDA Member in good standing, Professional Member is preferred.
2. Reside or work in the City Center jurisdiction which he or she represents.

Job Description:

1. Serve as a representative for the City Center members within their local area.
2. Represent the Chapter at the City Center level.
3. Develop programs to further the education and professionalism of the City Center members within their jurisdiction.

Committees: City Center (Chair)

Responsibilities:

1. Attend Connect4 + one (1) other major event and one (1) board retreat.
2. Communicate with the Chapter VP of City Centers.
3. Develop appropriate committees to further education and professionalism within their jurisdiction through programs, policies and member recruitment.
4. Organize City Center meetings.
5. Assist with the Chapter wide programs held within their City Center.
6. Recruit members to fill all committee positions.
7. Provide Newsletter articles pertaining to meetings, agenda, committees and goals for their City Center.
8. Attend as many City Center meetings as possible.
9. Prepare the yearly budget to submit to the VP of City Centers for review with the Chapter Board of Directors.
10. Prepare monthly updates for all City Center events and submit to Vice President of City Centers. Director shall present their update at the board meeting.
11. Attend monthly Board meetings when possible.

Board of Directors Open Positions 2021

Position: Director of Communications

Reports To: VP of Communications, President and Chapter Board of Directors

Prerequisites:

1. Be an IIDA member in good standing.
2. Knowledge of graphic design is desirable, but not required.

Job Description:

1. Work with the VP of Communications, City Center Directors and events committees to maintain the most accurate information on upcoming events and information possible.
2. Maintain and issue the Chapter's email newsletter.
3. Assists the Chapter with any "media" related issues that arise as new technology and ideas are introduced.

Committees: Communications

Responsibilities:

1. Attend two (2) major events and one (1) board retreat.
2. Communicate with the VP of Communications, Director of Graphics, Director of Media and Graphics Compliance Director.
3. Compile and coordinate relevant information and events.
4. Issue the Chapter newsletter on a consistent schedule as designated by the VP of Communications – approximately 2 times per month.

Board of Directors Open Positions 2021

Position: Director of Graphics

Reports To: VP of Communications, President and Chapter Board of Directors

Prerequisites:

1. Be an IIDA member in good standing.
2. Knowledge of website design is desirable, but not required.

Job Description:

1. Work with the VP of Communications, Director of Communications and Director of Media to maintain our Chapter's website.
2. Assists the Chapter with any "media" related issues that arise as new technology and ideas are introduced.

Committees: Communications

Responsibilities:

1. Attend two (2) other major events and one (1) board retreat.
2. Communicate with the VP of Communications, Director of Communications, Director of Media and Graphics Compliance Director.
3. Compile and coordinate changes that are needed or requested to be made to the Chapter's website.
4. Work with the Chapter's website's "webmaster" to effectively update the website in a timely manner and on a consistent schedule as designated by the VP of Communications – approximately 2 times per month.
5. Assist with the Chapter's use of web-based survey applications to gather feedback from our members.

Board of Directors Open Positions 2021



Position: Vice President of Membership

Reports To: President and Chapter Board of Directors

Prerequisites:

1. Have served on the Chapter Board of Directors, as a City Center Director or committee chair at the City Center level.
2. Be an IIDA Member in good standing.

Job Description:

1. Coordinate and promote membership.
2. Recruit and maintain members.
3. Manage member benefits and services.
4. Coordinate programs focusing on membership and oversee committees whose function is to promote membership.
5. Serve as liaison between the Chapter and the International Vice Presidents.

Committees: Membership (Chair), Student Affairs (Serve), Represent Board on Couture Committee (Serve)

Responsibilities:

1. Attend board meetings that have voting items, Couture + two (2) other major events, and board retreats.
2. Obtain feedback from City Centers to review and assess member services to determine the appropriateness, viability and financial soundness.
3. Assist with the development of new membership policies and procedures.
4. Promotion of the Chapter and the interior design industry.
5. Issue the 'Welcome New Member' letter to new members monthly upon receipt of membership roster, cc City Center Directors and VP of City Centers.
6. Create budget for membership activities.

Board of Directors Open Positions 2021

Position: Director of Membership

Reports To: VP of Membership, President and Chapter Board of Directors

Prerequisites:

1. Be an IIDA member in good standing.

Job Description:

1. Coordinate and promote membership.
2. Recruit and maintain members.
3. Assist with member benefits and services.
4. Coordinate programs focusing on membership.

Committees: Membership

Responsibilities:

1. Assist with the development of new membership policies and procedures.
2. Promotion of the Chapter and the interior design industry.
3. Assist with the 'Welcome New Member' letter to new members monthly upon receipt of membership roster, cc City Center Directors and VP of City Centers.
4. Coordinate efforts with other Chapter committees, including City Centers and Campus Centers.

Board of Directors Open Positions 2021



Position: Vice President of Professional Development

Reports To: President and Chapter Board of Directors

Prerequisites:

1. Have served on the Chapter Board of Directors, as a City Center Director or committee chair at the City Center level.
2. Be a IIDA Member in good standing.

Job Description:

1. Develop professional education programs, juried professional competitions and related awards events, honors and awards programs, and conferences.
2. Recommend and supervise appropriate committees to formulate programs and recommend policies relating to those issues.
3. Represent the Chapter with leadership, organization, operation and programs in specialty practice Forums of Facility Planning and Design, Government, Hospitality, Institutional, Knowledge, Residential, Retail, Corporate, Healthcare and Sustainability.

Committees: Programs (Chair), Public Relations (Serve), Continuing Education (Serve), NCIDQ Support Teams (Serve), Event Planning Committee (Serve), Represent Board on one Chapter Event committee (Serve)

Responsibilities:

1. Oversee the development of publicity within the profession and within the community for programs, activities and volunteerism.
2. Develop plans and programs for civic benefit and professional growth and development.
3. Coordinate delivery of Chapter-wide programs and oversee City Center Program Chairs with their program development and delivery.
4. Survey member's interest and needs and plan programs in response.
5. Oversee the implementation of the NCIDQ support teams within the City Centers to enhance the elevation of members to professional status.
6. Introduce CEU courses intended to satisfy interests, IIDA membership requirements, and license renewal requirements.
7. Maintain records of locations for the NCIDQ study material.
8. Liaison with International Forums.
9. Oversee activities and programs of Chapter Forums to provide programs, networking, education, collaborative relationships, recognition and awards relative to its area of practice.
10. Create budget for professional development activities.

Board of Directors Open Positions 2021



Position: Director of Professional Development

Reports To: VP of Professional Development, President and Chapter Board of Directors

Prerequisites: Be an IIDA Member in good standing.

Job Description:

1. Assist in developing professional education programs, juried professional competitions and related awards events, honors and awards programs, and conferences.
2. Represent the Chapter with leadership, organization, operation and programs in specialty practice Forums of Facility Planning and Design, Government, Hospitality, Institutional, Knowledge, Residential, Retail, Corporate, Healthcare and Sustainability

Committees: Continuing Education (Serve), NCIDQ Support Teams (Serve)

Responsibilities:

1. Develop publicity within the profession and within the community for programs, activities and volunteerism.
2. Develop plans and programs for civic benefit and professional growth and development.
3. Coordinate delivery of Chapter-wide programs.
4. Survey member's interest and needs and plan programs in response.
5. Introduce CEU courses intended to satisfy interests, IIDA membership requirements, and license renewal requirements.

Board Ambassadorship:

1. The Director's employer/firm will be recognized with an honorary sponsorship equivalent to the BRONZE level and will be entitled to two (2) tickets to ALL major events and advertising on our patron boards, e-blasts, and social media posts as "Board Ambassador."

Board of Directors Open Positions 2021

Position: Vice President of Sponsorship

Reports To: President and Chapter Board of Directors

Prerequisites: Be an IIDA Member in good standing.

Job Description:

1. Create and distribute sponsorship letters and applications
2. Create and maintain a spreadsheet of sponsor company names, contract information and donation allocations.
3. Ensure all sponsors are included in the mailing list.
4. Ensure all sponsors receive appropriate recognition for their support.

Committees: Contact w/ all Event Committees, Represent Board on UnVeiled Committee (Serve)

Responsibilities:

1. Attend board meetings that have voting items, UnVeiled + two (2) other major events, and board retreats.
2. Provide accurate sponsorship listing to all event chairpersons at their request.
3. Solicit monetary donations for any activity that is an expense to the Chapter.
4. Solicit donations of any type covered under the POINT System that would otherwise be an expense to the Chapter.
5. Coordinate with Event Chairpersons on the solicitation and documentation of event hosts.
6. Serve as Chairperson for Sponsorship Recognition Event.
7. Distribute sponsorship acknowledgement/ Thank you letters to sponsors thanking them for their contribution and indicating their sponsor level.
8. Coordinate with Communication Team to recognize Chapter and Event Sponsors in all publications or forums as defined by sponsorship benefits.
9. Create budget for sponsorship activities.

Board of Directors Open Positions 2021



Position: Vice President of Student Affairs

Reports To: President and Chapter Board of Directors

Prerequisites: Be an IIDA Member in good standing.

Job Description:

1. Serve as a representative for the student members.
2. Represent the Chapter to Campus Centers and student membership at large.
3. Develop programs to further the education and professionalism of the student members.
4. Develop programs to aid members in their transition from students to professionals.

Committees: Campus Center Events (serve), Represent Board on Student Charette (serve)

Responsibilities:

1. Attend board meetings that have voting items, Student Charettes (local, regional, and national as applicable) + two (2) other major events, and board retreats.
2. Act as liaison between campus centers and the Southwest Chapter Board of Directors
3. Communicate all Campus Center activities to the Chapter Board of Directors and membership at large.
4. Develop and oversee student benefit programs (mentoring, guest lectures, workshops)
5. Develop all student Campus Centers, including continued search and establishment of Campus Centers where the Chapter may not have a presence.
6. Ensure there are student events once per quarter.
7. Create budget for student activities.

Board of Directors Open Positions 2021

Position: Vice President of Sponsorship

Reports To: President and Chapter Board of Directors

Prerequisites: Be an IIDA Member in good standing.

Job Description:

1. Create and distribute sponsorship letters and applications
2. Create and maintain a spreadsheet of sponsor company names, contract information and donation allocations.
3. Ensure all sponsors are included in the mailing list.
4. Ensure all sponsors receive appropriate recognition for their support.

Committees: Contact w/ all Event Committees, Represent Board on UnVeiled Committee (Serve)

Responsibilities:

1. Attend board meetings that have voting items, UnVeiled + two (2) other major events, and board retreats.
2. Provide accurate sponsorship listing to all event chairpersons at their request.
3. Solicit monetary donations for any activity that is an expense to the Chapter.
4. Solicit donations of any type covered under the POINT System that would otherwise be an expense to the Chapter.
5. Coordinate with Event Chairpersons on the solicitation and documentation of event hosts.
6. Serve as Chairperson for Sponsorship Recognition Event.
7. Distribute sponsorship acknowledgement/ Thank you letters to sponsors thanking them for their contribution and indicating their sponsor level.
8. Coordinate with Communication Team to recognize Chapter and Event Sponsors in all publications or forums as defined by sponsorship benefits.
9. Create budget for sponsorship activities.

Board of Directors Open Positions 2021



Position: Industry Director

Reports To: President and Chapter Board of Directors

Prerequisites:

1. Have served as an Industry member in good standing for one year prior to this service.
2. Reside or work in a City Center jurisdiction of the Southwest Chapter.
3. Be an IIDA Member in good standing.

Job Description:

1. Liaison with Industry representatives in each City Center.
2. Carry out official duties as requested by the President or the Board of Directors.
3. Assist in fund raising, particularly through other trade sources.
4. Assist in event planning and procuring donations.
5. Assist in promoting events when appropriate.

Committees: UnVeiled Trade Fair

Responsibilities:

1. Attend UnVeiled + one (1) other major event and one (1) board retreat.
2. Provide input to the Board on industry development and considerations while acting as a liaison between the industry and the Chapter.
3. Promote membership in IIDA to other industry members as well as interior designers.