

Addendum 1

Board of Directors Roles & Responsibilities

PRESIDENT

Reports To: Chapter Board of Directors

Prerequisites:

1. Must have served as President- Elect in the previous year.
2. Must be a Professional Member in good standing.
3. Commitment to serve as Past President in the subsequent year.

Job Description:

The President shall be the principle elected officer and shall, in general, direct all the business and affairs of the chapter. The President shall serve as the official representative of the Chapter in its contacts with governmental, civic, business and professional organizations for the purpose of advancing the objectives of the Chapter. The President shall set the agenda for, and preside at, the Chapter's annual Board Retreat and monthly Board Meetings.

In general, the President shall perform all duties incident to the office of President and such other duties as may be agreed upon by the Chapter Board of Directors. These duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues. Upon completion of his/her term, the President shall immediately succeed to the office of Past President, as defined in the Chapter Bylaws.

Committees: Oversees all Committees

Responsibilities:

1. Represents the Chapter in all official matters.
2. Attend all Board meetings and make every effort to attend all Membership events.
3. Acts as spokesperson on behalf of the Chapter to the public when appropriate.
4. Monitors and communicates activities of the International organization.
5. Insures board members have established goals, budgets and concise plans for each event and/or task as reflected in the objectives of the Chapter.
6. Delegates to and motivates volunteers.
7. Reviews absences and substitutes in advance for Board meetings.
8. Maintains historical archives for their term in office.
9. Review all media content before it goes out to the public and/or membership.
10. Review & ratify an Annual Budget.
11. Review the bylaws of the Chapter, the current policy & procedures, and the descriptions of the Board members duties. Ratify these documents with the Board of Directors approval.
12. Nominates & selects annual membership awards given out at the Annual Dinner.
13. Responsible for coordinating Chapter Awards, providing their final approval and submitting to HQ
14. Responsible for planning annual board retreat.
15. Conduct frequent communications with Pres Elect & Past Pres to ensure proper transitioning & task effectiveness

IMMEDIATE PAST PRESIDENT

Reports To: President and Board

Prerequisites:

1. Must have served as President in the year prior.
2. Must be a Professional Member in good standing.

Job Description:

The Past President shall be responsible for the strategic and long range planning activities of the Chapter, and shall perform such other duties as from time to time may be assigned by the President. These duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues. The Past President all shall participate on the Nominating Committee.

Committees:

1. Leadership Breakfast (Serve)

Responsibilities:

1. Attend all Board meetings and make every effort to attend all Membership events.
2. Serves as mentor for the President and President-Elect.
3. Provides historical perspective and guidance to the Board.

PRESIDENT - ELECT

Reports To: President and Board

Prerequisites:

1. Must be serving on the current Board, or on one of the three prior Boards.
2. Must be a Professional Member in good standing.
3. Commitment to serve as President and Past President in subsequent two-year period.

Job Description:

The President-Elect shall oversee the Finances' of the Chapter & work closely with the Treasurer, and President to stay within the current budget. With cause the President-elect may perform a periodic independent audit of the Chapter's financial affairs; and in general shall oversee all duties incident to the office of treasurer of the Chapter. The duties of the President Elect may be assigned, in whole or in part, to the Treasurer. President Elect shall perform such other duties as from time to time may be assigned by the President. The duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues.

Committees:

1. Nominating Committee (Chair & Advisor)
2. Fall Fundraiser (Chair)

Responsibilities:

1. Attend all Board meetings and make every effort to attend all Membership events.
2. Provides written reports to the Board Members when appropriate.
3. Represents the Chapter and the profession of Interior Design.
4. Shall carry out official duties as requested by the President.
5. If for any reason the President's term of office expires or is terminated, he/she shall automatically succeed to the office of President.
6. Shall develop a budget with the assistance from the Treasurer and in collaboration with the President for their term as President.
7. Responsible for getting the President's Award/Gift to be presented at the Annual Dinner
8. Review & adhere to the annual budget for the Fall Fundraiser event.
9. Works with the Director of Sponsorship for event fundraising.
10. Shall develop and advise the nominating committee through successful completion
11. Shall evaluate & approve all submitted RFQ's and forward to HQ for processing

VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT

Reports To: President and Board

Prerequisites:

1. Must be a Professional Member in good standing.
2. Prefer to have served on one or more committees.
3. Prefer to have a Certified Interior Designer of the State of Virginia.

Job Description:

The Vice President of Professional Development shall be responsible for development of member professional education programs & juried professional competitions. Shall work closely with President on awards events, honors and awards programs of the Chapter, and conferences for the Chapter. These duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues.

Committees:

1. Continuing Education (Chair)
2. NCIDQ Support Teams (Chair)
3. Emerging Leaders (Chair)

Responsibilities:

1. Attend all Board Meetings and make every effort to attend all Membership events.
2. Increase public awareness of the profession and of the organization.
3. Develop plans and programs for professional growth and development.
4. Coordinate Chapter-wide educational programs.
5. Oversee the implementation of the NCIDQ Prep Class 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 test and materials.
8. Review & adhere to the annual budget for the for the CEU and NCIDQ events.
9. Shall make every effort to participate in conference calls as scheduled by IIDA Headquarters.
10. Works with the Director of Sponsorship for event fundraising.

VICE PRESIDENT OF ADVOCACY

Reports To: President and Board

Prerequisites:

1. Must be a Professional Member in good standing.
2. Prefer to have served on one or more committees.
3. Prefer to have a Certified Interior Designer of the State of Virginia

Job Description:

The Vice President of Advocacy shall be responsible for the legislative and regulatory issues and affairs of the Chapter, legislative and regulatory advocacy programs for the Chapter, professional practice issues and the Chapter bylaws and policy development. These duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues. The Vice President of Advocacy shall perform such other duties as from time to time may be assigned by the President or Chapter Board of Directors.

Committees:

1. Bylaws (Chair)
2. Policies & Procedures (Chair)

Responsibilities:

1. Attend all Board Meetings and make every effort to attend all Membership events.
2. Responsible for maintaining and updating the Chapter Bylaws, Policies and Procedures.
3. Update members on deadlines relating to licensing issues.
4. Update Board of Legislative news and events throughout IIDA as an organization.
5. Shall make every effort to participate Advocacy conference calls and National Advocacy Symposium as established by IIDA Headquarters.
6. Shall supervise any and all committees related to Advocacy issues and shall provide an annual financial analysis of the portion of the Chapter's budget relating to this jurisdiction.
7. Shall serve as a liaison to the State's coalition of which the Chapter represents, CCVID.
8. Responsible for submitting the form for the legislative grant through IIDA Headquarters.

VICE PRESIDENT OF COMMUNICATIONS

Reports To: President and Board

Prerequisites:

1. Must have general knowledge in IT, some web development and social media background preferred.
2. Must be a Professional Member in good standing.

Job Description:

The Vice President of Communications shall be primarily responsible for public relations and promotion of the local chapter to the members and to the general public. The Vice President of Communications shall be responsible for communication with Headquarters for publication and inclusion of information on the International website.

Committees:

1. Graphics (Chair)

Responsibilities:

1. Attend all Board meetings and make every effort to attend all Membership events.
2. Responsible for all types of communication (except social media) including notices, invitations, and website.
3. Oversee graphics standards for all publications.
4. Oversees the graphics committee to ensure the proper graphics are being used for all marketing materials and all publications that go out to the membership and/or public.
5. Update website
6. Responsible for the communication of Chapter activities, events, and important information relating to the City Centers as well as other areas of interest to the Chapter members.
7. Works closely with the President, President Elect and Immediate Past President to insure accurate & pertinent information is distributed to the membership.
8. Chapter Awards Submissions – in charge of putting together the submissions graphically & getting them to the President.
9. Evaluate the “Graphics Procedures” document, at the beginning of the Chapter year, and update as required.

DIRECTOR OF MEMBERSHIP

Reports To: President and Board

Prerequisites:

1. Must be an IIDA Member in good standing.
2. Industry Member preferred.

Job Description:

The Director of Membership shall be responsible for coordination and promotion of membership. The Director of Membership shall be responsible for member recruitment, retention and member benefits and services. The Director of Membership will coordinate programs focusing on membership recruitment and will oversee any committees whose function is to promote membership. The Director of Membership will act as liaison between the chapter and IIDA Headquarters. They will maintain member contact information for the Chapter roster and will oversee the application process at the chapter level.

Committees:

1. Membership Events (Chair)

Responsibilities:

1. Attend all Board Meetings and make every effort to attend all Membership events.
2. Coordinate annual Membership Drive events in each City Center. Work with the VP of each City Center to plan and host.
3. Obtain feedback from City Centers to review and assess member services appropriate to each City Center.
4. Assist with the development of new membership policies and procedures.
5. Shall be responsible for promotion of the Chapter and the Interior Design industry.
6. Oversee the updating and preparation of our Annual Directory to be distributed to Members each year. Format is in PDF and distributed via email to IIDA Virginia/West Virginia Members only. (not sponsors or Non Members)
7. Coordinate 1-2 small events mid-year to promote new membership and provide an open forum for member feedback.

DIRECTOR OF FORUMS

Reports To: President and Board

Prerequisites:

1. Preferred to have served on one or more committees.
2. Must be an IIDA Member in good standing.

Job Description:

The Director of Forums represents the Chapter with leadership, organization, operation and programs. The Director of Forums shall be the responsible for the forums. These duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues.

Committees:

1. Forum (Chair)
2. Leadership Breakfast (Chair)

Responsibilities:

1. Attend all Board Meetings and make every effort to attend all Membership events.
2. Forums shall provide programs, networking, education, collaborative relationships, and recognition to its area of practice of Interior Design
3. Develop unique programs located in each City Center for professional development of our membership.
4. Review & adhere to the annual budget for the for the Forum events.
5. Communicate Chapter Forum events to HQ IIDA Forum Contact.
6. Work with the Director of Sponsorship for event fundraising.
7. Work closely with VP of Professional Development to coordinate CEU/Forum crossover events.

DIRECTOR OF SPONSORSHIP

Reports To: President and Board

Prerequisites:

1. Must be a member of IIDA in good standing.

Job Description:

The Director of Sponsorship shall be responsible for creating and distributing applications for partnership and sponsorship letters. Shall create and maintain a spreadsheet of sponsor company names, contact information and donation allocations. Director shall distribute sponsorship acknowledgement letters to sponsors thanking them for their contribution and indicating their sponsor level. Shall provide accurate sponsorship listing to all event chairpersons at their request and ensure that all sponsors are included in the mailing list.

Committees:

1. Support all Event Committees with fundraising.

Responsibilities:

1. Attend all Board Meetings and make every effort to attend all Membership events.
2. Evaluate the Sponsorship/Partnership document, at the beginning of the Chapter year, and update as required.
3. Provide accurate sponsorship listing to all event chairpersons at their request.
4. Prior to sending out any mailings or communications, you must submit a copy to the VP of Communications, President, President-Elect and Past-President for approval.
5. Shall assist soliciting monetary donations for any activity that is an expense to the Chapter.
6. Shall coordinate with Event Chairpersons on the solicitation and documentation of event sponsors.
7. Responsible for the distribution of all sponsors tickets to events.
8. Responsible for recognizing sponsors at all chapter events.

DIRECTOR OF MEDIA

Reports To: VP of Communications, President and Board

Prerequisites:

1. Must have general knowledge in IT, some web development, graphic design experience and social media preferred.
2. Must be an IIDA Member in good standing.

Job Description:

The Director of Media shall work closely to oversee the publication of the Chapter blogs and social media to communicate activities, events, and important information relating to the City Centers as well as other areas of interest to the Chapter members. They shall also perform such other duties that may be assigned to them from time to time by the President and the Board of Directors.

Committees:

1. Graphics Committee (serve)

Responsibilities:

1. Attend all Board Meetings and make every effort to attend all Membership events.
2. Must work closely with the Vice President of Communications to insure that accurate information is being delivered to members.
3. See that all notices are duly given in accordance with the provisions of the Bylaws.
4. Shall be primarily responsible for collecting and editing content for the monthly blog-publications. These articles include but are not limited to: Upcoming event stories, post event wrap ups (with the help of Event Coordinator for each event), local level articles, etc.
5. Responsible for collecting and posting content and articles for the Twitter, Facebook and Instagram pages. Includes events, birthdays and sharing other industry events.

DIRECTORS OF CITY CENTERS (HAMPTON ROADS & RICHMOND)

Reports To: President and Board Members

Prerequisites:

1. Preferred to reside in the City Center Area.
2. Must be an IIDA Member in good standing.

Job Description:

Shall be responsible for establishing and overseeing the City Center(s). Shall supervise in the structure and operation of all City Center Committees. Represents the Chapter with leadership, organization, operations and programs within the City Center(s). Director of each City Center to coordinate at least 1 event/year to foster networking in the industry of Interior Design. Shall perform such other duties as from time to time may be assigned by the President or Board Members.

Committees:

1. Holiday Parties (Co-Chairs) – both city centers
2. Annual Dinner (Co-Chairs)

Responsibilities:

1. Attend all Board meetings and make every effort to attend all Membership events.
2. Review & adhere to the annual budget for the Holiday Parties & Annual Dinner.
3. Serves as liaison to the Board of Directors for all City Centers activities.
4. Recommend and supervise appropriate committees to form programs in each City Center.
5. Works with the Director of Sponsorship for event fundraising.

DIRECTOR OF STUDENT AFFAIRS

Reports To: President and Board

Prerequisites:

1. Must be an IIDA Member in good standing.

Job Description:

The Director of Student Affairs shall be responsible for the development and continuation of student campus centers. These duties shall include developing and overseeing student benefit programs such as mentoring, guest lectures, and workshops. They shall act as liaison between campus centers and the Virginia/West Virginia Board Members. The Director of Student Affairs shall be responsible for communicating student activities to the Board and membership-at-large.

Committees:

1. Campus Center Events (Chair)
2. Student Portfolio Event (Chair)
3. National Student Mentorship Week (Chair)

Responsibilities:

1. Attend all Board Meetings and make every effort to attend all Membership events.
2. Must act as liaison between campus centers and the Virginia/West Virginia board.
3. Communicate all campus center activities to the Board.
4. Develop and oversee student benefit programs (mentoring, guest lectures, workshops).
5. Development of all student campus centers, including establishment for campuses where the Chapter may not have a presence.
6. Shall insure there is student events once/quarter.
7. Develop program for Student Portfolio Awards and acquire sponsorship for this award.
8. Encourage student participation in all student competitions.
9. Works with the Director of Sponsorship for event fundraising.
10. Responsible for registering Campus Centers with IIDA HQ
11. Coordinating with HQ on National Student Mentorship Week

INDUSTRY LIASON

Reports To: President and Board

Prerequisites:

1. Must be an IIDA Member in good standing.
2. Must have strong relationships with the local Design Community.
3. Preferred to be an Industry Member and have ability to travel in both City Centers.

Job Description:

Serve as a representative for IIDA Industry members to the Board. Support and promote all IIDA events throughout the chapter.
Represents the Chapter with other local industry organizations.

Committees:

1. Golf Tournament (Chair)
2. AIA Front Porch (Serve)
3. IDEAs Awards (Serve)

Responsibilities:

1. Attend all Board meetings and make every effort to attend all Membership events.
2. Help recruit members to fill committee positions.
3. Assist promotion of all City Center(s) events.
4. Review & adhere to the annual budget for the Golf Tournament.
5. Works with the Director of Sponsorship for event fundraising.

SECRETARY

Reports To: President and Board

Prerequisites:

1. Must be an IIDA Member in good standing

Job Description:

Attend Board Meetings and take meeting minutes. Oversees the day-to-day operations of the Chapter Office including, filing paperwork and running errands as required by the Board and assisting in other jobs upon the request of the Board. Assists, as needed on event committees. Assists the VP of Communications with Chapter inquiries.

Committees:

1. Contact w/ all Event Committees as needed

Responsibilities:

1. Attend all Board meetings and make every effort to attend all Membership events.
2. Responsible for all Board meeting minutes and agenda
3. Coordinate with event chairs for the printing of name tags for all Chapter events
4. Verify membership of all attendees prior to any event and contact any discrepancies
5. Send out calendar invites to the board for the yearly events once the dates have been determined at the Board Retreat.
6. Provide previous Board meeting minutes and agenda for the next board meeting 5-7 days prior to the meeting.
7. Chapter Awards Submissions - in charge of organizing and keeping track throughout the year from Board members & the various file storage locations (facebook, drive, etc).

TREASURER

Reports To: President-Elect and Board

Prerequisites:

1. Must be IIDA Member in good standing.
2. Preferred to have served on one or more committees or prior service on the Board.

Job Description:

Is overseen by the President- Elect and acts as custodian of all monies, securities and deeds belonging to the Chapter. Shall hold, invest and disburse all monies, securities and deeds belonging to the Chapter as directed by the Chapter Board of Directors. The Treasurer shall coordinate a periodic independent audit of the Chapter's financial affairs if cause is established by the Chapter Board of Directors.

Responsibilities:

1. Attend all Board Meetings and make every effort to attend all Membership events.
2. Shall carry out all official Chapter financial duties as required by the Chapter Board of Directors.
3. Make all deposits and maintain a PO Box on behalf of the Chapter.
4. Present the Chapter's monthly financial status and correlating bank statement to the Chapter Board of Directors at each monthly Chapter Board Meeting.
5. Evaluate the "Accounting Procedures" document, at the beginning of the Chapter year, and update as required.
6. Coordinate with the President-Elect, President and Past President to update the signature card associated with the Chapter's banking account(s). The President-Elect and President shall be the only Chapter Board of Directors assigned to the signature card.
7. Coordinate with IIDA HQ to prepare the Chapters annual tax return to be reviewed by the President and President-Elect.
8. Assist the President-Elect in preparing a Chapter budget for the following Chapter year.
9. Periodically review and asset the Chapter's banking establishment.
10. Monitor and update actual event and administrative expenses and income in the annual budget document.