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.
2016 CALL FOR NOMINATIONS – INTEREST FORM

Your Name: ________________________________

Phone: ________________________________

Email: ________________________________

Name of Person nominated: ________________________________

Nominee’s Phone: ________________________________

Nominee’s Email: ________________________________

Position for which candidate is being nominated: ________________________________

Briefly describe why you think the nominee is a good candidate:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________