POLICIES & PROCEDURES

Advisory Committee

Description:
Committee shall be formed to advance the Chapter's strategic Mission or specific goal(s) as directed by the Board of Directors. To better retain and activate the wealth of talent, experience, strengths and resources that exists amongst the Chapter's experienced professionals. This Committee is sought to progress the Chapter in new ways yet explored, through perspectives yet tapped, time not usually afforded, and to create an advisory group for the Chapter to lean on when called upon.

Prerequisites:
- IIDA Membership shall be in good standing (paid).
- 10+ years full time experience equivalency in the architectural and design industry or applicable related fields
- NCIDQ or ARE certificate holder
- Professional IIDA, Educator IIDA, Industry IIDA or Fellow FIIDA Membership type

** Current Board Members are not eligible.*

Term / Time Commitment & Limits:
- Term – 1 year, beginning July 1
- Time Commitment - 4 meetings minimum, others added as needed
- Limits - 6 years

Participants:
1. Immediate Past President (Chair)
2. Committee Size - Minimum 5 / Maximum 12
   a. Minimum 1 participant per City Center.
   b. Priority (in no particular order) given to those of Chapter Past Presidents, members with additional examination certificates (CHID, LEED, WELL, etc.) and/or business owners related to the interior design industry.
3. President (Board Liaison)
4. VP of Professional Development (Board Liaison)

Reports To:
- Chapter President
- Chapter Board of Directors

Duties:

General
1. Available as a resource as needed by the Chapter Board of Directors
2. Create budget recommendations to the Board for the Committee's program needs.
3. Creates program recommendations to the Board that meet the Committee's Mission and Objectives and is in alignment with the Chapter Mission and objectives.
4. Reviews the Design Discovery Fund (DDF) applications and makes recommendations to the Board for award recipients.
5. Provides the Board of Directors historical background as required.
6. Reviews and gives recommendations to current Board initiatives and/or programs.
7. Promote Chapter Sponsorship Campaign
8. Nominate individuals in annual Call for Nominations & Volunteers

POLICIES & PROCEDURES

Leadership
1. Shall be responsible for promotion of the Chapter and the Commercial Interior Design Industry.
2. Shall be responsible, as defined by position, for contributing and participating for the Chapter to achieve its strategic objectives.

Meetings / Events
1. Committee Chair shall submit to President any items needing the Board of Directors review or approval no later than 10 days ahead of any monthly Board of Directors conference calls and 3 weeks ahead of any Board Retreat.
2. Immediate Past President distributes communication and meeting minutes to the Board and committee.
3. Encouraged to attend local City Center events.

Schedule Outline:

MONTH	**DUTY**
July	• Advisory Committee appointments announced w/ VP(s) of Communications
August	• Meeting: 1st Conference Call - Introductions
September	• Meeting: 2nd Conference Call - DDF Agenda (may require follow-up call if a decision is not reached)
October	• Attend annual Fall Signature Event (Elevate)
November	
December	• Meeting: 3rd Conference Call - Gather recommendations from current Committee of individuals to nominate for next Call for Nominations held in January
January	• Promote Chapter Sponsorship Campaign • Nominate individuals in annual Call for Nominations & Volunteers
February	
March	• Meeting: 4th Conference Call
April	• Attend annual IDEA Awards
May	
June	• Review Committee's description in Chapter's Policies & Procedures, turning in to the Executive Committee any requests for changes, additions or deletions ahead of June's Board of Directors meeting, in preparation of Board turnover July 1st.
OTHER	• Meetings as needed by the Chapter Board of Directors or deemed necessary by the Committee