

POLICIES & PROCEDURES

President Elect

Description:

The President-Elect shall serve as the treasurer of the Chapter and as custodian of all monies, securities and deeds belonging to the Chapter; shall hold, invest and disburse same subject to the direction of the Board of Directors; shall cause to be performed a periodic independent audit of the Chapter's financial affairs; and in general, shall perform all duties incident to the office of treasurer of the Chapter. The duties of the Treasurer may be assigned, in whole or in part, to another Board Officer. The President-Elect also shall manage the affairs of the Chapter regarding resource development and perform such other duties as from time to time may be assigned by the President or the Board of Directors. These duties shall include recommendation and supervision of appropriate committees to formulate programs and recommend policies relating to those issues.

Prerequisites:

- Willingness to serve as President and Past President in subsequent two-year period.
- Must be a Professional Member in good standing, or as otherwise defined in the Bylaws.
- Must have been an active Member in good standing for at least twelve (12) consecutive months immediately preceding election or appointment, maintain active status through term, and satisfies at least one of the following criteria:
 - Has served on the Chapter Board of Directors for a minimum of one (1) year;
 - Has chaired a Chapter committee for a minimum of one (1) year; or
 - Has demonstrated depth of experience at the Chapter level in the interior design profession and in the business community.
- Should reside within the Chapter's geographic boundaries (Iowa & Nebraska)
- Shall not hold any office while active on the Board of Directors, or employed by, any other professional design organization.
- Support of participation from employer.

Term & Limits:

- Preferred 3 (three) consecutive year terms as defined below but may not serve more than one (1) consecutive full term in each office.
 - One (1) year President Elect (preference given)
 - One (1) year President
 - One (1) year Past President
- In the absence of the President or in the event of his/her inability or refusal to act, the President-Elect shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President.
- At the expiration or termination for any reason of the President's term of office, including vacancy, the President-Elect automatically shall succeed to the office of President, subject to the provisions of the Bylaws for the unexpired portion of the term and also for the succeeding term.

Committee Involvement:

- Executive Committee (serve)
- Ex-officio Member of the following:
 - Special Event Committees

Duties:

General

1. Notify IIDA Headquarters and the Chapter President of any change in personal or employment information or membership status within two (2) weeks of change.

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2. Encouraged to nominate Members for Board of Director positions through the Chapter's annual Call for Nominations & Volunteer. A single slate of candidates will be presented to the Board of Directors via the Nominating Committee.
3. Encouraged to nominate Members for Director-level or Chair positions through the Chapter's Annual Call for Nominations & Volunteer. Final selection of Director-level and/or Chair positions shall be appointed by the Chapter President.
4. Shall carry out official duties as requested by the President and/or Board of Directors, including but not limited to: Assistance in planning and implementation of Board Events, such as Summer Retreat, Winter Retreat, CLC, Knowledge Transfer Meeting and Annual Meeting. The duties shall include recommendation and supervision of appropriate committees to formulate programs and recommend policies relating to those issues.
5. Oversee, maintain and update accounts of incoming and outgoing login access information for the Chapter's Executive Committee, Board of Directors, and Committees as needed, including but not limited to the following. Social Media and Website accounts may be delegated to Communications, but must be recorded by Past President:
 - a. awards and/or electronic form software (Jotform)
 - b. cloud storage (OneDrive, IIDA Board Group, Executive Committee)
 - c. email addresses (Outlook, Gmail Admin Account)
 - d. email campaign software (MailChimp)
 - e. event ticketing software (Eventbrite)
 - f. financial accounts (Wells Fargo)
 - g. payment software (Stripe)
 - h. postal service accounts (US Postal PO Box)
 - i. surveying software (Doodle Poll, Survey Monkey)
 - j. social media accounts (Facebook, Instagram, LinkedIn, Twitter)
 - k. website (Squarespace)
6. Oversee the maintaining, updating and replacement of Board of Director nametags.
7. Develop and establish goals for position's jurisdiction and budgets to support needs and/or events.
8. Include Chapter President on all communications and correspondences regarding Chapter business.
9. Any items distributed including but not limited to electronic distributions (email blasts), mailed distribution or hand distribution shall be approved by the President and Vice President of Communications prior to distribution.

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.
3. Provides guidance and assistance to Board of Directors and Committees on use of their budget.
4. Provide training, guidance and assistance to Board of Directors and Committees on the protocol for submitting expense and income forms.
5. Executive Committee: Participate in meetings and votes as required.

Meetings / Events

1. Shall make a concerted effort to attend Chapter meetings and events, including but not limited to those below. Except for City Center events, if there is an absence notification must be given in advance to the Chapter President. In the event of excessive absences, defined as 4 (four) times per calendar year from meetings and attendance at major events, a discussion with the Chapter President and resolution shall occur and be kept for record.
 - a. Chapter's Annual Meeting (typ. June, July or August)
 - b. Chapter Knowledge Transfer / Orientation Training Meeting (typ. in July)

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- a. Chapter Board of Directors Retreats. (typ. 3 days in July and 1 in Oct/Nov)
 - c. Board of Directors Meetings (monthly conference calls typ. 12-1:00 PM)
 - d. City Center events held within position's local City Center. (typ. 1 per month)
 - e. Chapter's annual Signature Event (typ. in Fall)
 - f. Chapter's annual IDEA Awards (typ. in April or May)
2. Shall attend Chapter Leadership Council (CLC) meetings hosted by HQ, as requested or directed by HQ or the Board of Directors.
3. HQ Position Calls:
 - a. Attend quarterly HQ President / President Elect Conference Calls. As necessary, report information back to Chapter's Executive Committee and/or Chapter Board of Directors.
 - b. Attend HQ Accounting Calls. As necessary, report information back to Chapter's Executive Committee and/or Chapter Board of Directors.
4. Meetings General:
 - a. Shall submit to President any agenda items no later than 2 weeks ahead of any monthly Board of Directors conference calls and 3 weeks ahead of any Board Retreat.
 - b. Distribution of updated monthly financial reports to the Board of Directors for review one week prior to monthly Board conference call.
 - c. Shall have only one (1) vote.
5. Ensure the final budget for the coming year is voted on by the Board of Directors, documented in the month's meeting mins and if applicable, send to the Chapter's Financial Manager Consultant.

Documents

1. By-Laws: Shall be responsible for reviewing and understanding the Chapter's By-Laws.
2. Calendar: Update internal and external calendars with dates related to position's duties, and pertinent and relevant to Chapter awareness and scheduling coordination.
3. Communications Email Campaigns & Publications: Shall provide adequate notice and relevant content to the VP(s) of Communication for the use in email campaigns or according to printed/electronic publication needs and schedules. Content may include but is not limited to position pertinent information received from IIDA HQ.
4. Contracts
 - a. Only a President Elect or President may sign a legally binding contract.
 - b. All contracts must be carefully reviewed by at least two members of the Board of Directors and there must be an agreement that the terms of the contract are reasonable.
 - i. Follow up with the external entity requiring the contract to clarify anything that is not understood about the contract and to get adjustments made to the contract for items that are unclear or are re-negotiated.
 - ii. If there are revision or clarifications the contract should be revised for them and then the revised contract becomes the original and is signed.
 - c. Consult IIDA HQ if the contract is overly complicated as it may require that an attorney read and approve the contract before it is signed.
 - d. When contracting for an event venue a deposit may be necessary. VPs, Chairs or Committee Members shall submit a copy of the contract to the President and President Elect for review along with a payment request for the amount stated in the contract. No monies will be issued if the event or event budget has not previously been reviewed and approved by the Board of Directors.
 - e. Contracts with employees, such as Chapter Financial Manager Consultant, Graphic Designer, Webmaster etc., much be renewed annually by the Executive Team and said party at the date indicated on preceding year's contract.
5. Electronic File Storage: Upload pertinent and current documents and photos to designated electronic storage locations.

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6. Knowledge Transfer CliffsNotes: Review position specific Knowledge Transfer CliffsNotes, maintain document, and rereview near end of year to determine items that should remain in CliffsNotes vs be moved to Policies & Procedures. Include requested updates in annual P&P submission to the Executive Committee.
7. Policies & Procedures: Responsible for reviewing and understanding Chapter Policies & Procedures, while directing and helping Chapter volunteers to use as a supportive resource to fulfill their duties as well as the position's own. Submit requested updates most specifically to the position, in annual P&P submission to the Executive Committee.
8. Social Media: Document and post relevant photos to social media.
9. Website: Review and provide current content and updates to the Chapter website as related to the position.

Financials

1. Ensure that detailed accounting records shall be kept in conformity with Generally Accepted Accounting Principles (GAAP). GAAP are not a fixed set of rules. They are guidelines or, more precisely, a group of objective and conventions that have evolved over time to govern how financial statements are prepared and presented. The Financial Accounting Standards Boards, the American Institute of Certified Public Accountants, and the Securities and Exchange Commission provide guidance about acceptable accounting practices.
2. Safeguard that the Chapter's cash accounts do not commingle with any other accounts.
3. Ensure the Chapter bank accounts are under the direct control of the Board of Directors and no committee, city center, other sub entity, or member of the Chapter. Under normal circumstances, handling of funds is limited to the President Elect and any Chapter Financial Manager Consultant.
4. Shall perform periodic independent audit of the Chapter's financial affairs.
5. Budget
 - a. Submit President Elect credit card expenses (IIDA Headquarters Accounting)
 - b. Monitor and review expense transactions and submissions for accuracy. (Circulus)
 - c. Monitor and review income transactions and submissions for accuracy. (TEF)
 - d. Assembles and reviews drafts of budget from the Board of Directors for upcoming year. Provide current and past spending and budgets for review.
 - e. Each year, shall provide the Board of Directors with a list of all equipment and services, along with fees for review.
 - f. Works with President to review and establish updated Chapter Budget for upcoming year.
6. Income
 - a. Ensure that no part or member of the Chapter maintains a cash box, nor accepts cash at events. All payments to the Chapter shall be done electronically or by mailed check to the Chapter's official PO Box.
 - b. Deposit checks and process credit card receipts promptly.
 - c. Safeguarding the handling and storage of checks and credit card payments.
 - i. Under direction of the Board of Director's access to receipts is to be limited to approved persons and closely monitored by the President Elect.
 - ii. Copies of checks are made before they are deposited and kept with other deposit information for a minimum of seven (7) years.
 - iii. Credit card slips are processed as soon as the bank statement showing the full receipt is reconciled and within thirty (30) days of the completion of an event.
 - d. Reconcile all books with committee receipts and expenses promptly.
 - e. Accounts Receivable Invoicing is to be done by the President Elect. The accounts receivable account is to be monitored to make certain that receipts are received in a timely manner.

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- f. If sent invoices are not paid within a month a second invoice shall be sent out labeled past due.
 - g. If invoices are not paid after 45 days, a call shall be made and payment arrangements established.
 - h. Invoices shall typically be prepared by the President Elect.
- 7. Expense
 - a. Credit Card
 - i. A Chapter credit card may be held by the President and President Elect only.
 - 1. Credit cards must be destroyed at the end of the cardholders term of office.
 - 2. The President Elect shall coordinate outgoing President term card closing and incoming President Elect card issuance access to the Chapter account.
 - 3. Payments if not handled by a Financial Manager Consultant, shall be set up on auto pay directly from checking.
 - 4. Monthly statements are to be reviewed by President and President Elect.
 - a. Receipts are to be sent to IIDA HQ accounting for record of the purchase.
 - b. It is the responsibility of the credit card holder to retain receipts and properly mark them for what the expense was for.
 - b. Expenses must be completed by Board Members, Event Chairs or Committee Member seeking reimbursements for receipts, meals, travel and parking reimbursement.
 - i. Mileage Reimbursement for Board Members: \$0.34 per mile, to be reviewed annually.
 - ii. Mileage Compensation for Campus Center Directors: Shall receive \$25 stipend in the Fall Semester and in the Spring Semester.
 - c. Expenses or invoices needing payment via a Chapter credit card or check, must be submitted to the President Elect five (5) business days prior to needing payment.
 - d. Must be approved for payment by President-Elect.
 - e. Should be accompanied by original or scanned copies of receipts.
 - f. It is important that expense reports clearly state what the business expenses were for so they can be properly recorded.
- 8. Monthly Financial Report
 - a. At minimum of 2 (two) days before each Board Meeting, coordinate and ensure receipt of a Monthly Financial Report to the Chapter Board of Directors, with inclusion of supporting documents such as bank statements, reconciled Income Statement and Balance Sheet.
 - b. Each Board Member has a responsibility to review the financial statement in entirety and to closely review those areas that are under direct control of their area of responsibility as defined by their role description.
 - c. All questions, possible errors or discrepancies are to be immediately brought to the attention of the President-Elect and the Executive Team so that questions and concerns can be promptly addressed.
- 9. Taxes: On or before March 31 of each year, oversee the Chapter Board of Directors submission to IIDA HQ's Senior Director of Member Services and designated financial officer, a balance sheet showing the financial condition of the Chapter as of December 31 of the previous fiscal year; a statement of revenue and expenses setting forth the Chapter's operations for such previous year; and an annual report summarizing the Chapter's activities for the previous year. These will be used in preparing necessary tax filings. Such statement shall be certified by the Chapter President and President-Elect as being, to the best of their knowledge and belief, full and fair representations of the financial affairs of the Chapter for the period covered thereby.
- 10. At commencement of Board of Directors new year (July 1) the new President and President Elect shall meet at the Bank branch office of asset account and make changes to accounts and records.

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11. The duties of the Treasurer may be assigned, in whole or in part, to a Financial Manager Consultant and their accounting software, including but not limited to IIDA Headquarters financial services.

Recommended duties to assign include:

- a. Tracking and reconciling all Chapter expenses and income transactions on a monthly basis.
- b. Dispensing and reimbursements for Chapter expenses.
- c. Producing monthly updated financial reports.
- d. Maintain a detailed income and expense report showing how each item is categorized, details of item, and amount so to be a resource in understanding how funds are used, what has been accounted for, etc.

Schedule Outline:

Note: Outline is in addition to meetings, retreats, and events listed in above section “Meetings / Events”.

MONTH	DUTY
July	<ul style="list-style-type: none"> Reconcile Bank Account Review Circulus Financials Summer Board Retreat Annual Meeting Planning
August	<ul style="list-style-type: none"> Reconcile Bank Account Review Circulus Financials Annual Meeting Planning / Chapter Training
September	<ul style="list-style-type: none"> Reconcile Bank Account Review Circulus Financials Planning Fall Board Retreat Get list of Events from VPs – send to HQ for following year Budget spreadsheet Fall Signature Event – Budget
October	<ul style="list-style-type: none"> Reconcile Bank Account Review Circulus Financials Fall Board Retreat Budget Preparation for next year Fall Signature Event – Budget IDEA Awards Planning – Budget Regional CLC Gather Budget drafts from each VP and Committee
November	<ul style="list-style-type: none"> Reconcile Bank Account Review Circulus Financials Fall Board Retreat Budget Preparation for next year IDEA Awards Planning – Budget Prior to November 30th – This position’s term will be ending June 30th of following year, review position’s description in the Chapter’s Policies & Procedures, turning in requested updates to the Executive Committee. This is in preparation of the Call for Nominations issued in January.
December	<ul style="list-style-type: none"> Reconcile Bank Account

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	<ul style="list-style-type: none"> • Review Circulus Financials • Fall Board Retreat • Finalize and Vote on Budget for next year – send to HQ • IDEA Awards Planning – Budget
January	<ul style="list-style-type: none"> • Reconcile Bank Account • Review Circulus Financials • IDEA Awards Planning – Budget
February	<ul style="list-style-type: none"> • Reconcile Bank Account • Review Circulus Financials • IDEA Awards Planning – Budget • Winter CLC
March	<ul style="list-style-type: none"> • Reconcile Bank Account • Review Circulus Financials • Start working on Summer Board Retreat – location, sponsor • IDEA Awards Planning – Budget • On or before March 31st – Assist Chapter Board of Directors to submit to IIDA HQ a balance sheet, a statement of revenue and expenses, and an annual activity report summarization through December 31st of previous fiscal year for use in tax filing.
April	<ul style="list-style-type: none"> • Reconcile Bank Account • Review Circulus Financials • Summer Board Retreat Planning • IDEA Awards
May	<ul style="list-style-type: none"> • Reconcile Bank Account • Review Circulus Financials • Summer Board Retreat Planning • Prior to May 31st – Review position's Knowledge Transfer CliffsNotes, send requested updates to Executive Committee. • Prior to May 31st - Review position's description in Chapter's By-Laws and Policies & Procedures, send requested updates to Executive Committee.
June	<ul style="list-style-type: none"> • Reconcile Bank Account • Review Circulus Financials • Summer Board Retreat Planning • Annual Meeting Planning • Board – Turnover Emails • Summer CLC • Prior to July 1st – Schedule an individual one-on-one Knowledge Transfer session with the position's incoming, in addition to and ahead of any Chapter held session and/or training.