

POLICIES & PROCEDURES

VP of Advocacy

Description:

The Vice President(s) 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 policy development. These duties shall include recommendation and supervision of appropriate committees to formulate programs and recommend policies relating to those issues. The Vice President(s) of Advocacy shall maintain communications with IIDA's Director of Advocacy, as well as communicate with and provide assistance to Advocacy Committees within and outside the Chapter (e.g. regional ASID Advocacy Committees).

Prerequisites:

- Preference given to applicants who have passed the NCIDQ and are Registered Interior Designers when the option exists within the state of employment.
- 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)
- Membership type may be Professional, Associate, Educator or Industry Member.
- 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:

- Shall serve a two (2) year term beginning July 1st immediately following election and continuing until a successor is duly elected and qualified, unless resigns, is removed or is otherwise unable to serve.
- Maximum of two (2) consecutive full terms, equaling four (4) years. Reelection between terms is mandatory.
- Following two (2) consecutive terms, return to elected position is possible only after another has held the position's term of office.

Committee Involvement:

- Advocacy Committee (Chair / if VP exists per State then Chair only of parallel state)

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.
2. Encouraged to nominate Members for Board of Director positions through the Chapter's annual Call for Nominations & Volunteers. 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 & Volunteers. Final selection of Director-level and/or Chair positions shall be appointed by the Chapter President.
4. Final position related Roster information must be sent to Chapter President following final appointments by the President.

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5. Develop and establish goals for position's jurisdiction and budgets to support needs and/or events.
6. Include Chapter President (and President Elect when deemed necessary) on all communications and correspondences regarding Chapter business.
7. 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.
8. Locate Chapter members who are crossover members to other professional associations and discuss with Chapter President about recruiting such individuals to serve as liaison to Chapter, which may include but is not limited to IDP, IDEC, IFMA, BIFMA, AIA, IDCN and ASID, and to provide communication on activities of these groups.
9. Develop schedule of and secure content for presentations and/or workshops to promote member participation in communication regarding advocacy for Interior Design Registration with legislators, employers, clients and community members.
10. Fill out and submit application for the IIDA Advocacy Grant under the supervision of the President.
11. Advise the Chapter on how to distribute any grant monies received.
12. Coordinate Chapter participation in State Legislative activities.

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. Promote and develop Advocacy relationships with lobbyists and like-minded design professionals.

Meetings / Events

4. 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)
 - c. Chapter Board of Directors Retreats. (typ. 3 days in July and 1 in Oct/Nov)
 - d. Board of Directors Meetings (monthly conference calls typ. 12-1:00 PM)
 - e. City Center events held within position's local City Center. (typ. 1 per month)
 - f. Chapter's annual Signature Event (typ. in Fall)
 - g. Chapter's annual IDEA Awards (typ. in April or May)
5. Encouraged to attend as many local City Center meetings as possible.
6. Shall attend Chapter Leadership Council (CLC) meetings hosted by HQ, as requested or directed by HQ or the Board of Directors.
7. If to the Board's approval and budget, attend IIDA's Annual Advocacy Symposium.
8. HQ Position Calls: Attend quarterly HQ VP of Advocacy Conference Calls. As necessary, report information back to Chapter's Executive Committee and/or Chapter Board of Directors.
9. 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. Shall have only one (1) vote, even where multiple positions are held, or this position is co-held.
 - c. Guests shall be permitted if identified prior in a meeting's agenda, with their purpose of attendance presented within the meeting, and their attendance is limited to 30 minutes unless agreed otherwise by the Board.
 - d. Update Board of Directors of legislative news and events throughout IIDA as an organization.

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Documents

1. Budget: Submit budgets to support needs and/or events. Submit budget reports to the President-Elect following any event or meeting for which responsible.
2. By-Laws: Shall be responsible for reviewing and understanding the Chapter's By-Laws.
3. Calendar: Update internal and external calendars with dates related to position's duties, and pertinent and relevant to Chapter awareness and scheduling coordination.
4. 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.
5. Electronic File Storage: Upload pertinent and current documents and photos to designated electronic storage locations.
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.

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"> • July 1 - Committee Roster information due to President.
August	<ul style="list-style-type: none"> •
September	<ul style="list-style-type: none"> • IIDA Advocacy Symposium • Strategic Planning & Town Hall • Iowa Advocacy Committee - ZOOM • Advocacy @ City Center Events
October	<ul style="list-style-type: none"> • Iowa Strategic Planning • Iowa Advocacy Town Hall • Iowa Advocacy Committee - ZOOM • Advocacy @ City Center Events • Budget Preparation for next year. Submit draft of events and budget (expenses and incomes) to President Elect. Board review and vote to follow for January implementation.
November	<ul style="list-style-type: none"> • IIDA Advocacy Grant 2020 • Due Nov 30 • Iowa Advocacy Committee - ZOOM • Advocacy @ City Center Events • Prior to November 30th - If 2 (two) year term will be ending June 30th of following year, review position's description in the Chapter's Policies &

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	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"> •
January	<ul style="list-style-type: none"> • 2020 Legislative Session Begins • Advocacy Prep & Design Day on the Hill • Iowa Advocacy Working Group - ZOOM
February	<ul style="list-style-type: none"> • Advocacy Prep for Design Day on the Hill • Design Day on the Hill • Iowa Advocacy Working Group - ZOOM
March	<ul style="list-style-type: none"> • Iowa Legislative Session • - 1st Funnel -End of March
April	<ul style="list-style-type: none"> • Iowa Legislative Session - Final Funnel
May	<ul style="list-style-type: none"> • 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"> • Prior to July 1st – If term is ending, schedule an individual one-on-one Knowledge Transfer session with the position's elected incoming, in addition to and ahead any Chapter held session and/or training.