

## POLICIES & PROCEDURES

### VP of Members

#### Description:

The Vice President of Members shall be responsible for Member recruitment and retention, and Member benefits and services. The Vice President of Membership will coordinate programs focusing on Membership recruitment and will oversee any Committees whose function is to promote Membership. This position is also responsible for leading and coordinating the judging process of the chapters annual IDEA Awards.

#### Prerequisites:

- Individual in this role and their associated firm/company may not submit projects for Chapter awards, with preference being given to Board Applicants that are Industry Members.
- 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 1<sup>st</sup> 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:

- Special Events Committee for IDEA Awards – assist in program development to ensure all awards winners are correctly recognized.

#### 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. Manage, update and distribute the current roster of GPC Chapter members to the Chapter Board on a monthly basis.
6. Lead the Judging Process for the chapter's annual IDEA Awards which includes lining up judges, leading judging calls, tallying votes, and working with the IDEA Committee to ensure all winners are recognized.
7. Develop and establish goals for position's jurisdiction and budgets to support needs and/or events.
8. Include Chapter President (and President Elect when deemed necessary) 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.
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4. Shall be responsible, as defined by position, for contributing and participating for the Chapter to achieve its strategic objectives.
5. Provide support and assistance to VP(s) of Student Affairs and Student Advisors to develop a working program for student participation.
6. Obtain feedback from City Centers to review and assess member services to determine the appropriateness, viability and financial soundness.
  - a. Develop goals with each City Center.
  - b. Establish membership events and budgets for each City Center.
7. Provide assistance for members with questions and concerns about joining IIDA or issues that arise with current memberships.
8. Shall actively conduct Member recruitment and retention activities in the City Center areas.
9. Shall assist each Campus Center with required Member recruitment and retention within their Campus Center area.
10. Shall be responsible for leading the coordination of the judging of Annual IDEA Awards.

### *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)
  - 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)
    - i. Coordinate the project submission phase for IDEA Awards.
      1. Send publication information to VP Communications, including website updates, email blast information and social media updates.
      2. Collect Call for Entries.
        - a. Inform submitting firm partners of coupon code for free entry.
      3. Send out submission packets to each registrant.

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4. Collect project submissions.
5. Collaborate with President Elect for shared duties in judge evaluation phase and judges travel coordination.
6. Send submission information and winners to appropriate ??
7. Order awards and coordinate delivery to event. Awards types included:
  - a. Project Award(s)
  - b. Individual Award(s)
  - c. Student Award(s)
8. Coordinate with the VP of Sponsorship to ensure Event Committee orders and assembles the Sponsorship Awards.
2. Encouraged to attend as many local City Center meetings as possible.
3. Shall attend Chapter Leadership Council (CLC) meetings hosted by HQ, as requested or directed by HQ or the Board of Directors.
4. HQ Position Calls: Attend quarterly HQ Members Conference Calls. As necessary, report information back to Chapter's Executive Committee and/or Chapter Board of Directors.
5. 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.

### 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"> <li>• Work with communications to come up with Membership Drive campaign graphics</li> <li>• Work with City Center VPs to coordinate details of Membership Drive events</li> <li>• If a giveaway is planned for Membership Drive, come up with swag ideas</li> <li>• July 1 - Committee Roster information due to President.</li> </ul>

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August	<ul style="list-style-type: none"> <li>• Schedule Membership Drive social media posts (coordinate with when ticket sales go live)</li> <li>• Coordinate Membership Drive event details with Membership directors</li> <li>• Social media post - Welcome New Members (summer)</li> </ul>
September	<ul style="list-style-type: none"> <li>• Membership Drive Events – Coordinate with each City Center.</li> <li>• Social media posts promoting Membership Drive events and membership promotions</li> <li>• Prepare &amp; Organize the schedule for the judging/awards process</li> <li>• Begin forming the judge panel</li> </ul>
October	<ul style="list-style-type: none"> <li>• Check Eventbrite ticket sales for Signature event</li> <li>• Social media post - Welcome New Members (fall)</li> <li>• Work with communications to come up with membership renewal social media posts (HQ will sometimes provide these)</li> <li>• 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.</li> </ul>
November	<ul style="list-style-type: none"> <li>• Start scheduling renewal social media posts</li> <li>• Coordinate distribution of renewal letters by Membership Directors</li> <li>• Review &amp; organize Call for Entries, Project Submission Kits, Individual Awards and all Jot Forms.</li> <li>• Prior to November 30<sup>th</sup> - If 2 (two) year term will be ending June 30<sup>th</sup> of following year, review position's description in the Chapter's Policies &amp; Procedures, turning in requested updates to the Executive Committee. This is in preparation of the Call for Nominations issued in January.</li> </ul>
December	<ul style="list-style-type: none"> <li>• Social media posts – renewals</li> <li>• Coordinate with VP of Communications to prepare all eblast &amp; social media posts for Call for Entries for IDEA Awards.</li> </ul>
January	<ul style="list-style-type: none"> <li>• Send out 2nd round of renewal letters emails to those who have not renewed.</li> <li>• Gather list of project entry information &amp; send each entrant a submission kit to be completed.</li> <li>• Coordinate with VP of Communications to prepare all eblast &amp; social media posts for Individual Awards.</li> <li>• <u>Communicate upcoming schedule &amp; general information with the panel of judges.</u></li> </ul>
February	<ul style="list-style-type: none"> <li>• Social media post - Welcome New Members (winter)</li> <li>• Gather all project submissions &amp; payment. Review entries for compliance with entry guidelines with Director of Awards.</li> <li>• Upload all entries &amp; judging forms to be shared with the panel of judges.</li> <li>• Conduct first conference call with judges &amp; Director of Awards to share above files &amp; explain process &amp; deadlines.</li> <li>• <u>Gather all Individual Award submissions &amp; send to the City Center VPs for review.</u></li> </ul>
March	<ul style="list-style-type: none"> <li>• Send out letters to members whose memberships have been terminated</li> <li>• Gather City Center Individual Award submissions for board review &amp; vote.</li> <li>• Collect judging forms &amp; tally all scores.</li> <li>• Conduct final conference call with the judges to review, break any ties, determine if any honor awards will be given, &amp; get process feedback.</li> <li>• Share list of winners with Committee chair to add to the awards presentation. Make sure all winners get correct recognition in the show program.</li> <li>• Order physical awards.</li> </ul>
April	<ul style="list-style-type: none"> <li>• Check Eventbrite Ticket sales for IDEA awards</li> <li>• Share list of finalists with VP of Communications to post to the website &amp; coordinate eblasts &amp; social media posts.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Assist committee with final preparations &amp; set up.</li> <li>• Work with City Center VPs to plan volunteer appreciation component of end of year events / Volunteer Appreciation gifts</li> </ul>
May	<ul style="list-style-type: none"> <li>• Prior to May 31<sup>st</sup> – Review position's Knowledge Transfer CliffsNotes, send requested updates to Executive Committee.</li> <li>• Prior to May 31<sup>st</sup> - Review position's description in Chapter's By-Laws and Policies &amp; Procedures, send requested updates to Executive Committee.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Prior to July 1<sup>st</sup> – 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.</li> </ul>
Monthly	<ul style="list-style-type: none"> <li>• Coordinate Welcome Letters with Membership Directors</li> <li>• Work with Communications to ensure a new Member Spotlight is published to the Website each month</li> <li>• Upload monthly membership reports to OneDrive</li> <li>• Follow up with pending members.</li> <li>• Work with Membership Directors to check Eventbrite ticket sales for all events.</li> <li>• Email non-members that have purchased the wrong ticket type</li> <li>• Respond to membership questions</li> <li>• Track event attendance – reach out to nonmembers who consistently attend.</li> </ul>