

POLICIES & PROCEDURES

VP of Professional Development

Description:

The Vice President of Professional Development shall be responsible for development of Member professional education programs and conferences for the Chapter. These duties shall include recommendation and supervision of appropriate committees to formulate programs and recommend policies relating to those issues.

Prerequisites:

- Preference given to Board Applicants who have passed the NCIDQ
- 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:

- Advisory Committee (Board Liaison)

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.
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.

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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.

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 excellence in design and its recognition at all given opportunities.
4. Survey member's interests and needs and plan programs in response.
5. Oversee the development of publicity both within the profession and within the community for programs, activities and volunteerism.
6. Develop plans and programs for civic benefit and/or professional growth and development, including but not limited to the promotion of the importance of the NCIDQ exam and coordination of NCIDQ prep workshop(s) and / or webinars.
7. Oversee NCIDQ support within the City Centers to enhance the elevation of members to Professional Membership status.
8. Coordinate the Chapter's Design Discovery Fund (DDF) and promote it amongst membership.

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)
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 Professional Development 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.
6. Coordinate delivery of Chapter-wide programs and oversee Chairs with their program development and delivery.
7. Introduce CEU courses intended to satisfy interests, IIDA membership requirements, and license renewal requirements.
8. Shall supervise programs to educate the general public on the importance of professional interior designers.

Documents

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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. Send Chapter-wide email about DDF, post on Facebook DDF Applications due
August	<ul style="list-style-type: none"> Work with Advisory Committee in DDF selection process
September	<ul style="list-style-type: none"> Work with Advisory Committee in DDF selection process
October	<ul style="list-style-type: none"> Announce DDF winner(s) at Fall Signature Event Announce DDF winner(s) on social media, newsletters Work with winner(s) to provide them with 50% of their funding 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"> Send email to associate members to gather interest for QPrep Workshop Check with ASID Nebraska + Iowa about their interest level in QPrep Workshop Contact QPrep to setup Workshop 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 & Procedures, turning in requested updates to the Executive Committee. This is in preparation of the Call for Nominations issued in January.

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December	<ul style="list-style-type: none"> • Send Chapter-wide email about QPrep Workshop, post on Facebook • Check CIDQ website for those who recently passed NCIDQ Exam. Congratulate them via email, Facebook
January	<ul style="list-style-type: none"> • Send Chapter-wide email about QPrep Workshop, post on Facebook
February	<ul style="list-style-type: none"> • QPrep Workshop hosted somewhere in Iowa or Nebraska
March	
April	<ul style="list-style-type: none"> • Begin Promoting DDF Award
May	<ul style="list-style-type: none"> • Rework anything needed for the DDF • 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"> • DDF Application live on website • Check CIDQ website for those who recently passed NCIDQ Exam. Congratulate them via email, Facebook • Send Chapter-wide email about DDF, post on Facebook • 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.