POLICIES & PROCEDURES

VP of Student Affairs

Description:
Vice President(s) of Student Affairs shall be responsible for the development and engagement of student campus centers. These duties shall include developing and overseeing student benefit programs such as mentoring, guest lectures, and workshops. They shall act as liaison between campus centers and the Chapter Board of Directors. The Vice President of Student Affairs shall be responsible for communicating student activities to Chapter Board of Directors and membership-at-large.

Prerequisites:
- 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:
    o Has served on the Chapter Board of Directors for a minimum of one (1) year;
    o Has chaired a Chapter committee for a minimum of one (1) year; or
    o 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:
- Student Affairs Committee (Chair)

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.
8. Developing and overseeing student benefit programs including but not limited to mentoring, guest lectures, competitions, portfolio reviews, project tours, networking events, career fair presence and workshops.
9. Identify and coordinate national student focus events and opportunities, including but not limited to student conferences, NEOCON etc.
10. Notify/encourage Student Members of national opportunities through IIDA – for example, competitions, scholarships, job postings, etc.
11. Act as liaison between Student Advisors and/or Campus Centers and the Chapter Board of Directors.
12. Communicate all campus center activities to the Board.
13. Develop and oversee student benefit programs ensuring a minimum of four event at each campus center per year.
14. Coordinate with VP of Professional Development to identify a local professional to become involved in CIDA.
15. Development of all student campus centers, including continued efforts to search and establish campus centers where the Chapter may not have a presence.
16. Ensure that proper registration has been filed with National Headquarters for each qualifying Campus Center
17. Seek opportunities for student involvement through chapter and encourage student attendance at member events.
18. Submit relevant content to Vice President(s) of Communications for publication.
    a. Participate in online postings to social media accounts with any information helpful to the student membership. (Job postings and other opportunities for advancement, reminders of upcoming events, photos, event recaps, etc.)
19. Support all Campus Centers located within the Chapter's geographic boundaries and approved by annual application or renewal application to the International Association.
    a. Each Campus Center shall provide programs, networking, advocacy, community involvement, public relations, and communications of specific interest to the Campus Center, provided such are consistent with the purposes of the Chapter per Bylaws and shall actively conduct Member recruitment and retention activities in the Campus Center area.

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. 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)

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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 Student Affairs 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 Polices & Procedures. Include requested updates in annual P&P submission to the Executive Committee.
7. Policies & Procedures: Responsible for reviewing and understanding Chapter Polices & 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	• Check in with new Student Directors after they've been on-boarded for each campus center via Zoom call or similar- outline expectations for the year, brainstorm ideas for events, etc. • July 1 - Committee Roster information due to President.
August	• Check in with campus leaders (students) and plan kickoff event
September	• IDEAL month for Campus Wide Signature Event (as early in the year as possible before students get busy) • Kickoff meeting for all campus centers • Try to get in front of students in studios to discuss IIDA Membership
October	• 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.

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November	• 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.
December	• Check in with faculty and remind them of key IIDA event dates for Spring 2019 so they can put on their syllabus
January	• Hold another Student Director Zoom call (or similar) and review key dates, events for the semester, IDEA Awards information, etc. Communicate these dates to faculty and student leadership at each campus center • Go into Studios to discuss IIDA membership and benefits • Organize Portfolio Reviews/ Mock Interviews for early on in this semester • Start promoting IDEA Student Award
February	• Send reminders out for IDEA Student Award
March	•
April	• Line up venue and speakers for Signature Student Event • Encourage attendance at IDEA Awards (typ. April)
May	• Elect new student leadership • Find next year's Student Directors for each campus center • Post Graduation - faculty roundtable discussion about key dates for next year • 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	• 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.

IDEAS for EVENTS	
FALL	• Signature Student Event (next held in 2020 - Omaha) • Headshots • Firm tours • UNL: Advocacy event (with ASID)
SPRING	• Portfolio Reviews/critiques • IIDA HQ mentoring program (March) • Professional presentations (with Advocacy tie in) • Kirkwood: Portfolio review organized by college (late April), historically the Chapter has donated to this event • End of year celebration/nomination for student leadership