

**POLICIES & PROCEDURES****VP of (Des Moines / Eastern Iowa / Omaha / South Dakota) City Center****Description:**

The Vice President of Des Moines City Center, Vice President of Eastern Iowa City Center, Vice President of Omaha City Center and Vice President of South Dakota City Center shall be a catalyst and ultimately responsible for establishing and overseeing their position's corresponding City Center. VPs shall be responsible for the leadership, organization, operation and programs within specialty forum(s) and each corresponding Chapter City Center. The duties shall include monthly reports to the Chapter Board of Directors, and the supervision in the structure and operation of all City Center Directors and Committees. These duties shall include recommendation and supervision of appropriate committees to formulate programs and recommend policies relating to those issues. Shall represent the Chapter with leadership, organization, operations and programs within the City Center.

Each City Center shall provide programs, networking, advocacy, community involvement, public relations, and communications of specific interest to the Chapter, provided such are consistent with the purposes of the Chapter, and under the guidance of the VP of Members shall actively conduct Member recruitment and retention activities in the City Center area.

**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:
  - 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 & South Dakota)
- 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:**

- City Center Committees (Chair of local City Center Committee)
- Special Event Committees (serve on when held in local City Center)
- Advocacy Committees (coordinate with)
- Communications Committee (coordinate with)
- Membership Committee (coordinate with)
- Professional Development Committee (coordinate with)
- Sponsorship Committee (coordinate with)
- Student Affairs Committee (coordinate with)

## POLICIES & PROCEDURES

### 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. Recruit members to fill all Director positions at annual City Center kick off meeting. Completed City Center Roster list to the President by July 1<sup>st</sup>.
5. Final position related Roster information must be sent to Chapter President following final appointments by the President.
6. Develop and establish goals for position's jurisdiction and budgets to support needs and/or events.
7. Include Chapter President (and President Elect when deemed necessary) on all communications and correspondences regarding Chapter business.
8. 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.
9. City Center VP's should work closely with the Special Events chair when IDEA Awards or the Fall Signature Event is being hosted in their City Center. The City Center VP will act as the Liaison to the board providing updates, and also help to ensure the budget is on track.

#### *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. Recommend and supervise appropriate committees to form programs and recommend policies relating to those issues.
4. Cover for local City Center Committee Members in the event that they are unable to fulfill their responsibilities.

#### *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. Meetings General:

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- 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.
- 5. Coordinate all City Center meetings. Send meeting minutes to President and Committee within five (5) days of the meeting.
- 6. Monthly events to be planned for January of the current membership year through December of the subsequent year.
- 7. Assist Chapter wide events when held within local City Center.
- 8. Review procedure to submit expense and income forms with City Center Committee Members.

### 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".

Note: Each month plan, advertise and host events based on the Board of Director's approved budget created in the Fall. There may not be an event each month, especially when a City Center is hosting the Chapter's Signature Event, IDEA or Annual Meeting.

MONTH	DUTY
July	<ul style="list-style-type: none"> <li>• Contact potential Directors - final list at retreat</li> <li>• Summer Board Retreat</li> <li>• Add Fall-Winter events to website calendar</li> <li>• Schedule member photographer</li> <li>• July 1 - Committee Roster information due to President.</li> </ul>
August	<ul style="list-style-type: none"> <li>• Plan, advertise and host event</li> </ul>

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September	<ul style="list-style-type: none"> <li>• Plan, advertise and host event</li> <li>• Membership Drive – incentive for members to join with the remainder of the year being free</li> <li>• Potential month for member photoshoot</li> <li>• Research approximate budgets for the next years events</li> </ul>
October	<ul style="list-style-type: none"> <li>• Plan, advertise and host event</li> <li>• Potential month for member photoshoot</li> <li>• IDEA Committee formation</li> <li>• Signature Event &amp; Board Retreat in Fall</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>• Plan, advertise and host event</li> <li>• Potential month for member photoshoot</li> <li>• 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 &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>• Form IDEA Committee, if being hosted in designated city center.</li> <li>• Plan, advertise and host event</li> <li>• Eastern Iowa Holiday Party</li> <li>• South Dakota Holiday Party</li> </ul>
January	<ul style="list-style-type: none"> <li>• Plan, advertise and host event</li> <li>• Des Moines Holiday party</li> <li>• Omaha Holiday Party</li> <li>• Add Winter-Spring Events to Website Calendar</li> </ul>
February	<ul style="list-style-type: none"> <li>• Plan, advertise and host event</li> </ul>
March	<ul style="list-style-type: none"> <li>• Plan, advertise and host event</li> <li>• Signature Event Committee formation</li> </ul>
April	<ul style="list-style-type: none"> <li>• Plan, advertise and host event</li> <li>• Typical IDEA Awards month</li> </ul>
May	<ul style="list-style-type: none"> <li>• IDEA Event – first Friday in May</li> <li>• Plan, advertise and host event</li> <li>• Typical month for end of year social – get feedback on the past year</li> <li>• Prior to May 31st – Review position's Knowledge Transfer CliffsNotes, send requested updates to Executive Committee.</li> <li>• Prior to May 31st - Review position's description in Chapter's By-Laws and Policies &amp; Procedures, send requested updates to Executive Committee.</li> <li>• Form committee for Fall Signature Event, if being hosted in designated city center.</li> </ul>
June	<ul style="list-style-type: none"> <li>• Reach out to Directors and get feedback</li> <li>• Update Knowledge Transfer documents</li> </ul>

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	<ul style="list-style-type: none"><li>• Begin search for new session Directors</li><li>• 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.</li></ul>
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