

# Director of Central PA City Center

Two-year term | Non-voting position

## Prerequisites

- Must be an active IIDA PND Chapter Member.
- Must reside and/or work within the greater Central PA area.
- Prior experience with event planning, budgeting, and promotion, and/or prior involvement as a planning committee volunteer.

## Responsibilities

- Oversee all IIDA events happening in the Central PA region, and provide reports at monthly board meetings and annual board strategic planning retreat.
- Attend quarterly City Centers calls with Headquarters, and attend Chapter Leadership Conferences as needed.
- Communicate City Center status updates to the VP of City Centers.
- Create budgets for all City Center events with assistance from Director of Finance. Budgets are to be submitted to the VP of City Centers in the planning phase for review and approval by the Chapter President and updated frequently until the time of the event.
- Organize regular City Center meetings for IIDA members to learn about City Center volunteer opportunities, and assist with volunteer recruitment campaigns to find volunteers in the Central PA region. Each City Center should have a general committee of at least 5-8 people or a committee for each signature event with a minimum of 5-8 people.
- Organize regular event planning meetings with planning committee volunteers, and mentor planning committee volunteers in event planning and budgeting.
- Coordinate your City Center calendar and event dates with other City Centers to prevent crowding and schedule conflicts, with assistance from VP of City Centers.

## Benefits

- Opportunity for leadership experience and professional growth.
- Interaction and collaboration with other members and industry leaders.
- Opportunity for recognition and service within the IIDA association and industry at-large.