

SECTION III - APPENDIX 3.E.1

PRESIDENT

Reports to: IIDA International Board of Directors and HQ management

Prerequisites:

- Must have served as President- Elect in the previous year.
- Willingness to serve as Past-President in the subsequent year.

Position Description:

The President shall serve as the official representative of the Chapter in its contacts with governmental, civic, business and professional organizations for the purpose of advancing the purposes of the Chapter, and shall set the agenda for, and preside at, the Chapter's annual membership meeting.

In general, the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Chapter Board of Directors from time to time. These duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues. Upon completion of his/her term, the President shall immediately succeed to the office of Immediate Past-President, as defined in the Chapter By-Laws.

Committees:

Chapter Leadership Council (represents the Chapter to the International Board)

Strategic Planning (Chair)

Annual Meeting | Board Meeting (Chair)

Legislative Advocacy (Serve)

Sponsorship (Chair)

Responsibilities:

- Represents Chapter in all official matters.
- Acts as spokesperson on behalf of the Chapter to the public when appropriate.
- Interacts with and communicates activities of the International Association.
- Ensures Board Members have established goals, budgets and concise plans for each event and/or task as reflected in the objectives of the Chapter.
- Appoints City Center Directors and Committee Chairs.
- Delegates to and motivates volunteers.
- Approves financial decisions for the Chapter, signs contractual agreements.
- Coordinates Sponsorship levels for events and procures Chapter Sponsors.
- Organizes monthly Board meetings, compiles the agenda and delegates tasks.
- Serves as an IDAF Coalition alternate; attending meetings if the Chapter's representative are unavailable.
- Advocates for the profession to legislators; attends Tallahassee Rally coordinated by the IDAF Coalition.
- Coordinates financial oversight of Chapter's Competition and Gala in conjunction with the President-Elect and committees.

SECTION III - APPENDIX 3.E.2

PRESIDENT-ELECT

Reports to: President and Chapter Board of Directors

Prerequisites:

- Must be serving on the current Board, or on one of the three prior Boards.
- Willingness to serve as President and Past-President in subsequent two-year period.

Position Description:

The President-Elect shall serve as the treasurer of the Chapter and as custodian of all monies, securities and deeds belonging to the Chapter; shall hold, invest and disburse same subject to the direction of the Board of Directors; shall cause to be performed a periodic independent audit of the Chapter's financial affairs; and in general shall perform all duties incident to the office of treasurer of the Chapter. The duties of the treasurer may be assigned, in whole or in part, to the Executive Director (if applicable.) The President-Elect shall also manage the affairs of the Chapter with regard to resource development, oversee the activities of the Nominating Team and perform such other duties as from time to time may be assigned by the President or the Board of Directors. The duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues. The President-Elect coordinates the Chapter's Gala and Design Competition including committee assignments and sponsorship.

Committees:

Chapter Leadership Council (Participant)
Nominating Committee (Oversee)
Finance Team (Chair)
Chapter Gala and Design Competition (Chair)
Strategic Planning (Serve)
Legislative Advocacy (Serve)
Sponsorship (Serve)

Responsibilities:

- If for any reason the President's term of office expires or is terminated, he/she shall automatically succeed to the office of President.
- Attends all Chapter Board meetings and as many Chapter programs and City Center meetings as possible.
- Provides financial reports to the Board of Directors at monthly meetings.
- Compiles information on Chapter and event sponsors to verify sponsor category recognition.
- Coordinates the Nominating process of candidates for the Chapter's Board of Directors.
- Plans Board transition meeting in July as incoming President.
- Coordinates review of Policy and Procedures by Board of Directors. Submits Motions for approval of any proposed changes.
- Serves as a Coalition representative; attending IDAF meetings on behalf of the Chapter.
- Advocates for the profession to legislators; attends Tallahassee Rally coordinated by Coalition.
- Coordinates the Sponsorship for the Chapter's Competition and Gala in conjunction with the President
- Oversees the Chapter's Competition committee in conjunction with the VP of Media & Membership
- Oversees the Chapter's Gala Planning committee in conjunction with the VPs of Orland & Tampa Bay
- Oversees the Chapter's Competition and Gala communications with the VP of Media & Membership
- Oversees the Chapter's Public Relations to recognize Award winners to the public with VP of Advocacy

SECTION III - APPENDIX 3.E.3

PAST-PRESIDENT

Reports to: President and Chapter Board of Directors

Prerequisites:

- Must have served as President in the year prior.
- Willingness to participate in the Past-Presidents Advisory Council.

Position Description:

The Immediate Past-President shall be responsible for the strategic and long range planning activities of the Chapter, and shall perform such other duties as from time to time may be assigned by the President or Chapter Board of Directors. These duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues. The Immediate Past-President shall perform such other duties as from time to time may be assigned by the President or Chapter Board of Directors.

Committees:

Nominating Committee (Serve)
Strategic Planning (Serve)
Legislative Advocacy (Serve)
Chapter Gala and Design Competition (Serve)
Chapter of the Year Award (Chair)
Past-Presidents Advisory Council (Chair)

Responsibilities:

- Serves as mentor for the President and President-Elect.
- Provides historical perspective and guidance to the Board.
- Maintains historical archives for their term in office.
- Advocates for the profession to legislators; attends Tallahassee Rally coordinated by Coalition.
- Compiles the submission to Headquarters for the Chapter of the Year competition, including information on all City Center Events and Programs.
- Coordinates with VPs and Directors on graphics for Chapter of the Year submission.

SECTION III - APPENDIX 3.E.4

VICE PRESIDENT OF ORLANDO

Reports to: President and Chapter Board of Directors

Prerequisites:

- Previously served as a City Center Director.

Position Description:

The VP of Orlando shall be a catalyst and shall be ultimately responsible for establishing and overseeing the Orlando City Center Events for social, networking and philanthropic activities. The VP shall supervise the structure and operation of all City Center Event Planning Committees. The VP represents the Chapter with leadership, organization, operations and programs within the City Center. The VP shall perform such other duties as from time to time may be assigned by the President or Chapter Board of Directors.

Committees:

Orlando City Center Events (Chair)
Orlando City Center meetings (Oversee)
Chapter Gala and Design Competition (Serve)
Sponsorship (Serve)

Responsibilities:

- Serves as mentor for Orlando City Center Directors to ensure that the Chapter's Policy and Procedures are followed by Directors and Committees.
- Coordinates monthly City Center meetings.
- Recommend and supervise appropriate committees to plan events and recommend policies relating to those issues.
- Reviews the City Center Event Planning Calendars.
- Reviews the budget requests for events planned by Orlando Directors to ensure the Chapter's overall annual budget goals are met.
- Direct each City Center to coordinate at least 1 event/year to foster leadership in the industry of Interior Design.
- Oversees planning of philanthropic events to ensure Chapter's resources are used for a worthy cause reflecting the goals, objectives and mission statement.
- Reviews planning of CEU courses intended to satisfy interests, IIDA membership and license renewal requirements.
- Coordinate schedules with other Chapter functions including Campus Centers and affiliate associations.
- Coordinates the Chapter Gala Planning committee if the event is held in Orlando to research venues, expenses, and revenue in alignment with the Chapter's overall annual budget goals; maintains confidentiality of all competition entries and awards until the Gala announcements.

SECTION III - APPENDIX 3.E.5

VICE PRESIDENT OF TAMPA BAY

Reports to: President and Chapter Board of Directors

Prerequisites:

- Previously served as a City Center Director.

Position Description:

The VP of Tampa Bay shall be a catalyst and shall be ultimately responsible for establishing and overseeing the Tampa Bay and Sarasota City Center Events for social, networking and philanthropic activities. The VP shall supervise the structure and operation of all City Center Event Planning Committees. The VP represents the Chapter with leadership, organization, operations and programs within the City Center. The VP shall perform such other duties as from time to time may be assigned by the President or Chapter Board of Directors.

Committees:

Tampa Bay City Center Events (Chair)
Tampa Bay City Center meetings (Oversee)
Chapter Gala and Design Competition (Serve)
Sponsorship (Serve)

Responsibilities:

- Serves as mentor for Tampa Bay City Center Directors to ensure that the Chapter's Policy and Procedures are followed by Directors and Committees.
- Coordinates monthly City Center meetings.
- Recommend and supervise appropriate committees to plan events and recommend policies relating to those issues.
- Reviews the City Center Event Planning Calendars.
- Reviews the budget requests for events planned by Tampa Bay Directors to ensure the Chapter's overall annual budget goals are met.
- Direct each City Center to coordinate at least 1 event/year to foster leadership in the industry of Interior Design.
- Oversees planning of philanthropic events to ensure Chapter's resources are used for a worthy cause reflecting the goals, objectives and mission statement.
- Reviews planning of CEU courses intended to satisfy interests, IIDA membership and license renewal requirements.
- Coordinate schedules with other Chapter functions including Campus Centers and affiliate associations.
- Coordinates the Chapter Gala Planning committee if the event is held in Tampa/St. Petersburg to research venues, expenses, and revenue in alignment with the Chapter's overall annual budget goals; maintains confidentiality of all competition entries and awards until the Gala announcements.

SECTION III - APPENDIX 3.E.6

VICE PRESIDENT OF ADVOCACY

Reports to: President and Chapter Board of Directors

Prerequisites:

- Previously served as a City Center Director, or as a committee chair at the City Center level.
- Knowledge of Robert's Rules of Order | Parliamentary Procedures

Position Description:

The VP of Advocacy shall be responsible for the legislative and regulatory issues and affairs of the Chapter, advocacy programs for the Chapter, and the Chapter By-Laws and Policy development. The VP shall be responsible for professional practice issues and the development of member continuing education programs. These duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues. The VP coordinates the Chapter's Award Public Relations recognition in conjunction with the President-Elect. The Vice President of Advocacy shall perform such other duties as from time to time may be assigned by the President or Chapter Board of Directors.

Committees:

Legislative Advocacy (Chair)
Professional Development and Continuing Education (Chair)
NCIDQ Study Sessions (Chair)
Chapter Gala and Design Competition (Serve)

Responsibilities:

- Responsible for reviewing the Chapter By-Laws, Policies and Procedures in accordance with Robert's Rules.
- Ensures Chapters operating activities and meeting format comply with Parliamentary Procedures.
- Serves as a Coalition representative; attending IDAF meetings on behalf of the Chapter.
- Advocates for the profession to legislators; attends Tallahassee Rally coordinated by Coalition.
- Participates in monthly Advocacy calls as established by IIDA Headquarters Senior Director of Advocacy.
- Updates Board on Legislative news and events throughout IIDA as an organization.
- Compiles information for IIDA Headquarters legislative grant.
- Represents the Chapter to the Florida BOAID and attends their quarterly meetings.
- Reviews Continuing Education Compliance criteria and communicates to the Board and members.
- Oversee the implementation of the NCIDQ study groups within the City Centers to enhance the elevation of members to professional status.
- Supervises programs to educate the general public on the importance of Registered Interior Designers.
- Oversees the Chapter's Award winning project recognition to the public with the VP of Media & Membership through researching and submitting information to publications.

SECTION III - APPENDIX 3.E.7

VICE PRESIDENT OF MEDIA & MEMBERSHIP

Reports to: President and Chapter Board of Directors

Prerequisites:

- Previously served as a City Center Director, or as a committee chair at the City Center level.

Position Description:

The VP of Media & Membership shall be responsible for coordination and promotion of membership and public relations of the Chapter to the members and to the general public. The VP will coordinate programs focusing on membership recruitment, retention, member benefits and services. The Vice President of Media & Membership will act as liaison between the Chapter and IIDA's Membership and Communications. The VP shall serve as the Chapter secretary (or shall appoint a secretary) and shall be the custodian of all Chapter records. The VP shall oversee committees whose responsibilities are to promote communications (social media, website, calendar). They shall also perform such other duties that may be assigned to them from time to time by the President and the Board of Directors.

Committees:

Membership (Chair)

Student Affairs (Chair)

Chapter Gala and Design Competition (Serve)

Responsibilities:

- Reviews Chapter activities to establish consistent and appropriate member services to all membership categories: Professional, Associate, Industry, Affiliate, Educator and Students.
- Participates in monthly Communication calls as established by IIDA Headquarters.
- Updates Board on Media & Membership news and events throughout IIDA as an organization.
- Promotes the Chapter's advocacy and philanthropic efforts to Members and encourages participation on Event and Program planning committees.
- Coordinates Campus visits to increase awareness of Student membership.
- Communicates with the College liaisons in the Chapter and develops a working program for student participation.
- Coordinates activities to encourage interaction between students, emerging and professionals.
- Ensures that accurate and detailed meeting minutes are maintained during the Board meetings and communicated to the Board within 5 days of the meeting.
- Oversees graphics standards for all publications and makes recommendation on branding to the Board.
- Creates and/or reviews marketing materials for all publications and membership information.
- Oversees the Chapter communications media; delegates tasks to Directors & website administrator.
- Serves as an IDAF Coalition alternate; attending meetings if the Chapter's representative are unavailable.
- Coordinates communication from the Coalition to the Chapter's distribution lists.
- Oversees the Chapter's Competition and Gala communications with the President-Elect by creating graphics unique to the event that correspond to the Chapter's Branding strategy, coordinates the technical interface of competition entries and compiles the presentation for the Gala recognizing Sponsors and Award winners.

SECTION III - APPENDIX 3.E.8

CITY CENTER DIRECTORS – Event Co-Chair

Reports to: VP of Orlando or VP of Tampa Bay, President and Chapter Board of Directors

Prerequisites:

- Must be a Professional or Associate member in good standing.
- Previously active on planning committees within the City Center.

Position Description:

City Center Directors – Event Co-Chair coordinates the City Center’s social, networking and philanthropic activities. Each City Center should plan at least one Signature Event each year that exemplifies the goals of the Association. The Directors coordinate with the VPs to establish a calendar of Events and Programs that further the collaboration, education and professionalism of the City Center members.

Committees:

City Center (Serve)

- (1) Director serves as Co-Chair for Spring Social
- (1) Director serves as Co-Chair for Fall Social
- (1) Director serves as Co-Chair for Philanthropic Event

Responsibilities:

- Abides by the Chapter’s Policy and Procedures on all Event planning activities.
- Reviews Event planning recommendations with the Chapter VP of Orlando or VP of Tampa Bay.
- Participates on monthly teleconference with the Board.
- Submits budget and event planning forms for approval in a timely manner.
- Encourages participation of members on committees and attendance at events.
- Develops Events that appeal to the profession and enhance member recruitment.
- Organizes and/or participates in City Center Committee meetings.
- Assists with the Chapter wide events held within their City Center.
- Attends as many City Center programs coordinated by Director colleagues as possible.
- Coordinates Event photos and uploads to the Chapter’s Facebook page.

SECTION III - APPENDIX 3.E.9

CITY CENTER DIRECTOR - Programs Co-Chair

Reports to: VP of Orlando or VP of Tampa Bay, President and Chapter Board of Directors

Prerequisites:

- Must be a Professional or Associate member in good standing.
- LEED AP certification preferred.

Position Description:

City Center Director of Programs coordinates the City Center's educational and advocacy activities. Directors coordinates CEUs, Project Tours and Sustainability Programs to inform the design community. The Directors coordinate with the VPs to establish a calendar of Events and Programs that further the collaboration, education and professionalism of the City Center members.

Committees:

City Center (Serve)

(1) Director serves as Co-Chair CEU Programs

(1) Director serves as Co-Chair of Tour Program

NCIDQ Study Sessions

Campus Center (Liaison between the Chapter and the Colleges within the City Center)

Responsibilities:

- Abides by the Chapter's Policy and Procedures on all Program planning activities.
- Reviews Program planning recommendations with the Chapter VP of Orlando or VP of Tampa Bay.
- Participates on monthly teleconference with the Board.
- Submits budget and program planning forms for approval in a timely manner.
- Encourages participation of members on committees and attendance at CEU and Tour programs.
- Develops CEU Programs that appeal to the profession and enhance member recruitment.
- Organizes and/or participates in City Center Committee meetings.
- Assists with the Chapter's Advocacy and legislative programs held within their City Center.
- Solicits Industry member organizations for CEU content and sponsorship.
- Recruits members to facilitate NCIDQ Study Sessions.
- Participates in activities with the Student Campus Center to encourage collaboration with emerging professionals.
- Attends as many City Center programs coordinated by Director colleagues as possible.
- Coordinates Program photos and uploads to the Chapter's Facebook page.