

Vice President of Advocacy

Reports to: President and Board of Directors

Prerequisites:

1. Professional Member
2. Must have served on the current Board, as a City Center Director, or as a committee member at the City Center level.
3. NCIDQ certified preferred

Job Description:

1. Responsible for the Legislative and Regulatory Issues, Affairs and Advocacy Programs of the Chapter.
2. Responsible for communication between IIDA headquarters, lobbyists, chapter, and (5) city centers.
3. Responsible for raising awareness about the interior design profession within and outside of industry.
4. Responsible for Chapter professional practice issues.
5. Perform other duties as requested by the President or the Board of Directors.

Committees:

Chapter and/or State Legislative Network
City Center Advocacy Coordinators

Responsibilities:

1. Interact with the State Legislative Coalition and Lobbyist Group.
2. Develop local and statewide political and regulatory contacts for Ohio and Kentucky.
3. Update members on initiatives and deadlines related to licensing issues.
4. Assist City Centers in coordinating legislative programs.
5. Apply for IIDA Headquarters grants
6. Work with City Center Advocacy Coordinators.
7. Increase public awareness of the profession and of the organization.
8. Represent the Chapter at professional events.
9. Attend City Center & Committee events as often as possible.
10. Prepare the annual budget for VP of Advocacy and submit by the determined date to the Chapter President.
11. Adhere to IIDA Ohio Kentucky Chapter Policy & Procedures.
12. Maintain good records that can be passed on to the next person in position including an organized Google Drive Folder and Inbox.
13. Maintain open communication with IIDA Headquarters and City Center Committee members as required.
14. Prepare updates for monthly Chapter conference calls, quarterly meetings, quarterly VP reports, and prepare goals for the Chapter Board retreat (July).
15. Two year commitment with the following time requirements:
 - a. Monthly chapter conference calls (60 minutes), generally first Tuesday of every month from 7:30-8:30am.
 - b. Attendance at strategic planning annual chapter retreat (4 days), generally Thursday - Sunday the third week in July.

- c. Attendance and participation at three quarterly chapter meetings per year (2 days), generally from 3PM Friday to 4PM Saturday;
- d. Host monthly committee meetings with all five city centers, generally one conference call per month (30 - 60 minutes) and time necessary time to support position.

Benefits:

- 1. Develop statewide and political contacts.
- 2. Contribution to the advancement of the interior design profession
- 3. Opportunity to remain involved with other professional interior design organizations and interacts with fellow organization members with contributions to the growth of professionalism.
- 4. Develop leadership skills and persuasive talents.
- 5. Interaction with other members and industry leaders.