Chapter Board
Position Description

IIDA | OHIO KENTUCKY chapter

Vice President of Special Events

Reports to: President and Chapter Board

Prerequisites:

1. Must have served on the current Board, as a City Center Director, or as a committee member at the City Center level.

Job Description:

1. Oversees the Chapter's signature events in accordance with budget and revenue goals.
2. Assists City Center's advance, grow and develop Signature Events.
3. Serves as a liaison between Chapter and City Center for scheduling, planning, and budgets of city center and chapter led signature events.

Committees:

Honor/ awards programs of the Chapter
City Center Special Event Programs
Special Events Chairs committee

Responsibilities:

1. Work with City Center Directors to prepare their yearly budget for Signature Events.
2. Assist City Centers to fill Signature Events committees.
3. Promote IIDA design competitions.
4. Increase public awareness of the profession and of the organization.
5. Represent the Chapter at professional events.
6. Attend City Center & Committee events as often as possible.
7. Prepare the annual budget for VP of Special Events and submit at the determined date by the Chapter President.
8. Adhere to IIDA Ohio Kentucky Chapter Policy & Procedures.
9. Lead the planning of the Bi-ennial Chapter Design Awards- manage and lead all planning efforts including all sub-committee activities. Manage financial success of event.
10. Provide guidance and oversight of city center special events- including design awards, large format social/networking, golf outings, and other social/networking events not otherwise deemed professional development, membership, or student relations
11. Review and approve Program Reports for events designated "special events".
12. Review and comment on contracts as requested by Chapter President.
13. Provide planning support to chapter activities such as chapter retreats, quarterly meetings, etc as requested by Chapter President.
14. Provide guidance and oversight of insurance related protocols and procedures on any chapter or city center activities.
15. Maintain good records that can be passed on to the next person in position including an organized Google Drive Folder and Inbox.
16. Maintain open communication with IIDA Headquarters and City Center Committee members as required.
17. Prepare updates for monthly conference call and quarterly retreats; prepare content for the annual Board retreat (July).
18. Two year commitment with the following time requirements:

a. Monthly Chapter Meeting (60minutes) typically first Tuesday of every month.
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.
a. Additional attendance to city center special event committee planning calls may be required.

Benefits:

1. Opportunity for leadership and professional growth.
2. Interaction with other members and industry leaders.
3. Opportunity to plan and lead large scale events.
4. Opportunity for recognition and service within the IIDA association.