

**Vice President of Professional Development**

**Reports to** President and Board of Directors

**Prerequisites:**

1. Professional Member (or Associate member with Board approval)
2. Must have served on the current Board, as a City Center Director, or as a committee member at the City Center level.
3. Encouraged to be a CIDQ ambassador or complete CIDQ ambassador training

**Job Description:**

1. Fosters ongoing recognition of the importance of IIDA's role in the interior design profession.
2. Oversees Chapter wide quality educational programming and professional development forums.
3. Serves as an information source for Professional Development coordinators of each City Center.
4. Has thorough understanding of IDCEC functions and their relationship to IIDA.
5. Registers and serves as the IDCEC Chapter Provider.
6. Has thorough understanding of NCIDQ and current state legislation in Ohio and Kentucky.

**Committees:**

THRIVE  
QPractice  
ENRICH  
Mentorship Connection  
CEUs  
Assist in the development of quarterly Friday Forum programming

**Responsibilities:**

1. NCIDQ
  - a. Promote application and registration for exams
  - b. Recognize Ohio and Kentucky interior designers who pass the NCIDQ exam each spring and fall.
  - c. Coordinate and promote Chapter wide NCIDQ study programming.
2. IIDA HQ Mentorship
  - a. Reach out to professional members to participate in student mentorship and career development day.
  - b. Work in conjunction with VP Student Relations
3. Promote IIDA HQ's exclusive CEUs
4. Assist City Centers with Professional Development events
  - a. Cross pollinate ideas among the City Centers
  - b. Assist City Centers with planning & development
5. Assist Past President & city center in the development and execution of quarterly Friday Forum programming.
6. Promote scholarships, foundation opportunities & design competitions available from IIDA HQ with the VP of Communication & PR
7. Coordinate educational posts & content on social media for education of membership with assigned Comms/Pr teammates.
8. Assists City Centers in the planning of their professional programs & qualifying CEU's.
  - a. Serve as main point of contact for IDCEC and assist in CEU qualification
  - b. Serve as an information source between City Center Prof Development volunteers
  - c. Maintains an awareness of existing and new CEU opportunities intended to satisfy interest, IIDA membership requirements, and license renewal requirements and promotes appropriately to City Centers.

9. Awareness of professional development programming of other Chapters through attendance of quarterly QCC calls facilitated by HQ
  - a. Examples: Emerging Professionals - New England, Elevate - Colorado, Leaders Breakfast, Industry Roundtable, BOLD - Indiana, PLAID - Mid-Atlantic
10. Lead THRIVE planning committee
  - a. develop and maintain list of senior leader invitees with the help of city center committee members and chapter board members
  - b. solicit topic moderator and facilitate travel
  - c. lead event planning efforts in each city
  - d. develop graphic report summarizing discussion
11. Lead and promote ENRICH fund application
  - a. advertise and update application each year
  - b. lead selection committee and Chapter Board vote to award recipients each year
  - c. facilitate recipient "give-backs"
12. Lead the Mentorship Connection program
  - a. advertise and update application each year
  - b. lead pairing committee
  - c. facilitate mentorship prompts
13. Represent the Chapter at professional events.
14. Attend City Center & Committee events as often as possible.
15. Prepare the annual budget for VP of Professional Development and submit at the determined date by the Chapter President.
16. Adhere to IIDA Ohio Kentucky Chapter Policy & Procedures.
17. Maintain good records that can be passed on to the next person in position including an organized Google Drive Folder and Inbox.
18. Maintain open communication with IIDA Headquarters and City Center Committee members as required.
19. Prepare updates for monthly conference call and quarterly retreats; prepare Annual Report of activities for the Board retreat (July).
20. Two year commitment with the following time requirements:
  - a. Monthly chapter conference calls (60 minutes), generally 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. Attend 1 QCC with HQ per quarter.
  - e. 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. Opportunity for leadership and professional growth.
2. Interaction with other members and industry leaders.
3. Opportunity for recognition and service within the IIDA association.