

**Vice President of Communications**

**Reports to:** President and Board of Directors

**Prerequisites:**

1. Must have served on the current Board, as a City Center Director, or as a committee member at the City Center level.
2. Must have working knowledge of the following programs: Adobe Creative Suite, Facebook, Instagram, Canva, Wix, LinkedIn

**Job Description:**

1. Work closely with the Vice President of Public Relations, sharing responsibilities as required and guide City Center communications and public relations committees as a team.
2. Responsible for continuous promotion of IIDA and the Chapter to the design industry, maintaining a clear message that reflects Chapter mission, values and goals.
3. Maintain Chapter website to meet standards and intention defined by Chapter. Chapter liaison for communication with graphic designers.
4. Work with and coordinate activities of the City Center Coordinators with supervisory responsibility to achieve communication goals.
5. Responsible for coordination of official publications and Chapter award submissions.
6. Responsible for maintaining and implementing Chapter graphic standards.
7. Maintain and coordinate distribution of accurate recorded meeting minutes.
8. Provide Annual budget to Chapter President.
9. Must be an active IIDA Associate or Professional member.
10. Maintain quality digital records on Chapter Google drive that can be passed onto the next person in position.
11. Maintain an organized email inbox and account that can be passed onto the next person in position.

**Committees:**

Communications Coordinators  
Public Relations Coordinators  
Graphic Coordinators

**Responsibilities:**

**Newsletters:**

1. Maintain up to date newsletter templates for Chapter and City Centers.
2. Coordinate distribution of Chapter-level newsletters per agreed upon schedule.
3. Send out e-blasts for Chapter driven events/initiatives
4. Maintain up to date contact list through newsletter distribution.
5. Monitor all City Center level newsletters, ensuring content and frequency is at a Chapter established level.
6. Maintain benefactor CEUs that are submitted to the VP of Benefactors annually

**Chapter Website:**

7. Coordinate design and updates of Chapter website with 3rd party graphic designers. Updates to occur as Chapter sees fit.
8. Post Chapter-level events and blog posts as required. Keep content fresh and relevant.
9. In July each year, refresh Chapter Board roster.
10. Post job opportunities and refresh 'Opportunities' page on website as needed.
11. Monitor publications from City Center Coordinators, ensuring content, quality, and post frequency is at a Chapter established level.

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- 12. Create events for all Chapter events.
- 13. Monitor all City Center level events.

**Graphics:**

- 14. Assist Vice President of Public Relations with graphic creation as needed.

**Social Media:**

- 15. Assist Vice President of Public Relations with social media as needed.

**General:**

- 16. Assist in the process for submitting for Chapter Awards at IIDA national level.
- 17. Coordinate meeting minutes for all Chapter meetings and distribute. Maintain accurate records on Chapter Google Drive.
- 18. Post Zoom event recordings to the chapter YouTube channel.
- 19. Assist Chapter Board members with Communications efforts as needed.
- 20. Assist and advise City Center Coordinators with all above listed responsibilities at City Center level.
- 21. Increase public awareness of the profession and of the organization.
- 22. Represent the Chapter at professional events.
- 23. Attend City Center & Committee events as often as possible.
- 24. Prepare the annual budget for VP of Communications and submit at the determined date by the Chapter President.
- 25. Adhere to IIDA Ohio Kentucky Chapter Policy & Procedures.
- 26. Maintain good records that can be passed on to the next person in position including an organized Google Drive Folder and Inbox.
- 27. Maintain open communication with IIDA Headquarters and City Center Committee members as required.
- 28. Prepare updates for monthly conference call and quarterly retreats; prepare Annual Report of activities for the Board retreat (July).
- 29. Two year commitment with the following time requirements:
  - a. Two year commitment with the following time requirements:
  - b. Monthly chapter conference calls (60 minutes), generally first Tuesday of every month.
  - c. Attendance at strategic planning annual chapter retreat (3 days), generally Thursday - Sunday the third week in July.
  - d. Attendance and participation at three quarterly chapter meetings per year (2 days), generally from 3PM Friday to 4PM Saturday;
  - 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. Interaction with other members and industry leaders.
- 2. Recognized for leadership and contributions by all members of the Association.