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**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 an NCIDQ ambassador or complete NCIDQ 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:**

Inspire Me Series  
NCIDQ  
Philanthropic activities  
Round Table  
CEUs  
Assist in the development of quarterly Friday Forum programming

**Responsibilities:**

1. NCIDQ
  - a. Promote application for exam.
  - b. Promote registration for exam.
  - c. Recognize Ohio and Kentucky interior designers who pass the NCIDQ exam each spring and fall.
  - d. 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 *Inspire Me Series*
  - a. Cross pollinate ideas among the City Centers
  - b. Assist City Centers with planning & development
5. Assist City Center in the development of quarterly Friday Forum programming in conjunction with the VP of Special Events
6. Promote scholarships available from IIDA HQ
7. Promote design competitions from IIDA HQ
8. Work with City Centers to develop Philanthropic events
  - a. Select local or statewide charities
  - b. Assist in documenting and promoting activities
9. Assists City Centers in planning the implementation of their professional programs & qualifying CEU's.

- a. Serve as an information source between City Center Prof Development/CEU coordinators
  - b. Manages completed CEU Program Reports in a central Google Drive location for shared access.
  - 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.
10. Responds to member interests and needs and plans programs accordingly.
  11. Shall supervise programs to educate the general public on the importance of professional interior designers.
  12. Awareness of professional development programming of other Chapters
    - a. Emerging Professionals - New England
    - b. Elevate - Colorado
    - c. Leaders Breakfast
    - d. Principal Roundtable
    - e. Client Roundtable
  13. Increase public awareness of the profession and of the organization.
  14. Represent the Chapter at professional events.
  15. Attend City Center & Committee events as often as possible.
  16. Prepare the annual budget for VP of Professional Development and submit at the determined date by the Chapter President.
  17. Adhere to IIDA Ohio Kentucky Chapter Policy & Procedures.
  18. Maintain good records that can be passed on to the next person in position including an organized Google Drive Folder and Inbox.
  19. Maintain open communication with IIDA Headquarters and City Center Committee members as required.
  20. Prepare updates for monthly conference call and quarterly retreats; prepare Annual Report of activities for the Board retreat (July).
  21. Two year commitment with the following time requirements:
    - a. Monthly chapter conference calls (60 minutes), generally first Wednesday 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.

**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.