

Chapter Board Position Description



President Elect

Reports to: President and Chapter Board

Prerequisites:

1. Professional Member
2. Must have served on the Chapter Board, as a City Center Director, or as a committee member at the City Center level.
3. Willingness to serve as President and Past President in the subsequent two-year period

Job Description:

The President-Elect shall manage the affairs of the Chapter with regard to resource development, oversee the activities of the Nominating Team and perform such other duties as from time to time may be assigned by the President or the Board of Directors. The duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues. The President-Elect shall oversee and support the activities of the City Center Directors, hosting regular calls to review their events, discuss volunteer engagement, and identify ways the Chapter Board can better support our city center efforts.

The President-Elect also collaborates with the Director of Finance, Chapter Presidents, and VP of Benefactors to guide the budgeting process and provide final oversight. Additionally, the President-Elect collaborates on the annual meeting agenda and presentation, helps guide and steer Chapter signature events such as the Design Awards and Student Conference, and assists the President in planning the Annual Chapter Retreat and Annual Directors Retreat.

Committee:

City Center Directors
Nominating Team
Finance

RESPONSIBILITIES:

1. Manage the affairs of the Chapter with regard to resource development.
2. Assist the Director of Finance, VP of Benefactors, and President with the annual Chapter budget.
 - a. Meet with all Chapter VPs and City Center Directors to review submitted budgets.
3. Oversee the activities of the nominating committee.
4. Responsible for Chapter Bylaws, Policies, and Procedures.
 - a. Recommend and supervise appropriate teams to formulate programs and recommend policies relating to the above issues.
5. Coordinate the elections for Chapter Board Officers
6. Coordinate the elections for Chapter Awards.
7. Increase public awareness of the profession and of the organization.
8. Represent the Chapter at professional events.
9. Attend City Center & Chapter events as often as possible.
10. Adhere to IIDA Ohio Kentucky Chapter Policy & Procedures.
11. Maintain good records that can be passed on to the next person in position including an organized Google Drive Folder and Inbox.
12. Maintain open communication with IIDA Headquarters and City Center Committee members as required.

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13. Prepare updates for the monthly conference call and quarterly retreats; prepare Annual Report of activities for the Board retreat (July).
14. One year commitment with the following time requirements:
 - a. Monthly chapter conference calls (60 minutes), generally the first Tuesday of every month.
 - b. Attendance at strategic planning annual chapter retreat (3 days), generally Thursday - Saturday 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. (City Center location depending on rotating hosting cadence.)
 - d. Attendance and participation at three Chapter Leader Conferences (CLCs) per year (3 days), generally Friday - Sunday the first week of February (Chicago), the first week of June (Chicago), and September/October (Regional location depending on rotating hosting cadence).
 - e. Host monthly Director meetings with all City Center Directors, generally one conference call per month (30 - 60 minutes).

BENEFITS:

1. Promotion to the Chapter President position at the end of term.
2. Develop and enhance leadership skills.
3. Opportunity to remain involved with a professional design organization and to interact with fellow members and industry leaders.
4. Opportunity for personal recognition.