

Chapter Board Position Description

President Elect

Reports to: President and Chapter Board

Prerequisites:

1. Professional Member
2. Must be serving on the current Board, or on one of the City Center committees.
3. Willingness to serve as President and Past President in the subsequent two-year period.

Job Description:

The President-Elect shall serve as the treasurer of the Chapter and as custodian of all monies, securities and deeds belonging to the Chapter; shall hold, invest and disburse same subject to the direction of the Board of Directors; shall cause to be performed a periodic independent audit of the Chapter's financial affairs; and in general, shall perform all duties incident to the office of treasurer of the Chapter. The duties of the treasurer may be assigned, in whole or in part, to the Executive Director or Assistant Treasurer.

The President-Elect also 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.

Committee:

Nominating Team
Finance

RESPONSIBILITIES:

1. Manage the affairs of the Chapter with regard to resource development.
2. Oversee and manage Chapter financial assets and assist President with annual Chapter budget.
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. Prepare and submit President Elect annual budget.
8. Increase public awareness of the profession and of the organization.
9. Represent the Chapter at professional events.
10. Attend City Center & Committee events as often as possible.
11. Prepare the annual budget for President Elect and submit at the determined date by the Chapter President.
12. Adhere to IIDA Ohio Kentucky Chapter Policy & Procedures.
13. Maintain good records that can be passed on to the next person in position including an organized Google Drive Folder and Inbox.
14. Maintain open communication with IIDA Headquarters and City Center Committee members as required.

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15. Prepare updates for monthly conference call and quarterly retreats; prepare Annual Report of activities for the Board retreat (July).
16. 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. 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.