

POLICIES & PROCEDURES

Director of Members

Description:

The City Center Membership Director shall be responsible for promotion of the City Center to existing, new, and future members. Responsibilities include:

- Organize carpools, if applicable, for monthly meetings.
- Coordinate one membership driven meeting per year. Gather information needed for Membership Event Invitation and give to Communications Chair:
- Event Description
- Event Location
- Date/Time
- Contact or Organizer
- JPG image attached that relates to event
- Contact new members (email or phone) to greet them, answer any questions, and encourage attendance at monthly meetings. Recommend carpool options. Greet at meetings and introduce them to others.
- Reach out to non-active members to encourage participation. Visit firms with non-active designers and introduce them to the benefits of IIDA.
- Target possible new members and contact them.
- Coordinate meeting and knowledge transfer to incoming City Center Membership position.
- Anticipated time commitment = 4 hours per month

Prerequisites:

- Be a Member in good standing who maintain active status through set term.
- Support of participation from employer.

Term & Limits:

- Term: 1 (one) year, July 1st – June 30th
- Limits: N/A

Reports To:

- VP of City Center (Primary)
- VP of Members (Secondary)

Committee Involvement:

- City Center Committee

Duties:

General

1. Notify IIDA Headquarters and the Chapter President of any change in personal or employment information or membership status within two (2) weeks of change.

Leadership

1. Shall be responsible for promotion of the Chapter and the Commercial Interior Design Industry.
2. Shall be responsible, as defined by position, for contributing and participating for the Chapter to achieve its strategic objectives.

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Meetings / Events

1. Shall make a concerted effort to attend Chapter meetings and events, including but not limited to those below.
 - a. Chapter's Annual Meeting (typ. June, July or August)
 - b. Chapter Knowledge Transfer / Orientation Training Meeting (typ. in July)
 - c. City Center events held within position's local City Center. (typ. 1 per month)
 - d. Chapter's annual Signature Event (typ. in Fall)
 - e. Chapter's annual IDEA Awards (typ. in April or May)
2. Meetings General:
 - a. Shall submit to VP any agenda items to be reviewed by the Board of Directors no later than 2 weeks ahead of any monthly Board conference calls and 3 weeks ahead of any Board Retreat.

Documents

1. Budget: Submit budgets to support needs and/or events. Submit budget reports to the VP following any event or meeting for which responsible.
2. Calendar: Review and request updates when needed of internal and external calendars with dates related to position's duties, and pertinent and relevant to Chapter awareness and scheduling coordination.
3. Communications Email Campaigns & Publications: Shall provide adequate notice and relevant content to corresponding VP and VP of Communication for the use in email campaigns or according to printed/electronic publication needs and schedules. Content may include but is not limited to position pertinent information received from IIDA HQ.
4. Electronic File Storage: Upload pertinent and current documents and photos to designated electronic storage locations or provide to Board of Directors VP to do so.
5. Knowledge Transfer CliffsNotes: Review position specific Knowledge Transfer CliffsNotes, maintain document, and rereview near end of year to determine items that should remain in CliffsNotes vs be moved to Policies & Procedures. Include requested updates in annual P&P submission to VP.
6. Policies & Procedures: Responsible for reviewing and understanding Chapter P&P through engagement with corresponding VP. Submit requested updates most specifically to the position, in annual P&P submission to VP.
7. Social Media: Document and submit to VP relevant photos for social media.
8. Website: Review and provide current content and updates to the Chapter website as related to the position.

Schedule Outline:

Note: Outline is in addition to meetings, retreats, and events listed in above section "Meetings / Events".

MONTH	DUTY
July	•
August	•
September	•
October	• Budget Preparation for next year. Coordinate with VP to generate a draft of events and budget (expenses and incomes). Board review and vote to follow for January implementation.
November	• Prior to November 30 th - Review position's description in the Chapter's Policies & Procedures, turning in requested updates to VP. This is in preparation of the Call for Nominations issued in January.
December	•

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January	
February	
March	
April	
May	- Prior to May 31st – Review position’s Knowledge Transfer CliffsNotes, send requested updates to VP. - Prior to May 31st - Review position’s description in Chapter’s Policies & Procedures, send requested updates to VP.
June	Prior to July 1st – Schedule an individual one-on-one Knowledge Transfer session with the position’s appointed incoming, in addition to and ahead of any Chapter held session and/or training.