

POLICIES & PROCEDURES

Special Events Chair

Description:

The Chair of Special Events shall be responsible for the planning and execution of yearly special events, including (but not limited to) IIDA IDEA Awards, OR the IIDA Signature Event. Responsibilities include:

- Recruit volunteers/panel to assist with planning and execution for events.
- Develop, assign, and oversee tasks for each panel member.
- Report monthly planning progress and budget to City Center VP.
- Work closely with the President Elect on maintaining the set budget for the event.
- Gather information for Event Invitation and send to Communications Chair to be sent out to invitees.
- Collaborate with Sponsorship Committee and City Center VP, when necessary, for additional financial support from Industry Partners and/or Industry Members.
- See below for additional information on each special event

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:

- President Elect
- VP of City Center that the event is taking place in (Omaha, Des Moines, Eastern Iowa)

Committee Involvement:

- Special Events Committee (Chair)

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.

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)

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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".

**This schedule is for the planning of IDEA only.

MONTH	DUTY
July	•
August	•
September	•
October	• Coordinate with VP of City Center to generate a draft of events and budget (expenses and incomes). Board review and vote to follow for January implementation.
November	• For IDEA Awards, start looking for potential venue's for the event. Review with VP of City Center and Executive Committee.
December	• Solidify event date for IDEA and book venue.
January	• Work on event planning as needed.
February	• Work on event planning as needed. • Coordinate Save the Date, Ticket Sales and Event promotions with the Communications Committee.
March	• Work on event planning as needed. • Start writing the script for IDEA ceremony.
April	• Finalize IDEA Script for the evening with 1-2 committee members – work with VP of Members to fill in project award winner's information.

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	• Finalize catering and event details.
May	• Typically when the date for IDEA Awards falls. • Host event and direct committee tasks for the awards ceremony. • Responsible for setup and clean up of the event. Venue dependent on what these responsibilities all entail.
June	• Provide any wrap up event details to board of directors.