

POLICIES & PROCEDURES

Director of Event Publicity

Description:

Personality Characteristics: organized, detail oriented, responsible,

1. Set-up chapter event invitations via Eventbrite
2. Set-up chapter emails via Mailchimp
3. Set-up zoom calls for virtual events
4. Support VP of Communications with special events (IDEA, etc.) as required

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 Communications

Committee Involvement:

- Communications Committee
- Special Events 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.

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

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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	- Attend annual meeting / knowledge transfer - Position training and coordination
August	Respond to request for publication form for all Eventbrite, emails, & event calendar website updates
September	Respond to request for publication form for all Eventbrite, emails, & event calendar website updates
October	Respond to request for publication form for all Eventbrite, emails, & event calendar website updates
November	Respond to request for publication form for all Eventbrite, emails, & event calendar website updates
December	Respond to request for publication form for all Eventbrite, emails, & event calendar website updates
January	Respond to request for publication form for all Eventbrite, emails, & event calendar website updates
February	- Respond to request for publication form for all Eventbrite, emails, & event calendar website updates - Update Sponsorship E-blast banner
March	- Respond to request for publication form for all Eventbrite, emails, & event calendar website updates - Support VP of Communications with IDEA as required

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April	• Respond to request for publication form for all Eventbrite, emails, & event calendar website updates • Support VP of Communications with IDEA as required
May	• Respond to request for publication form for all Eventbrite, emails, & event calendar website updates • Support VP of Communications with IDEA as required
June	• Respond to request for publication form for all Eventbrite, emails, & event calendar website updates