

Chapter Board Position Description

Vice President of Student Relations

Reports to: President and Board of Directors

Prerequisites:

1. Must have served on the current Board, as a City Center Director, or as a committee member at the City Center level.

Job Description:

1. Develop and coordinate student focused programs, activities, and information dedicated to furthering the education of the Chapters student members that are beyond the scope of the regular City Center activities.
2. Communicate with City Center student committees, and support their development of student activities for student members and Campus Centers within their City Center.
3. Facilitate communication with Educator and Student members directly as needed and coordinate special student activities.
4. Assist with coordination of City Center Student Career Days when applicable, traditionally held in the spring in alignment with HQ mentor month.

Committees:

City Center Student Liaisons
Campus Centers

Responsibilities:

1. Supervise Coordinators:
 - a. In conjunction with the City Center Director, recruit dependable and enthusiastic Student Affairs Coordinators.
 - b. Assist Student Affairs Coordinators/committee in learning to effectively implement responsibilities.
2. Supervise Program Development - Student:
 - a. Work with the Student Affairs Coordinators/committee in each City Center to create programs for students with special emphasis on registered Campus Centers. City Center programs should be designed to complement the regular curriculum, to assure the students that IIDA is concerned about student interests and to provide a forum to promote IIDA. Extend a special invitation to students to attend regular City Center program meetings. Student programs could include;
 - i. Design critiques
 - ii. Portfolio reviews
 - iii. Activities with benefactors (lunch and learns)
 - iv. Talks by design practitioners
 - v. Site and firm tours
 - vi. Educational workshops
 - vii. Design charrettes
3. Assist with development of City Center Student Career Days.
 - a. Encourage development of City Center Student Career Days.
 - b. Assist City Center Student Affairs Coordinator/committee in the planning of the event as needed, which could include location, selection, scheduling, publicity, program development and funding sources.
4. Increase public awareness of the profession and of the organization.

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5. Represent the Chapter at professional events.
6. Attend City Center & Committee events as often as possible.
7. Prepare the annual budget for VP of Student Relations and submit at the determined date by the Chapter President.
8. Adhere to IIDA Ohio Kentucky Chapter Policy & Procedures.
9. Maintain good records that can be passed on to the next person in position including an organized Google Drive Folder and Inbox.
10. Maintain open communication with IIDA Headquarters and City Center Committee members as required.
11. Prepare updates for monthly conference call and quarterly retreats; prepare Annual Report of activities for the Board retreat (July).
12. 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. Opportunity for involvement with a professional design association with direct influence on Student members and future IIDA members.
2. Serve as a mentor and liaison to interior design students.
3. Interaction with Interior Design programs and universities throughout the Chapter.
4. Recognized for leadership and contributions by all members of the Association.
5. Gain knowledge of education development process.
6. Make new contacts in the design community and with professionals in other related fields.