

IIDA NPC VP of Professional Development (Pro Dev) Position Description

Reports To:

Overall: Presidents and the Board

Prerequisites:

1. Must be an IIDA member in good standing
2. Willingness to serve a two-year term which goes from July 1st to June 30th.

Job Description:

The Vice President of Professional Development shall be responsible for developing chapter Professional Development goals, programs and creation of resources. These duties shall include recommendation and supervision of appropriate teams to formulate programs and recommend policies relating to those issues. The Vice President of Professional Development shall perform such other duties as from time to time may be assigned by the President or Chapter Board of Directors

Committees:

- NCIDQ Study Program
 - Chair
 - Facilitators
- Forums & Coffee Chats
 - Chair
 - Committee Members
- Workshops
 - Chair
 - Committee Members
- CEU Tracker/Collector
 - Chair

Responsibilities:

1. General
 - a. Work with the President to establish and implement chapter's Professional Development goals.
 - i. Reports to the President once a month or more frequently as needed regarding the status of Professional Development programs and resources.
 - b. Represents the Chapter to the public and carries out official duties as requested by the President and Board of Directors.
 - c. Provide a significant visual presence of the Board to Members at chapter signature events.
 - d. Increases public awareness of the Organization and the Chapter's Professional Development efforts by building strategic alliances with related industry organizations.
 - e. Communicates with other Chapter's Professional Development VP's and/or Professional Development committees and headquarters for feedback and information sharing
 - f. Creates Professional Development resources for the design community and coordinates with VP of Communications to promote content.
 - g. Support Board of Directors with their programming Professional

- Development goals and implementation as requested by Presidents, VP, or Directors annually.
- h. Aide in the creation of resources including but not limited to speakers, topics, venues, local organizations to partner with, and a log of contacts
 - i. Work with design firms, industry firms, and local schools to advance the Professional Development effort
 - j. Create and maintain VP of Professional Development transition guide and electronic file sharing content.
 - k. Aide in recruiting and mentoring replacement VP of Professional Development near end of term.
2. Board of Director Duties
- a. Attends Monthly Chapter Board meetings and the creating monthly Board of Director consent agenda by Administrative Director's deadline.
 - b. Attends Board Summer and Winter Retreats.
 - c. Participates in meetings twice a year, or more as needed, with the President and President-Elect to review progress of yearly goals and discuss any issues or concerns with their position.
 - d. Aids in creating the event sponsorship package and in seeking sponsorship funding for events and resources in coordination with the President and the VP of Sponsorship.
 - e. Supports Executive Committee in preparing final Chapter Award submittals to Headquarters.
3. Committees
- a. Holds Professional Development committee meetings once a month or as required throughout the planning process.
 - b. Creates meeting agendas for each scheduled committee meeting and archives them for future reference through the electronic file sharing program (Dropbox).
 - c. Works with Recruitment Coordinator to recruit event committee volunteers.
4. Events
- a. Initiatives, delegates, and leads the Professional Development committees through planning and implementation of programs and resource creation.
 - b. Manages the approved budget for events. Requests Board vote for any changes to the approved budget.
 - c. Coordinates with VP of Communications for event graphics and PR. Maintains graphic brand and identity of the Chapter.
 - d. Completes Close Out Budget and Report within 30 of the Event.
 - e. Confirms that all Event Graphics, PR items, Agendas, Minutes, Photographs, Volunteer Lists, Venue/Catering/AV Contracts and Receipts are archived on Dropbox for future reference.
 - f. Participates in a post-event meeting with the President for lessons-learned.