

IIDA NPC Signature Events Director Position Description

Reports To:

Directly: VP of Signature Events
Overall: President and 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 Signature Events Director shall be responsible for developing chapter 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 Signature of Events Director shall perform such other duties as from time to time may be assigned by the VP of Signature Events, President or Chapter Board of Directors

Committees:

- RISE Committee
- TOAST! Committee
- Product Runway Committee
- INawards Committee

Responsibilities:

1. General
 - a. Work with the President to establish and implement chapter's VP Of Signature Events goals.
 - i. Reports to the President twice a month or more frequently as needed regarding the status of Signature Events programs, budget, schedule 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 Signature Events efforts by building strategic alliances with related industry organizations.
 - e. Communicates with other Chapter's Board Positions and/or committees and headquarters for feedback and information sharing regarding event planning.
 - f. Creates Signature Events resources for the design community and coordinates with VP of Communications to promote content.
 - g. Support Board of Directors with their programming 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

- efforts of Signature Events.
- j. Create and maintain Signature Events transition guide and electronic file sharing content.
 - k. Aide in recruiting and mentoring replacement of Director and VP of Signature Events 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 Signature Events 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. Initiates, delegates, and leads the Signature Events committees through planning and implementation of programs and resource creation.
 - b. Manages the approved budget for 4 Signature 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 days 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.
 - g. Represents the Chapter at Professional events and to the public.
 - h. Detailed Event duties include:
 - i. Provide a significant visual presence of the Board to Members at City Center events, CEU's and Forums.
 - ii. Participates in yearly meeting with President and President-Elect to review progress of yearly goals and discuss any issues or concerns with their position.
 - iii. Attends all Finance Committee and Board of Director meetings.
 - iv. Responsible for creating monthly Board of Director consent agenda by Administrative Director's deadline.
 - v. Creates annual budget for VP of Signature Events position.

- vi. Set Preliminary Budget for each chapter event and monitor the budget evolution as Event planning proceeds.
- vii. Bring any Event Budget changes from the Co-Chair(s) to the Board for approval.
- viii. Maintains Events handbook and electronic file sharing content.
- ix. Aide in recruiting replacement VP of Signature Events mid-term and mentor incoming VP of Signature Events for an extended amount of time including one planning period for each Chapter Event.
- x. Supports Executive Committee in preparing final Chapter Award submittals to Headquarters.
- xi. Communicates with other Chapter VP of Signature Events and headquarters for feedback and information sharing.
- xii. Recruit Co-Chair(s) for all Chapter events: Toast!, INawards and Rise.
- xiii. Confirm selection of Co-Chair(s) with the Board for approval.
- xiv. Recruit Committee for all three major Events with the assistance of the Co-Chair(s).
- xv. Keep the Board up to date on Event planning progress through reports from the Co-Chair(s) and regular committee meetings acting as Liaison between each Chapter Event Committee and the Board.
- xvi. Educate Co-Chair(s) and committee volunteers on the Chapter by-laws, policies, and procedures as well as the overarching strategic direction of the Chapter.
- xvii. Attends Event planning meetings as necessary to monitor Event development.
- xviii. Assist Co-Chair(s) in keeping planning committee on track in regards to PR, Graphics, Ticket Sales, Budget, Catering, Venue, AV, Décor and Volunteer Coordination.
- xix. Assist Co-Chair(s) on coaching each volunteer in their chosen committee role and the duties required for that position.
- xx. Mentor Co-Chairs and Committee members in order to develop an enjoyable IIDA experience and retain volunteers for future events and further volunteer opportunities.
- xxi. Participate in graphic meeting with VP of Communications and Event Committee to review communication guidelines and templates for Event Graphics at the beginning of the Event planning process.
- xxii. Coordinate with VP of Sponsorship for all communications with Chapter Patrons.
- xxiii. Coordinate with Historian to confirm that Event Co-Chair(s) have archived all Event Graphics, PR items, Agendas, Minutes, Photographs, Volunteer Lists, Venue/Catering/AV Contracts and Receipts for future reference.
- xxiv. Act as liaison between Headquarters and Rise planning committee should Chapter volunteer to host the Event.
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