

## IIDA NPC Puget Sound Campus Center Director Position Description

### Reports To:

Directly: VP of Campus Centers  
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.
3. Resides within that Campus Center area

### Job Description:

The Puget Sound Campus Center Director shall be responsible for developing chapter Campus Center goals, programs and creation of resources. These duties shall include recommendation and supervision of appropriate teams to formulate programs. Non-voting member of IIDA NPC Board.

### Council/Committees:

- Puget Sound Campus Center Student Council - Oversee
  - Student Council President
  - Membership Chair
  - Events Chair
  - Social Media/Communications Chair
  - Community Outreach Chair
  - School Liaisons
- Individual Event Committees- Multiple Per Year
- Campus Center Event Planning - Support as Needed

### Responsibilities:

1. General
  - a. Work with the VP of Campus Centers to establish and implement the Puget Sound Campus Center Director's goals.
    - i. Reports to the VP of Campus Center once a month or more frequently as needed regarding the status of Puget Sound Campus Center Director 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 Council and Board to Members at chapter, city center, and campus center events.
  - d. Increases public awareness of the Organization and the Campus Center Director's efforts by building strategic alliances with related industry organizations.
  - e. Communicates with other Chapter's Campus Center Directors, VP's and/or Campus Center committees and headquarters for feedback and information sharing.
  - f. Creates Puget Sound Campus Center resources for the design community and coordinates with VP of Communications and Communications Chair to promote content.
  - g. Work with design firms, industry firms, and local schools to advance the

Campus Center's effort to promote IIDA and the Interior Design Profession.

- h. Create and maintain Puget Sound Campus Center Director transition guide and electronic file sharing content.
  - i. Aide in recruiting and mentoring replacement Puget Sound Campus Center Director 3-6 months prior to end of term. VP of Campus Centers to aid in transition.
    - i. Is responsible for onboarding new PSCC Director replacement. Meet once a month or more frequently depending on meeting needs.
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 VP of Campus Centers and the VP of Sponsorship.
  - e. Supports Executive Committee in preparing final Chapter Award submittals to Headquarters.
3. Council/Committees
- a. Oversees PSCC Campus Center Student Council meetings once a month.
  - b. Holds meetings for individual events or as required throughout the planning process.
  - c. Verifies and records minutes for each scheduled committee meeting and archives them for future reference through the electronic file sharing program (Dropbox).
  - d. Works with Recruitment Coordinator to recruit event committee volunteers.
  - e. Works with VP of Membership and Membership Chair to recruit and maintain current standing of members.
4. Events
- a. Initiates, delegates, and leads PSCC individual event 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 the Communication Chair and VP of Communications for event graphics and PR. Maintains graphic brand and identity of the Chapter. Includes Eventbrite launches.
  - d. Oversees committee meetings as required throughout the planning process. Verifies the event committee is providing a meeting agenda and minutes.
  - e. Completes Close Out Budget and Report within 30 days of the Event.
  - f. 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.  
Includes critical info sheet and wrap up form Expense reports  
for reimbursements. **Reimbursements are for IIDA members  
only.**

- g. Verifies that event chairs provide meeting agendas and minutes to  
include in monthly consent agendas.